

# Do you want to take your facilitation skills from ordinary to extraordinary?

**ZERO  
FEES  
GOVERNMENT  
FUNDED**



LearningWorks, in conjunction with Wintec are proud to extend the following fully funded training opportunity to you:

## New Zealand Certificate in Adult and Tertiary Teaching (Level 4)

### Modules / Programme Content

#### MODULE 1: PRINCIPLES AND PRACTICES OF ADULT LEARNING

Adult learning – key concepts; How adults learn – principles and practices; Adult learning in Aotearoa New Zealand; Foundations for adult learning.

#### MODULE 2: PLAN TO FACILITATE ADULT LEARNING

Professional practice; Identify outcomes; Good practice (session planning); How to plan a learning session; Foundations of professional practice (session planning).

#### MODULE 3: FACILITATE ADULT LEARNING SESSIONS

Overview - facilitation of adult learning sessions; Barriers to learning; Learner-centred environments; Facilitate learning sessions; Foundations for professional practice (facilitation).

#### MODULE 4: REFLECTION ON PRACTICE

Reflection and evaluation on own practice; Improvement of practice; Foundations for professional practice (improvements).

#### RECORD OF PRACTICE: 40 HOUR WORK-BASED LEARNING REQUIREMENT

You must complete a minimum of 40 hours of work-based learning in an adult or tertiary teaching setting at any time over the duration of the programme. The work-based learning must include planning and facilitation for a minimum of three separate learning sessions.

### Why choose this programme?

- Gain the foundation skills and knowledge to become a great industry/workplace trainer or community educator
- Get the best from your training sessions through effective planning and engaging delivery
- Create learning environments that are fun, and value diversity and participation
- Increase confidence in your role
- Complete a qualification while still working
- \$0.00 Fees (Fully Funded)

### Who should enrol?

- Trainers/Facilitators/Community Educators wanting to increase their skills and knowledge.
- Workplace systems trainers wanting to extend their training skills.
- Team members responsible for on-boarding new staff in the workplace.

### What is the time commitment and delivery method?

- This 40 credit programme is delivered over 12 months, via blended learning and a flipped-classroom model.
- The total study time (up to 400 hours) includes four full day sessions (face-to-face or via Zoom), with the remaining hours of learning completed online, in your own time. This equates to approximately 9 hours of study per week.

### HAVE ANY QUESTIONS?

Please call (07) 929 4068

or email:

[sales@LearningWorks.co.nz](mailto:sales@LearningWorks.co.nz)

[www.learningworks.co.nz](http://www.learningworks.co.nz)

### Managers commitment:

- Actively support and encourage your team member throughout the programme (including pre-course goal setting and assessment sign-off).
- Allow flexibility within work hours to attend all face-to-face or online sessions and complete required learning activities.
- Monitor your team members' progress and achievement of assessments and provide additional support where necessary.

### To enrol you must:

- Be a New Zealand Citizen or Resident
- Be able to facilitate training sessions with adult learner/s during the programme
- Have full support from your manager, supervisor, or senior colleague
- Have regular access and use of a computer with reliable internet
- 40 credits at NCEA Level 1 including 10 literacy and 10 numeracy credits; or relevant qualification at NZQF Level 2; or equivalent workplace experience.
- For ESOL learners – an IELTS score of 5.5; or equivalent



**SPACES ARE  
LIMITED!  
ENROL TODAY.**