



Republic of Rwanda  
Ministry of Education



RTB | RWANDA  
TVET BOARD

CCMOL101

Occupation and learning process (OLP) /

Gahunda y'imyigire mu mwuga wawe

Disclose the occupation and learning process/

Gusobanura gahunda y'imyigire

mumwuga wawe

### Competence

RQF Level/icyciro: 1

Learning Hours/Amasaha yigwa



30

Credits/indengo: 3

Sector/ishami: ALL/YOSE

Trade/agashami: ALL/TWOSE

Module Type/icyikiro cy'imbumbanyigisho: Complementary/Mpuzamashami

Issue Date/igihe yakorewe: August 2022/Kanama2022

CURRICULUM/IMFASHANYIGISHO: CCMOL101-TVET CERTIFICATE 1- ALL/YOSE

<b>Purpose statement/intego nyamukuru</b>	<p>This module discloses the knowledge, skills, and right attitudes required for the learner to integrate the learning environment, describe his/her own occupation, develop to personal learning plan in order to meet occupation standards required on the labor market. /</p> <p>Iyi mbumbanyigisho irasobanura ubumenyi ubushobozi, n'imitwarire ikenewe kugira ngo uwiga asobanukirwe n'umwuga we bigendanye n'ibikenewe ku isoko rya umurimo.</p>				
<b>Delivery modality /Uburyo bw'imyigishirize</b>	<b>Training delivery /Imyigishirize</b>	<b>100%</b>	<b>Assessment /Isuzumabushobozi</b>	<b>Total 100%/Igiteranyo</b>	
	Theoretical content/Ubumenyi	30%	Formative assessment /Isuzuma mbonezanyigisho	30%	
	Practical work: Imikoro ngiro			100%	
	<ul style="list-style-type: none"> <li>Group project and presentation/Imikoro ngiro mu matsinda</li> </ul>	20%			70%
	<ul style="list-style-type: none"> <li>Individual project /Work/Imikoro ngiro y'umuntu ku giti ke</li> </ul>	50%			
			Summative Assessment/ Isuzumabumenyi mbonezanyigisho	N.A/Ntago ikoreshe	

### Elements of Competency and Performance Criteria/Ingingo ni ibipimo by'ubushobozi

<b>Elements of competency/ingingo z'ubushobozi</b>	<b>Performance criteria/ibipimo by'ubushobozi</b>
<b>1. Integrate the learning environment/Kumenyereza uwiga aho yigira</b>	<p>1.1. Learning environment is well explored in line with key part of induction scenario /Uwiga yamenyereye aho yigira hakoreshejwe ibikorwa bitandukanye bya imenyereza.</p> <p>1.2. Integration in team is well done in accordance to teamwork skills and trust building activities/Kwinjira mu itsinda byakozwe neza hagendewe ku bumenyi bwo kuba mu itsinda ndetse n'ibikorwa byo kubaka icyizere</p> <p>1.3. Rules and regulation are appropriately respected in line with learning place guidelines./Amategeko n'amabwiriza yubahirijwe neza hakurikijwe imirongongerwaho yaho bigira.</p>
<b>2. Describe the occupation and learning process/Gusobanura</b>	<p>2.1. Occupation is properly explained referring to its main elements and trade opportunities/Umwuga wasobanutse neza hagendewe ku bintu by'ingenzi</p>

umwuga n'uburyo bwo ku wigamo	biwugize n,amahirwe aboneka muri iryo shami
	2.2. Training program is clearly discussed in accordance with learning technics /Gahunda y'imyigishirize yaganiriweho neza hashingiwe ku buryo bw'imyigire.
	2.3. The qualification to be learnt is well explained in line with CBC guidelines./Ibyo baziga byasobanuwe neza hakurikijwe integanyanyigisho ijyanye n'umwuga we
3. Develop personal learning plan/Kwitegurira gahunda y'imyigire	3.1. Self-evaluation is adequately done in line with occupational interests and expectations/Isuzuma bwite ry'uwiga ryakozwe neza hagendewe ku inyungu nibitegerejwe ku umwuga.
	3.2. Personal learning plan is adequately elaborated in accordance with learning goals set/Gahunda bwite y'uwiga yakozwe hagendewe ku ntego uwiga yihaye.
	3.3. Personal learning plan is properly straightened in line with learning strategies set to reach the goals/Gahunda y'uwiga igendanye n'ingamba zimufasha kugera kuntego yihaye.

**Course content/Imbata y'ibygwa**

<b>Learning outcomes/umusaruro w'inyigisho</b>	<b>At the end of the module the learner will be able to/Nyuma y'iyi mbumbanyigisho uwiga azaba ashobora:</b> <ol style="list-style-type: none"> <li>1. Integrate to the learning environment/ Kumenyereza uwiga aho yigira</li> <li>2. Describe the occupation and learning process/ Gusobanura umwuga n'uburyo bwo ku wigamo</li> <li>3. Develop personal learning plan/Kwitegurira gahunda y'imyigire</li> </ol>
1. Learning outcome/umusaruro w'inyigisho: <b>Integrate to the learning environment / Kumenyereza uwiga aho yigira</b>	<b>Learning hours/Amasaha yigwa: 7</b>
<b>Indicative content/ibygwa</b>	

- **Conducting induction scenario/Kumenyereza uwiga**
  - ✓ The key part of induction scenario /Ingingo z'ingenzi zo kumenyereza uwiga
    - ✚ Self-introduction/Kwivuga
    - ✚ Meet with colleagues/Kuganira nabo bigana
    - ✚ Overview of learning place/Ishusho yaho bigira
    - ✚ Tour of learning place /Gutembera aho bigira
  - ✓ Expectation about the learning/Icyitezwe kubyo yiga
- **Discussion on Team integration /Ibiganiro kukwimenyereza gukorera hamwe**
  - ✓ Definition of team work/Ubusobanuro bwo gukorera hamwe
  - ✓ Qualities of a good team members/Ibyiza biranga abakorera hamwe
  - ✓ Benefit of team work/Inyungu zo gukorera hamwe
  - ✓ Trust building activities/Imirimo yo kubaka icyizere
- **Explanation of learning place guidelines /Gusobanura imirongo ngenderwaho yaho bigira**
  - ✓ Rules and regulations at the learning place/Amategeko n'amabwiriza yaho bigira
  - ✓ Participation in setting rules/Uruhare rw'uwiga mukwishyiraho amategeko
    - ✚ Setting rules of the classroom/Gushyiraho amategeko yo mu ishuri
    - ✚ Attribution of group responsibilities/Kuzuza inshingano kubagize itsinda.
  - ✓ Working plan and schedules/Ishusho ngenderwaho y'ibikorwa

**Resources required for the learning outcome /Ibikoresho nkenerwa ku musaruro w'inyigisho**

Equipment /Ibikoresho	<ul style="list-style-type: none"> <li>• Computer/Mudasobwa ,Projector/Insakazamashusho ,Chalk board/Ikibaho</li> </ul>
Materials/ Ibikoresho bishira	<ul style="list-style-type: none"> <li>• Flip chat/Impapuro nini zo kwandikaho, Markers/Marikeri, Chalks/Ingwa, Pen/Ikaramu, Scotch tape/Papiyekora, Paper/Urupapuro</li> </ul>
Tools /Ibikoresho bidashira	<ul style="list-style-type: none"> <li>• Template of working schedule /Ishusho y'ibikorwa</li> <li>• Books of internal rules/Ibitabo birimo amategeko ngenga myitwarire mukigo</li> </ul>
Facilitation techniques / imboneza masomo	<ul style="list-style-type: none"> <li>• Individual and group work/Umukoro w'umuntu kugiti ke</li> <li>• Practical exercise /Imikoro ngiro</li> <li>• Group discussion and presentations/Ibiganiro mu matsinda no kubisangiza abandi</li> </ul>

Formative assessment methods/uburyo bw'isuzuma mboneza nyigisho	<ul style="list-style-type: none"> <li>• Written assessment /Isuzuma ryanditse</li> <li>• Oral presentation /Isuzuma mubiganiro</li> </ul>
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<b>Learning outcome 2/ Umusaruro w'inyigisho: Describe the occupation and learning process/Gusobanura umwuga n'uburyo bwo ku wigamo</b>	<b>Learning hours/ Amasaha yigwa :15</b>
<b>Indicative content/ Ibyigwa</b>	
<ul style="list-style-type: none"> <li>• <b>Explanation of element of occupation/Gusobanurirwa ibigize umwuga</b> <ul style="list-style-type: none"> <li>✓ Characteristics of the occupation /Ibiranga umwuga</li> <li>✓ Place of the occupation in the sector /Umwanya umwuga ufite mu ishami</li> <li>✓ Job opportunities related to the occupation/Amahirwe aboneka mu mwuga wawe</li> </ul> </li> <li>• <b>Discussion on the learning technics /Ibiganiro kuburyo bw' imyigire</b> <ul style="list-style-type: none"> <li>✓ Types of learning technics /Uburyo bw' imyigire <ul style="list-style-type: none"> <li>✚ Cooperative learning /Kwigira hamwe</li> <li>✚ Experiential learning /Gukoresha ubumenyi usanganywe mu gikorwa/gukora ubushakashatsi</li> <li>✚ Individualized learning/Twiyigisha</li> </ul> </li> <li>✓ Discover each one's learning style/Kwifasha kwimenyera uburyo buboneye wigamo <ul style="list-style-type: none"> <li>✚ Learning style activities /Ibikorwa bifasha uwiga kumenya uburyo yigamo</li> </ul> </li> </ul> </li> <li>• <b>Explanation of CBC Guidelines and qualification /Gusobanura neza imirongo ngenderwaho mu nteganyanyigisho</b> <ul style="list-style-type: none"> <li>✓ Technical terms related to TVET/Amagambo ari tekinike akoreshwa muri TVET <ul style="list-style-type: none"> <li>✚ RTB</li> </ul> </li> </ul> </li> </ul>	

✚ NESA

✚ TVET

✚ CBC/CBT

✓ Explanation of training guidelines/Ububanza bw' umurungo ngenderwaho mu imyigire

✚ Types of assessment/Ubwoko bw' isuzumabumenyi


✚ Module Passing line/Umurungo wo gutsindiraho iyi mbumbanyigisho

✓ Levels in TVET /Ibyiciro byo mu myuga n' ubumenyi ngiro

✚ TVET qualification pathways/Uruhererekane rw'ibyiciro

### Resources required for the indicative content/Ibikoresho nkenyerwa ku musaruro w'inyigisho

Equipment /Ibikoresho	<ul style="list-style-type: none"><li>• Projector/Insakazamashusho , Computer/Mudasobwa , Chalk board/Ikibaho ,Speakers and accessories /Insakazamajwi</li></ul>
Materials/ Ibikoresho bishira	<ul style="list-style-type: none"><li>• Flip chat/Impapuro nini zo kwandikaho, Markers/Marikeri, Chalks/Ingwa, Pen/Ikaramu, Scotch tape/Papiyekora, Paper/Urupapuro</li></ul>
Tools /Ibikoresho bidashira	Books /Ibitabo, Visual aids/ Imfashanyigisho kuri murandasi
Facilitation techniques /Imboneza masomo	<ul style="list-style-type: none"><li>• Individual research on the content/Ubushakashatsi bw umuntu kugiti ke</li><li>• Role play/Imikino ngiro</li><li>• Video based learning/Kwigira kumashusho ngiro</li><li>• Debate on the related content /Kwiga hakoreshejwe ibiganiro mpaka</li><li>• Individual work/Umukoro w'umuntu kugiti ke</li><li>• Group discussion and presentations/Ibiganiro mu matsinda no kubisangiza abandi</li></ul>
Formative assessment methods/Uburyo bw'isuzuma mboneza nyigisho	<ul style="list-style-type: none"><li>• Written assessment /Isuzuma ryanditse</li><li>• Oral presentation /Isuzuma mubiganiro</li></ul>

<b>Learning outcome 3: Develop personal learning plan/Kwitegurira gahunda y'imyigire</b>	<b>Learning hours /Amasaha yigwa:8</b>
<b>Indicative content/ Ibyigwa</b>	
<ul style="list-style-type: none"> <li>• <b>Discussions on occupational interests/ Ibiganire kunyungu za umwuga</b> <ul style="list-style-type: none"> <li>✓ Values and taboos related to the learning place/Indagaciro na kirazira zigendanye -n'umwuga</li> <li>✓ Personal interest related to the occupation/Inyungu bwite zigendanye n' umwuga</li> </ul> </li> <li>• <b>Discussions on personal plan and goals/Ibiganire kuntego bwite</b> <ul style="list-style-type: none"> <li>✓ Template of personal development plan/Imbata/imbonerahamwe y 'intego bwite</li> <li>✓ Definition of plan/Igisobanuro cya gahunda</li> <li>✓ Fill up personal development plan template /Kuzuza imbonerahamwe/imbata y' intego bwite</li> </ul> </li> <li>• <b>Discussion on strategies to reach the goals/Kuganira kungamba zo kugera ku intego</b> <ul style="list-style-type: none"> <li>✓ Discus on proper ways to set a goals/ibiganire ku uburyo bwiza bwo kugena intego <ul style="list-style-type: none"> <li> SMART</li> </ul> </li> </ul> </li> </ul>	
<b>Resources required for the indicative content</b>	
<b>Equipment /Ibikoresho</b>	<ul style="list-style-type: none"> <li>• Projector/Insakazamashusho , Computer/Mudasobwa , Chalk board/Ikibaho ,Speakers and accessories /Insakazamajwi</li> </ul>
<b>Materials/ Ibikoresho bishira</b>	<ul style="list-style-type: none"> <li>• Flip chat/Impapuro nini zo kwandikaho, Markers/Marikeri,</li> </ul>

	Chalks/Ingwa, Pen/ikaramu, Scotch tape/Papiyekora, Paper/Prupapuro
Tools/Ibikoresho bidashira	<ul style="list-style-type: none"> <li>Books/Ibitabo, Visual aids/Imfashanyigisho Kuri murandasi(video)</li> </ul>
Facilitation techniques/ Imboneza masomo	<ul style="list-style-type: none"> <li>Individual research on the content/ Ubushakashatsi bw umuntu kugiti ke</li> <li>Role play/ Imikino ngiro</li> <li>Group discussion and presentation/ Ibiganiro mu matsinda no kubisangiza abandi</li> <li>Video based learning/ Kwigira kumashusho ngiro</li> <li>Debate on the related content /Kwiga hakoreshejwe ibiganiro mpaka</li> </ul>
Formative assessment methods /Uburyo bw'isuzuma mboneza nyigisho	<ul style="list-style-type: none"> <li>Written assessment /Isuzuma ryanditse</li> <li>Oral presentation /Isuzuma mubiganiro</li> </ul>

### References:

1. Work Readiness Training Programme – Trainer’s Manual, Akazi Kanoze – Youth Livelihoods Project.
2. Work Readiness Training Programme – Participant’s Manual, Akazi Kanoze – Youth Livelihoods Project.
3. <https://teaching.berkeley.edu/active-learning-strategies>