



Literacy Aotearoa
Choice Change Freedom

Statement of Commitment for the New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) (Level 5) - NZCALNE (Voc)

Literacy Aotearoa Delivery Site Enrolment

The New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational /Workplace) (Level 5 Credits 40), recognises expertise in adult education and training, and thereby contributes to the improvement of the foundation skills (literacy and numeracy) of adult learners in Aotearoa New Zealand. It is a professional qualification for adult literacy and numeracy educator competence in Aotearoa New Zealand.

This qualification is intended to equip the adult educator to develop the literacy and numeracy skills of learners within the context of a training or education programme. It is particularly relevant for existing practitioners who deliver programmes and who are recognised as adult educators in their own field. They may be workplace trainers and/or assessors, or vocational tutors or lecturers; the programme could be on-job or off-job.

This qualification assumes a professional level of expertise in adult education and training, including cultural perspectives that underpin the trainee tutors' teaching for learners from Māori, Pasifika and other cultures. It introduces the trainee tutor to a range of educational frameworks including those underpinning Māori and Pasifika world views, and the New Zealand Adult Literacy and Numeracy Progressions.

Trainee tutors will explore the impact of social, political and historical contexts, in relation to the above frameworks as well as adult literacy and numeracy skills development for diverse learners in workplace, community and vocational settings.

1. People awarded the NZCALNE (Voc) Level 5 will be able to:

- Design embedded literacy and numeracy strategies to enhance learner outcomes in a vocational or workplace programme;
- Create and sustain a learner-centred teaching environment that respects learners' mana and diverse backgrounds, and the wider educational and social context, in order to facilitate quality learning;
- Embed literacy and numeracy teaching and learning in a vocational or workplace programme, in ways that are appropriate to the unique context of Aotearoa New Zealand;
- Use assessment and evaluation as tools to enhance student learning and own teaching practice in embedded literacy and numeracy.

2. NZCALNE (Voc) Level 5 Entry Requirements

This is not an entry-level qualification. To qualify you need to:

- have experience in tutoring with at least 100 hours
- attend the online facilitated ZOOM training workshops;
- have regular access to a device (BYOD - computer or laptop) for online learning;
- have regular access to a reliable internet connection, preferably high-speed, and/or data plan to be able to support online learning;
- have practical knowledge of computers with basic file management, word processing skills, and the ability to do online learning;
- have access to a minimum of two adult learners in a workplace, tertiary institute or community organisation;
- have access to the Literacy and Numeracy for Adults Assessment Tool (LNAAT).

You must also complete the qualification within the maximum timeframe of 34 weeks.

3. Practicum Requirements:

Literacy Aotearoa Delivery Site will ensure you have suitable practicum opportunities, focusing on the timely completion of that part of the programme.

To qualify you need to:

- have access to a minimum of two individual learners – if you prefer you may relate your assessment evidence to a larger group of learners;
- provide evidence of use of the LNAAT assessment tool - formative and summative assessments;
- develop teaching session plans that include activities to embed literacy and numeracy skill development;
- evaluate your session plans. The evaluations need to include a self-evaluation, and learner and observer feedback;
- reflect on your professional practice;
- have an appointed supervisor to observe your practice and complete the Observer Feedback Sheet.

Literacy Aotearoa Delivery Site will also ensure when working with learners 18 years and under that a safety check to comply with the requirements of the Vulnerable Children Act 2014 is carried out. For more information on the Vulnerable Children Act 2014, visit: <https://www.orangatamariki.govt.nz/working-with-children/childrens-act-requirements/>

4. Details of the face-to-face component of NZCALNE (Voc)

You will attend the facilitated face-to-face training workshops. In the unlikely event you are unable to attend you will notify the Training Administration team - trainingadmin@literacy.org.nz

Face-to-face training workshops begin at 9am each day and conclude at 3pm. National Training Facilitators will be onsite until 5pm for those who may require further assistance or clarification of course and assessment content.

First Block:

Day One:	Introduction to Literacy Aotearoa; Digital Tools; Blended Learning
Day Two:	Orientation ALN501 - Introduction to Adult Literacy and Numeracy course and assignments

First Block Tutorial:

Day One:	Tutorial Assignment 2
----------	-----------------------

Second Block:

Day One:	Orientation ALN502 - Introduction to Applying Adult Literacy and Numeracy Approaches course and assignments
Day Two:	Orientation ALN502 - Applying Adult Literacy and Numeracy Approaches assignments continued and LNAAT

Second Block Tutorial (Practicum Start)

Day One:	Tutorial Assignment 2
----------	-----------------------

Second Block Tutorial (Practicum Mid)

Day One:	Tutorial Practicum Assignment 2
----------	---------------------------------

5. Course Resources for NZCALNE (Voc) Level 5

The programme is offered in **blended mode** using face-to-face and online delivery. All course materials for this programme are available to trainee tutors online through the learning platform *iQualify*.

High level experienced National Training Facilitators will provide support through-out the duration of the programme, online and face-to-face.

6. Indicative workload for NZCALNE (Voc) Level 5

Self-directed learning and online learning requires 12.5 hours per week, maybe more depending on the trainees' experience. The time required to complete practicum will depend on individual learners.

You will ensure a commitment to complete all online readings and activities as well as contributing to online group discussions through-out your study.

7. Programme Overview for NZCALNE (Voc)

Introduction to Adult Literacy and Numeracy Education [ALN501]

This is the first 20 credit course in the New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) programme, where you will be introduced to a range of education frameworks including Māori and Pasifika contexts and pedagogy and the New Zealand Adult Literacy and Numeracy Progressions.

You will explore the impact of social, political and historical contexts, in relation to these frameworks and adult literacy and numeracy skills development for diverse learners in workplace, community and vocational settings.

Course Structure

There are five modules in this course designed to cover the key topics, essential reading, video presentations and interaction with the other trainee tutors of your programme. You work through each module in sequence in order to be prepared for the assignments.

The five modules for the course are:

Module 1: Adult literacy and numeracy education in Aotearoa New Zealand - the journey so far

Module 2: Pasifika perspectives on adult literacy and numeracy education

Module 3: Structuring your teaching and learning for the success of all learners

Module 4: Designing adult literacy and numeracy education for socially diverse groups

Module 5: Guiding you with literacy and numeracy education

Learning Outcomes

On successful course completion, you will be able to:

1	Identify and discuss a range of Māori perspectives and historical and political influences that inform adult literacy and numeracy teaching and learning in Aotearoa New Zealand.
2	Identify and discuss a range of Pasifika approaches that inform adult literacy and numeracy teaching and learning in Aotearoa New Zealand.
3	Demonstrate understanding of the Aotearoa New Zealand learning progressions for adult literacy and numeracy programme design, with reference to related adult teaching and learning theories and Māori and Pasifika world views.
4	Demonstrate understanding of social diversity in relation to the design of adult literacy and numeracy education in Aotearoa New Zealand.
5	Discuss the nature of inclusive, ethical and professional relationships to support adult literacy and numeracy skills development in the Aotearoa New Zealand context.

Assignments

Assessment	Weighting
501 Assignment 1	50%
501 Assignment 2	50%

There are two written assignments for ALN501.

- These assignments are to be completed by following the Study Guide provided as you work your way through the five modules of learning.
- The feedback you receive on your first assignment will support you with a re-submission (if needed) and your second assignment.

Applying Adult Literacy and Numeracy Approaches [ALN502]

This is the second and final 20 credit course in the New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) programme. By the end of this course you will be able to plan for embedded literacy and numeracy teaching in a New Zealand context, and select and use various types of assessment to gather information about your learners' progress. You will also learn to embed literacy and numeracy development opportunities for learners, and evaluate the effectiveness of the methods you select.

This course builds on *Introduction to Adult Literacy and Numeracy Education*, ALN501, in which you are introduced to a number of approaches to adult literacy and numeracy in Aotearoa New Zealand including Māori and Pasifika educational frameworks, and the New Zealand Adult Literacy and Numeracy Progressions.

Practicum

On submission of ALN501, you should prepare yourself for transitioning from theory into the practicum component where you will be given the opportunity to apply what you have learnt. The practicum usually takes place at one of our delivery sites but completing the practicum via an online platform, such as Zoom, is also an option.

Our delivery sites are open between 8.30am and 4pm daily and you should make yourself available during these hours to complete the practicum.

If you are engaged at one of our delivery sites for Practicum purposes, it is vital to understand that all of our staff, learners, trainees, stakeholders and anyone who is engaged with us uphold the our kaupapa and values at all times. These are listed below.

Our Mission

Literacy Aotearoa is established to develop, promote and deliver accessible, quality literacy services designed to ensure the peoples of Aotearoa are critically literate and able to realise their full social, cultural, and economic potential.

Our Kaupapa

Literacy Aotearoa will honour Te Tiriti o Waitangi in ways that accord with Tino Rangatiratanga and guided by Manaaki Tangata.

Our Values

Manaaki Tangata - Respect

The respect and care shown for the organisation and each other; our mana, our respective perspectives and our needs.

Tika - Justice

Providing the input that achieve equitable outcomes of meaningful and improved literacy and numeracy competencies for learners.

Mana - Honour of others and self

Nurturing leadership and developing the capabilities of all peoples to demonstrate the integrity of our values and the kaupapa and principles of Literacy Aotearoa.

Pono - Sincerity

Being true and valid in the work we do for the people and communities we serve.

Course Structure

There are five modules in this course designed to cover the key topics, essential reading, video presentations and interaction with your fellow trainee tutors. Work through each module in sequence in order to be prepared for the assignments.

The five modules for the course are:

Module 1: Knowing the Demands

Module 2: Knowing the Learner

Module 3: Knowing What To Do: Part one

Module 4: Knowing What To Do: Part two

Module 5: Identify, Plan and Implement Evaluation Methods

Learning Outcomes

On successful course completion, you will be able to:

1	Plan for embedded literacy and numeracy teaching and learning in the Aotearoa New Zealand context using the learning progressions for adult literacy and numeracy.
2	Identify and implement embedded adult literacy and numeracy activities, including Māori perspectives and Pasifika approaches.
3	Select and apply a range of assessment methods to gather information about adult learners to support their literacy and numeracy development.
4	Identify, plan and implement evaluation methods to establish the effectiveness of embedded literacy and numeracy teaching to support adult learning and professional practice.

Assignments

Assessment	Weighting
502 Assignment 1	50%
502 Assignment 2	50%

There are two written assignments for ALN502.

- These assignments are to be completed by following the Study Guide provided as you work your way through the five modules of learning.
- The feedback you receive on your first assignment will support you with a re-submission (if needed) and your second assignment.

Draft submission opportunities

Trainee tutors are given one opportunity to submit a full draft of Assignment 1 and 2 in both courses ALN501 and ALN502. Drafts should be submitted no later than 5 working days before the assignment due date. All drafts need to be emailed in one document to the National Training Facilitator

Course pass requirements

To pass each course you need to do the following:

- submit Assignments 1 and 2
- complete both assignments by the due date (or arranged extension date)
- gain a minimum of 25/50 of the available marks overall and not less than 20/50 on either assignment

Re-assessment opportunities

A re-submission is permitted for any mark under 20/50. Trainee tutors are given one opportunity to re-submit Assignment 1 and Assignment 2, in each course. The highest grade given for a re-submission is 25/50. The grade for the re-submission is recorded and contributes to the aggregated final grade for the course. Re-submission of assignments should be done within 5 working days of receiving notification of the result.

Extensions

Extensions of time to complete an assessment are given only in exceptional circumstances. Assessment extensions may only be granted for up to a maximum of three months. You can apply for an extension by requesting a form, Request for Extension, from the Training Administration team - trainingadmin@literacy.org.nz

American Psychological Association (APA) Referencing

At the end of your assignment please include a full reference list in APA format citing all the references you have used in your answers.

8. NZCALNE (Voc) Level 5 Programme Fee

The programme is free for those who hold NZ citizenship or permanent residency, or if you are an Australian citizen or a citizen of the Cook Islands, Niue or Tokelau.

9. Literacy Aotearoa Admin Fee

You are required to pay a non-refundable admin fee of \$25. ten working days prior to the first facilitated face-to-face training workshop. The admin fee is required before you can be accepted onto the programme.

10. Recognition of Prior Learning (RPL)

RPL refers to the practice of receiving applications for credit towards qualifications offered by Literacy Aotearoa for formal or informal learning obtained elsewhere, and determining the suitability of the evidence received to warrant the award of credit towards a qualification awarded by Literacy Aotearoa. For more information on obtaining RPL contact Training Admin - trainingadmin@literacy.org.nz

11. Literacy Aotearoa honours Te Tiriti o Waitangi by operating in accordance with Tino Rangatiratanga and guided by Manaaki Tangata. Services are provided in a way that enables learners to fulfil their potential, by building on their knowledge and experiences to enhance their confidence and capabilities.

12. Literacy Aotearoa operates within a self-assessment framework, in which material feedback from trainees and other stakeholders is encouraged and used to improve the quality of our teaching and assessment practice over time. This means that you will be asked to fill in questionnaire/s about what we can do better during your study.

13. The Literacy Aotearoa trainee tutor complaint process is available online at '<http://literacy.org.nz/tutor-with-us/trainee-tutor-complaint-process>' and is based around respect for competing views, independent consideration of the facts and a focus on resolution.

Checklist:

- I have the ability to do online learning;
- I have a laptop to carry out my study which I will bring to each facilitated face-to-face workshop or;
- I have a computer at home to carry out my study and require a device for use during the face-to-face workshop (Cluster/Delivery Site to arrange a suitable device for use during such times);
- I have regular access to internet/WiFi;
- I will attend the facilitated face-to-face workshops;
- I will log in regularly and engage online;
- I will submit all assessments on the given due dates;
- I will participate in all evaluation surveys;
- I am aware of the non-refundable admin fee which I will be invoiced for by Literacy Aotearoa;

Tick applicable box:

- I have access to 2 adult learners to carry out the practicum component of the programme; or
- I require access to 2 adult learners to carry out the practicum component of the programme.
- I understand that to access Literacy Aotearoa adult learners, that I
 - need to have a volunteer agreement in place. The volunteer agreement will be sent to you by the National Human Resources Advisor. This should be signed and returned.
 - Return the completed vetting form
 - Sign and return this Statement of Commitment.

The Practicum cannot take place without these documents in place.

Note: Literacy Aotearoa cannot guarantee access to our learners. This will depend on the availability of suitable learners at the time of practicum

Declaration:

By signing this I acknowledge that I have read, understand and will comply with the above information.

Trainee Tutor Name: _____

Trainee Tutor Signature: _____ **Date:** _____

Site Coordinator Name: _____

Site Coordinator Signature: _____ **Date:** _____