

Pre-Approval Instructions: Facilitating Learning

IMPORTANT NOTES

With effect from 1 July 2024, your skill demonstration pre-approval and work product submissions will be completed via an online application. The online form can be found [here](#). If you click on Preview, you will be able to see the entire form for all competency categories so you can determine which is right for you. You can also download the instructions from the Getting Certified page.

Please note, there is no ability to complete a “spellcheck” on the online form, so you may wish to capture your responses in this or a separate document and copy the information to the online form.

Pre-Approval Submission Dates

Please submit for pre-approval by the last Friday of the month no less than 60 days prior to your intended skill demo submission date. You can expect a response within 10 business days of the last Friday of the month.

Please do not schedule your skill demonstration until your pre-approval has been successful.

Instructions

Prior to completing your worksheet and recording your demonstration, please prepare by reviewing the *Competencies for Performance and Learning Professionals*© **Facilitating Learning** and **Partnering with Clients**.

Competent facilitation of learning ensures:

- The environment is conducive to learning
- Learners are as engaged in learning as possible
- Learners are held accountable for their learning
- Opportunities to interact and practice are optimized
- Specific needs of individuals and groups are respected
- Achievement of learning objectives is assessed
- The facilitator appropriately represents the organization

Competent partnering with clients increases the likelihood you:

- Get the input you need to achieve or exceed expectations on an assignment
- Expand your client's and own thinking about effective and innovative solutions
- Meet the needs of both the learner and the organization sponsoring the project
- Minimize misunderstandings, surprises and disappointments by anyone on the project
- Build commitment to effective implementation of solutions
- Complete projects on time and within budget
- Maintain client satisfaction throughout the project

Selecting a project that meets the criteria

Your work product submission must be an original and current project undertaken in the past two years, and you must be authorized to submit the supporting documentation.

It is important that you select a project that will enable you to demonstrate the competencies for performance and learning professionals in action.

Navigate to the Getting Certified page to access the submission instructions, which indicates the key outputs and assessment criteria against which your submission will be assessed.

Skill demo pre-approval

Preparing your skill demonstration is no small feat, and we want to set you up for success.

Prior to commencing your skill demonstration submission, we ask you to share the **context** behind the assessment you have chosen, as well as the performance gaps you will be addressing. A member of the assessor team will review what you share to ensure you are on the right track, and share feedback if you are not.

Please provide the responses to the following via the [Skill Demo Pre-Approval form](#):

1. Please indicate whether the program was designed by you, or someone else.
2. Please provide a brief description of the background for the project or program. What is the reason for the initiative?
3. Please provide a brief description of the learners this program is intended for.
4. What are the performance outcomes the program will address? In other words, what do learners need to do differently in the workplace upon completion of the experience?
5. What learning objectives did/will the program address?
6. Please provide a high-level outline of the learning program you will use for your demonstration. Be sure to indicate how the learning objectives are aligned to activities used to enable learners to practice the skills or knowledge they will acquire. Please also indicate how you will assess achievement of those learning objectives during the demonstration.

Please submit for pre-approval via this [Skill Demo Pre-Approval form](#) no less than **60 days** prior to scheduling your skill demo submission.

Once your topic has been approved, you are welcome to proceed to scheduling your skill demonstration.

Scheduling your skill demonstration

Once your project has been pre-approved, register for a skill demo submission event on the [I4PL website](#). Skill Demo submissions are accepted on the first Friday of each month.

After receiving the confirmation email with the submission date from the Certification Coordinator, **reply to confirm your submission date** as assigned by the deadline mentioned in the email. Failure to respond to the confirmation email will result in the rescheduling fee being charged.