

## 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
<b>Train the Trainer</b> 4 days	24 – 25 & 31 March – 1 April 2011
	21 – 22 & 28 – 29 July 2011
	24 – 25 November & 1 – 2 December 2011
	22 – 23 & 29 – 30 March 2012
<b>Needs Analysis &amp; Programme Design*</b> 2 days	1 – 2 June 2011
	15 – 16 September 2011
	8 – 9 December 2011
<b>Facilitation Skills*</b> 2 days	13 – 14 April 2011
	18 – 19 August 2011
	24 – 25 November 2011
	14 – 15 March 2012
<b>Workplace Assessment</b> 2 days	3 – 4 February 2011
	4 – 5 July 2011
	14 – 15 November 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](mailto: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
<b>Total Credits</b>				<b>66**</b>

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

<b>Train the Trainer (4 days)</b>				
<b>Unit Standard</b>	<b>Domain</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>
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
<b>Total Credits</b>				<b>32</b>

\* *Compulsory unit standard*

<b>Needs Analysis &amp; Programme Design (2 days) *</b>				
<b>Unit Standard</b>	<b>Domain</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>
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
<b>Total Credits</b>				<b>18</b>

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

<b>Facilitation Skills (2 days) *</b>				
<b>Unit Standard</b>	<b>Domain</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>
7097	Design and development of adult education and training	Facilitate interactive learning sessions for adults	5	8
<b>Total Credits</b>				<b>8</b>

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

<b>Workplace Assessment (2 days)</b>				
<b>Unit Standard</b>	<b>Domain</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>
4098	Assessment of learning	Use standards to assess candidate performance	4	5
11281	Assessment of learning	Prepare candidates for assessment	4	3
<b>Total Credits</b>				<b>8</b>

**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:**

<b>Train the Trainer</b>	<b>Needs Analysis and Programme Design</b>	<b>Workplace Assessment</b>
	<b>Or</b>	
	<b>Facilitation Skills</b>	

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:** \_\_\_\_\_

