

National Certificate in Adult Education and Training (Level 4)



NZIM Northern
Venue: DLA Philips Fox Tower
Level 4, 209 Queen Street
Auckland

Workshop Title	Workshop Dates
Train the Trainer 4 days	1 – 2 & 8-9 March 2010
	1 -2 & 8 – 9 July 2010
	2 – 3 & 9 – 10 November 2010
	24 – 25 & 31 March – 1 April 2011
Needs Analysis & Programme Design* 2 days	1 – 2 June 2010
	16 – 17 September 2010
	2 – 3 December 2010
Facilitation Skills* 2 days	11 – 12 March 2010
	15 – 16 April 2010
	19 – 20 August 2010
	25 – 26 November 2010
Workplace Assessment 2 days	10 – 11 May 2010
	14 – 15 October 2010
	3 – 4 February 2011

NB: There are a number of assessments and/or projects that need to be completed and assessed as competent before you can be awarded the National Certificate in Adult Education and Training (Level 4).

** You may complete either Needs Analysis & Programme Design or Facilitation Skills*

It is recommended to attend the workshops in the following order; Train the Trainer, Needs Analysis & Programme Design or Facilitation Skills with the final module been Workplace Assessment.

Please see website for individual programme outlines.

Please fill out attached booking form fax or scan email to NZIM Northern

Fax 09 303 9109

enquiries@nzimnorthern.co.nz

Should you have any questions regarding this programme please contact one of our Learning and Development team on 09 303 9100 or 0800 800 694.



* = compulsory unit standard.

National Certificate in Adult Education and Training (Level 4)				
Unit Standard	Domain	Title	Level	Credits
7091*	Delivery of Adult Education and Training	Facilitate adult learning in New Zealand's cultural environment	4	4
7115	Delivery of Adult Education and Training	Create and maintain a positive learning environment for adult learner groups	4	4
7096	Delivery of Adult Education and Training	Deliver learning presentations to adult learners	4	8
7108 or	Delivery of Adult Education and Training	Deliver on-job training to adults	4	8
19444	Delivery of Adult Education and Training	Deliver group training sessions to adults	4	8
7093	Design and development of adult education and training	Design learning sessions for adult education and training	5	6
7103 or	Design and development of adult education and training	Determine the adult training requirements of a individual	4	4
7105	Design and development of adult education and training	Determine the adult learning and development requirements of a group	5	8
4098	Assessment of learning	Use standards to assess candidate performance	4	5
11281	Assessment of learning	Prepare candidates for assessment	4	3
7097	Design and development of adult education and training	Facilitate interactive learning sessions for adults	5	8
Total Credits				66**

** From these credits a minimum of 40-46 credits must be completed to be awarded the qualification

Train the Trainer (4 days)

Unit Standard	Domain	Title	Level	Credits
7091*	Delivery of Adult Education and Training	Facilitate adult learning in New Zealand's cultural environment	4	4
7155	Delivery of Adult Education and Training	Create and maintain a positive learning environment for adult learner groups	4	4
7096	Delivery of Adult Education and Training	Deliver learning presentations to adult learners	4	8
7108 <u>or</u>	Delivery of Adult Education and Training	Deliver on-job training to adults	4	8
19444	Delivery of Adult Education and Training	Deliver group training sessions to adults	4	8
Total Credits				32

* Compulsory unit standard

Needs Analysis & Programme Design (2 days) *

Unit Standard	Domain	Title	Level	Credits
7093	Design and development of adult education and training	Design learning sessions for adult education and training	5	6
7103 <u>or</u>	Design and development of adult education and training	Determine the adult training requirements of a individual	4	4
7105	Design and development of adult education and training	Determine the adult learning and development requirements of a group	5	8
Total Credits				18

* Either Needs Analysis & Programme Design or Facilitation Skills can be completed as part of the National Certificate in Adult Education and Training (Level 4)

Facilitation Skills (2 days) *

Unit Standard	Domain	Title	Level	Credits
7097	Design and development of adult education and training	Facilitate interactive learning sessions for adults	5	8
Total Credits				8

** Either Needs Analysis & Programme Design or Facilitation Skills can be completed as part of the National Certificate in Adult Education and Training (Level 4)*

Workplace Assessment (2 days)

Unit Standard	Domain	Title	Level	Credits
4098	Assessment of learning	Use standards to assess candidate performance	4	5
11281	Assessment of learning	Prepare candidates for assessment	4	3
Total Credits				8

**NATIONAL CERTIFICATE IN ADULT EDUCATION AND TRAINING – LEVEL 4
 NZIM PUBLIC PROGRAMME PARTICIPANT ENROLMENT FORM**

Full Name: _____ **NSI Number (if allocated):** _____

Date of birth: _____ **Ethnicity:** _____
 (e.g. NZ European, NZ Maori, Pacifica, Chinese)

Private address: _____

Phone: _____ (h) _____ (w) _____ (m)

Email contact: _____ *Please tick box if you **do not** wish to receive regular NZIM Northern updates*

Special health or dietary needs: _____

Employer: _____

Position held: _____ **Authorising Officer** _____

NZIM Region attending __ Northern _____

Dates attending:

Train the Trainer	Needs Analysis and Programme Design	Workplace Assessment
	Or	
	Facilitation Skills	

I hereby certify that the above information is correct. I also authorise the release of information to the New Zealand Institute of Management (NZIM)

Signature: _____

