



Literacy Aotearoa

Choice Change Freedom

Statement of Commitment for the New Zealand Certificate in Adult and Tertiary Teaching (Level 4) – NZCATT Online Study - Direct (Individual) Enrolment

The New Zealand Certificate in Adult and Tertiary Teaching (Level 4 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 and tertiary educator competence in Aotearoa New Zealand.

This qualification is intended to help the adult educator to develop the knowledge, skills and attributes required for adult and tertiary tutoring or training career. It is particularly relevant for an educator starting out a career in adult and tertiary teaching.

This qualification assumes a professional level of expertise in adult education and training, and employs a range of learning and teaching strategies specific to adult learners including Literacy and Numeracy strategies. It introduces the Trainee tutors to a range of culturally appropriate resources, technologies and assessment types to ensure quality outcomes for adult learners.

Trainee tutors will understand how to apply learning and teaching strategies for adult learners and deliver quality programmes in diverse workplace, tertiary institute or community setting.

1. People awarded the NZCATT will be able to:

- Show understanding of a range of teaching and learning strategies appropriate for adult learners;□
- Demonstrate knowledge of resources and technologies that can be integrated into a lesson plan in order to meet specific outcomes in a relevant context;
- Demonstrate knowledge of assessment types and evaluation process including pre and post assessment feedback to learner;
- Demonstrate knowledge of pre and post assessment moderation including their relationship to quality assurance;
- Effectively facilitate teaching and learning using appropriate technologies and resources to meet a learning outcome;
- Apply assessment and moderation process to provide effective feedback to learners;□
- Effectively use feedback from a range of stakeholders, including learners, to improve learner outcomes and teaching practice;
- Identify and discuss a range of Pasifika approaches to inform adult literacy and numeracy teaching and learning in Aotearoa New Zealand;
- Demonstrate understanding of social diversity in relation to the design of adult education in Aotearoa New Zealand;
- Discuss the nature of inclusive, ethical and professional relationships to support adult education development in the Aotearoa New Zealand context.

2. NZCATT Entry Requirements To qualify you need to:

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

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

3. Practicum Requirements

You 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;
- develop teaching session plans;
- 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 you practice and complete the Observer Feedback Sheet.

You 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/>

Please Note: Literacy Aotearoa cannot guarantee access to learners for Practicum purposes. This will depend on the availability of suitable learners at the time of Practicum.

4. Details of the ZOOM component for NZCATT

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

Online 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.

Your ZOOM meeting ID will be included in your Confirmation of Enrolment.

First Block:

Day One:	Introduction to Literacy Aotearoa; Digital Tools; Online Learning
Day Two:	Orientation 401 - Introduction to Adult and Tertiary Teaching course and assignments

First Block Tutorial:

Day One:	Tutorial Assignment 401:2
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Second Block:

Day One:	Orientation 402 – Introduction to Applying Adult Teaching and Training Approaches course and assignments
Day Two:	Tutorial Assignment 402:1

Second Block Tutorial (Practicum Start)

Day One:	Tutorial Assignment 402:2
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Second Block Tutorial (Practicum End)

Day One: (Optional)	Tutorial completion of written assignments and collation of evidence
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5. Course Resources for NZCATT

The programme is offered in 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.

6. Indicative workload for NZCATT

Self-directed learning and online learning requires 12.5 hours per week. 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 NZCATT

Introduction to New Zealand Certificate in Adult and Tertiary Teaching [401]

This is the first 20 credit course toward the New Zealand Certificate in Adult and Tertiary Teaching programme, where you will be introduced to learning and teaching strategies specifically for adult learners. It will describe appropriate resources, technologies and assessment types, and it will discuss how to use these to meet specific outcomes. This course also discusses cultural considerations when selecting materials.

Course Structure

There are four modules in this course that will guide you through the course topics and your interactions with readings, videos and your fellow learners. Work through each module in sequence so that you'll be prepared for the assignments.

The four modules for the course are:

Module 1: Principles and approaches for adult learning

Module 2: Teaching strategies for cultural appropriateness

Module 3: Strategies for Literacy Tutoring

Module 4: Effective assessments

Learning Outcomes

On successful course completion, you will be able to:

1	Show understanding of a range of teaching and learning strategies appropriate for adult learners.
2	Demonstrate knowledge of resources and technologies that can be integrated into a lesson plan in order to meet specific outcomes in a relevant context.
3	Demonstrate knowledge of assessment types and evaluation process including pre and post assessment feedback to learner.
4	Demonstrate knowledge of pre and post assessment moderation including their relationships to quality assurance.

Assignments

Assessment	Weighting
401 Assignment 1	50
401 Assignment 2	50

There are two written assignments for 401.

- These assignments are to be completed by following the Study Guide provided as you work your way through the four 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 Teaching and Training Approaches [402]

This is the second and final 20 credit course in the New Zealand Certificate in Adult and Tertiary Teaching programme. By the end of this course you will be able to plan good learning sessions, select and use assessment principles to create quality assessments and evaluate the effectiveness of your learning programmes for improvement.

This course builds on *Introduction to Adult and Tertiary Teaching, 401*, in which you apply learning and teaching strategies for adult learners and deliver quality sessions.

Practicum

On submission of 401, 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.

Practicum commitment for Literacy Aotearoa learners

- Commit to 40 voluntary hours
- 20 hrs (Site induction & Observations)
- 20 hrs Practicum (10 hrs preparation & 10 hrs delivery)

Practicum evidence: 2 learners' x 3 sessions/learner (1hr/session) = 6 sessions (6 hrs) minimum requirement.

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 four modules in this course that will guide you through the course topics and your interactions with readings, videos, and your fellow learners. Work through each module in sequence so that you'll be prepared for the assignments. The four modules for the course are:

Module 1: Advanced Literacy Strategy

Module 2: Delivering a learning session for adult learners

Module 3: Assessment and moderation for giving feedback to learners

Module 4: Improving learner outcomes and teaching practice

Learning Outcomes

On successful course completion, you will be able to:

1	Effectively facilitate teaching and learning using appropriate technology and resources to meet a learning outcome.
2	Apply assessment and moderation process to provide effective feedback to learners.
3	Effectively use feedback from a range of stakeholders, including learners, to improve outcomes and teaching practices.

Assignments

Assessment	Weighting
402 Assignment 1	50
402 Assignment 2	50

There are two written assignments for 402.

- These assignments are to be completed by following the Study Guide provided as you work your way through the four 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 401 and 402. 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:

- 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. NZCATT 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 \$25.00 ten working days prior to the first online facilitated ZOOM 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’](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;
- I have regular access to internet/WiFi;
- I will attend the online facilitated ZOOM 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;
- I have an appointed supervisor to observe my practicum for the practicum component of the programme;

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:** _____