

# Adult and Tertiary Teaching 4

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The table below outlines the sequence, timing and the content for each module. The Introduction tab in each module within Moodle, provides details of what you need to do before you attend the face-to-face sessions.

This is a Flipped Classroom learning programme which uses a combination of online and face-to-face (F2F) learning. You will be introduced to the online learning material before the face-to-face session, where you will deepen your understanding.

You are required to manage your own learning and time, to ensure you complete all assessments within the given timeframes.

## INTRODUCTION

DATE	SESSION	CONTENT COVERED	DIRECTED LEARNING HOURS	SELF-DIRECTED LEARNING HOURS
	Introduction	<p><b>During this initial introduction you will familiarise yourself with:</b></p> <ul style="list-style-type: none"><li>▪ Programme details</li><li>▪ Programme requirements</li><li>▪ Your facilitator</li><li>▪ Your group</li><li>▪ Using different Moodle tools</li></ul> <p><b>You will be required to:</b></p> <ul style="list-style-type: none"><li>▪ Meet with your manager to develop three individual learning goals</li><li>▪ Submit these via Moodle</li></ul>		5

## PLANNING FOR DELIVERY

MODULE 1				
DATE	SESSION STAGE	CONTENT COVERED	DIRECTED LEARNING HOURS	SELF-DIRECTED LEARNING HOURS
	Pre-Face-to-Face (F2F) Online	<p><b>You will be required to read and complete activities in preparation for your first F2F group session in regard to:</b></p> <ul style="list-style-type: none"> <li>▪ Engaging adults in learning</li> <li>▪ Sharing thoughts on teaching and learning</li> <li>▪ Identifying stakeholders and learner needs</li> <li>▪ Identifying learning outcomes</li> <li>▪ Demonstrating cultural awareness</li> <li>▪ Developing training content</li> <li>▪ Considering physical resources</li> <li>▪ Assessment</li> <li>▪ Self-reflecting, peer reflections, tutor feedback and feed forward</li> <li>▪ Reviewing and evaluating learning sessions</li> </ul> <p><b>You will complete a set of “Key Questions” to take along to the F2F session.</b></p>	15	20
	F2F Workshop	<p><b>In this face-to-face group session you will contextualise and apply new knowledge and skills to your adult learning situation that relate to:</b></p> <ul style="list-style-type: none"> <li>▪ Identifying learner outcomes</li> <li>▪ Selecting learning session content</li> <li>▪ Planning the learning process</li> </ul>	6.5	

## MODULE 1

	SESSION STAGE	CONTENT COVERED	DIRECTED LEARNING HOURS	SELF-DIRECTED LEARNING HOURS
	Post-F2F Online	<p><b>Review content and activities to consolidate your learning from your F2F session including:</b></p> <ul style="list-style-type: none"> <li>▪ Notes you made in your workbook from your F2F session</li> <li>▪ Session one online video and website resources</li> <li>▪ Learning check</li> <li>▪ Self-reflection</li> </ul>	15	20
Due date:	Assessment Unit Standard 7093	<p><b>In this Assessment you will complete a portfolio of evidence in relation to Planning For Delivery (US 7093), which will include:</b></p> <p>Preparation details, venues, written descriptions, three lesson plans, needs analyses, written learning outcomes, assessment plans, self-reviews, evaluation plans, stakeholder feedback, planned review tools, questionnaires, quality assurance verification, language, literacy and numeracy.</p> <p><b>You are also required to submit a completed Training Verification Form.</b></p>	3.5	20

## FACILITATING ADULT LEARNING

MODULE 2				
DATE	SESSION STAGE	CONTENT COVERED	DIRECTED LEARNING HOURS	SELF-DIRECTED LEARNING HOURS
	Pre-F2F Online	<p><b>You will be required to read and complete activities in preparation for your next F2F group session in regard to:</b></p> <ul style="list-style-type: none"> <li>▪ Accessing and preparing physical resources</li> <li>▪ Creating an inclusive learning environment</li> <li>▪ Being culturally sensitive and meeting learners' cultural needs</li> <li>▪ Recognising barriers to learning</li> <li>▪ Preparing to deliver, using a learner-centred approach</li> <li>▪ Delivering part of a lesson</li> </ul> <p><b>You will complete a set of “Key Questions” to take along to the F2F session.</b></p>	20	27
	F2F Workshop	<p><b>In this face-to-face group session you will contextualise and apply new knowledge and skills to your adult learning situation that relate to:</b></p> <ul style="list-style-type: none"> <li>▪ Delivering learning sessions for adults</li> </ul>	6.5	
	Post-F2F Online	<p><b>Review content and activities to consolidate your learning from your F2F session including:</b></p> <ul style="list-style-type: none"> <li>▪ Notes you made in your workbook from your F2F session</li> <li>▪ Session two online video and website resources</li> <li>▪ Learning checks</li> <li>▪ Self-reflection</li> </ul>	20	27

## MODULE 2

DATE	SESSION STAGE	CONTENT COVERED	DIRECTED LEARNING HOURS	SELF-DIRECTED LEARNING HOURS
Due date:	Assessment Unit Standard 29692	<p><b>In this Assessment you will complete a portfolio of evidence in relation to Facilitating Adult Learning (US 29692), which will include:</b></p> <p>Preparation details, venues, learning materials, equipment, delivery plans, learning plans, assessments, training evaluation tools, training plan, learner group profile, observation and feedback forms, stakeholder feedback, learner feedback, quality assurance verification</p> <p><b>You are also required to submit a completed Training Verification Form.</b></p>	9.5	30

## PRINCIPLES AND THEORIES OF ADULT LEARNING

MODULE 3				
DATE	SESSION STAGE	CONTENT COVERED	DIRECTED LEARNING HOURS	SELF-DIRECTED LEARNING HOURS
	Pre-F2F Online	<p><b>You will be required to read and complete activities in preparation for your next F2F group session including:</b></p> <ul style="list-style-type: none"> <li>▪ Revisiting how adults learn</li> <li>▪ Introducing learning theories</li> <li>▪ Learning/teaching approaches based on the learning theories</li> <li>▪ Considering learning styles</li> <li>▪ Understanding the New Zealand teaching/learning context</li> <li>▪ Relating the theories, frameworks and principles to your own teaching context</li> </ul> <p><b>You will complete a set of “Key Questions” to take along to the F2F session.</b></p>	9	10
	F2F Workshop	<p><b>In this face-to-face group session you will contextualise and apply new knowledge and skills to your adult learning situation that relate to:</b></p> <ul style="list-style-type: none"> <li>▪ Describe principles and theories of adult learning</li> </ul>	6.5	
	Post – F2F Online	<p><b>Review content and activities to consolidate your learning from your F2F session including:</b></p> <ul style="list-style-type: none"> <li>▪ Notes you made in your workbook from your F2F session</li> <li>▪ Session three online video and website resources</li> <li>▪ Learning checks</li> <li>▪ Self-reflection</li> </ul>	8.5	11

### MODULE 3

DATE	SESSION STAGE	CONTENT COVERED	DIRECTED LEARNING HOURS	SELF-DIRECTED LEARNING HOURS
Due date:	Assessment Unit Standard 29690	<b>In this Assessment you will complete a portfolio of evidence in relation to Principles and Theories of Adult Learning (US 29690), which will include:</b>  Written descriptions of adult learning theories, written description of frameworks for Adult learning in NZ context, Te Tiriti o Waitangi, professional codes of practice  <b>You are also required to submit a completed Training Verification Form</b>		15

## REVIEW & EVALUATION OF ADULT LEARNING & FACILITATOR PRACTICE

MODULE 4				
DATE	SESSION STAGE	CONTENT COVERED	DIRECTED LEARNING HOURS	SELF-DIRECTED LEARNING HOURS
	Pre-F2F Online	<p><b>You will be required to read and complete activities in preparation for your next F2F group session including:</b></p> <ul style="list-style-type: none"> <li>▪ Determining what to evaluate</li> <li>▪ Designing effective evaluation</li> <li>▪ Reviewing your own teaching practice</li> <li>▪ Developing an action plan to improve your own teaching practice</li> </ul> <p><b>You will complete a set of “Key Questions” to take along to the F2F session</b></p>	14	10
	F2F Lesson	<p><b>In this face-to-face group session you will contextualise and apply new knowledge and skills to your adult learning situation that relate to:</b></p> <ul style="list-style-type: none"> <li>▪ Reviewing, evaluating and identifying areas of improvement for adult teaching practice</li> </ul>	6.5	
	Post-F2F Online	<p><b>Review content and activities to consolidate your learning from your F2F session including:</b></p> <ul style="list-style-type: none"> <li>• Notes you made in your workbook from your F2F session</li> <li>• Session four online video and website resources</li> <li>• Learning checks</li> <li>▪ Self-reflection</li> </ul>	15	10



## MODULE 4

DATE	SESSION STAGE	CONTENT COVERED	DIRECTED LEARNING HOURS	SELF-DIRECTED LEARNING HOURS
Due date:	Assessment Unit Standard 29693	<b>In this Assessment you will complete a portfolio of evidence in relation to Review and Evaluation of Adult Learning and Facilitator Practice (US 29693), which will include:</b> Three written review/evaluation reports, evaluations, three review tools, action plans. <b>You are also required to submit a completed Training Verification Form</b>	4.5	40

## Assessment Timetable

### Adult and Tertiary Teaching 4

DUE DATES FOR SUBMISSIONS	
Monday 12 <sup>th</sup> August 2019	<b>Planning for Delivery - Unit Standard 7093</b> <ul style="list-style-type: none"> <li>▪ Portfolio of Evidence</li> <li>▪ Training Verification Form</li> </ul>
Monday 11 <sup>th</sup> November 2019	<b>Facilitating Adult Learning - Unit Standard 29692</b> <ul style="list-style-type: none"> <li>▪ Portfolio of Evidence</li> <li>▪ Training Verification Form</li> </ul>
Monday 2 <sup>nd</sup> December 2019	<b>Principles and Theories of Adult Learning - Unit Standard 29690</b> <ul style="list-style-type: none"> <li>▪ Portfolio of Evidence</li> <li>▪ Training Verification Form</li> </ul>
Monday 24 <sup>th</sup> February 2020	<b>Review and Evaluation of Adult Learning and Facilitator Practice - Unit Standard 29693</b> <ul style="list-style-type: none"> <li>▪ Portfolio of Evidence including:</li> <li>▪ Training Verification Form</li> </ul>