

NATIONAL CERTIFICATE IN ADULT EDUCATION AND TRAINING (LEVEL 4)

Starts:	Early 2016
Credits:	40 credits
Location:	Auckland, Hamilton, Wellington and Christchurch (please contact us for other location options)
Duration:	Part-time; six full day face-to-face sessions plus self-study (over a 12 month period)
Cost:	Funded

Admission

Although this programme is open entry, preference will be given to learners who meet the following criteria:

- 12 credits in English at NCEA Level 1, Grade C or an equivalent qualification
- Learners must have access to a computer, email and internet
- Learners must have full support from their manager
- Learners must be involved in adult training and have access to at least 3–6 adult learners, either in the workplace or a community based organisation

This programme is not open to international students.

PLACES ARE LIMITED

Enrol now by completing the LearningWorks enrolment form and learner profile or by contact LearningWorks. All enrolments are subject to admission criteria being met. All programme delivery is subject to sufficient enrolments.

INTRODUCTION

The National Certificate in Adult Education and Training (Level 4) is a Wintec qualification offered in partnership with LearningWorks. Through this partnership, learners enrolling in this qualification are Wintec students, under Wintec's quality systems.

This programme focuses on developing delivery of adult education and training skills so that you can become a more effective tutor, trainer or facilitator.

As a graduate, you will gain theoretical knowledge and practical skills that can be transferred immediately to your adult training environment.

It involves participation in six one-day facilitated classroom sessions and self-study to complete assessments. Assessments are uploaded to an online system for facilitator marking.

WHO IS IT SUITED TO?

- Newly appointed tutors, trainers or facilitators
- Existing tutors, trainers or facilitators with limited formal training
- Potential tutors, trainers or facilitators who will benefit from the foundation adult training and education skills and knowledge

Session One – Fundamentals of Adult Learning (Unit Standard 7102)

- Theoretical models of adult learning
- Learning styles within adult learning contexts

Session Two – Culturally Safe Learning Environments (NZ) (Unit Standard 7091)

- Identify diverse cultural needs in a New Zealand learning environment for adults

Session Three – Develop Materials and Evaluate Learning (Unit Standards 7093 & 20469)

- Design learning sessions for adults
- Evaluate adult learning sessions

Session Four – Facilitate Learning (Unit Standard 7097)

- Facilitate interactive learning sessions for adult learners

Session Five – Workplace Assessor (Unit Standard 4098 & 11281)

- Preparing candidates for assessment against standards
- Assessing candidates' performance against unit standards

Session Six – Intensive Workshop

- Catch-up and support for all unit standards and assessments
- Debrief and evaluation

DETAILED OVERVIEW

Session 1 - Fundamentals of Adult Learning (Unit Standard 7102)

In this session, you will learn about the theory of adult learning and how you might use this to improve your own practice and outcomes for your learners. You will look critically at the concept of learning styles and analyse the advantages and disadvantages of three learning style models and tools in specific adult learning situations.

Session 2 - Culturally Safe Learning Environments (NZ) (Unit Standard 7091)

In this session, you will learn how to create adult learning environments that are culturally safe and inclusive. You will learn how to identify cultural learning needs, including your own, within a New Zealand learning environment. You will also explore how behaviours can create barriers to learning, and what actions we can take to establish more inclusive learning environments for adults.

Session 3 - Develop Materials and Evaluate Learning (Unit Standards 7093 and 20469)

In this session, you will learn how to design learning sessions and plan for facilitation and evaluation. This planning process will cover methods, learning outcomes, learning styles, feedback, reflection, practice, resources and sequence. You will also learn how to evaluate, analyse results and review processes.

Session 4 - Facilitate Learning (Unit Standard 7097)

In this session, you will review what you have learned about session design and preparation to facilitate adult learners. You will be given the opportunity to practise key aspects of facilitation including discussing learning outcomes and assessment processes with learners, reinforcing key points, promoting participation and interaction, modifying session plans in response to circumstances, creating and maintaining a positive learning environment and using assessments to measure achievement of learning outcomes.

Session 5 - Workplace Assessor (Unit Standard 4098, 11281)

In this session, you will learn how to prepare candidates for an assessment process and to determine their readiness for assessment. You will also learn how to conduct assessments, make judgements based on quality evidence, and provide appropriate feedback.

Session 6 - Intensive Workshop

This session is provided to you to ensure that you have the support and understanding you require to fully complete all unit standard assessments. You will also use this session to debrief on the course and complete evaluation.

ABOUT US

LearningWorks is in the business of education. Our mission is to grow outstanding people through the development and delivery of learning and training solutions.

As a subsidiary of the Waikato Institute of Technology (Wintec), our experienced team use sound educational principles, technology, business awareness and modern design to plan, implement and evaluate a solution that works for learners and organisations.

Whether it is upskilling learners through flexible accredited qualification-based courses, creating educational resources, or providing eLearning platforms that drive success within organisations, we ensure our partners are part of the journey from inception to the end result.

TRAINING

As a Category One Private Training Establishment (PTE), our training team provide qualification (NZQA) and non-qualification specific customised training including Business Management, Leadership, Adult Education, Project Management, Train the Trainer and Continuous Professional Development

LEARNING TECHNOLOGIES

Our Learning Technologies team provide the appropriate online solution that transforms the learner experience to an accessible and engaging one. We provide learning portals through Learning Management Systems (LMS), applications (App) development, as well as providing hosting and technical support.

LEARNING DESIGN

Our Learning Design team of instructional and graphic designers create engaging learner-focused resources: print-based workbooks, blended learning and eLearning.