



Literacy Aotearoa  
Choice Change Freedom

## **Programme Information –New Zealand Certificate in Adult Literacy and Numeracy Education (NZCALNE) (Vocational/Workplace)- Level 5 ,40 Credits**

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 raise the skills of the adult educator to develop the literacy and numeracy skills of learners within the context of a training/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 their teaching for Māori learners and learners from other cultures. It introduces the learners to a range of frameworks including Māori and Pasifika frameworks and the New Zealand Adult Literacy and Numeracy Progressions.

Tutor trainees 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.

This Programme is based on Graduate outcomes and not unit standards and the assessments are achievement based (graded and not competency based).

### **Graduate Outcomes**

People awarded the New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) 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 societal context, in order to facilitate quality learning;
- Embed literacy and numeracy teaching and learning in a vocational or workplace programme with consideration of Aotearoa New Zealand's unique context;
- Use assessment and evaluation as tools to enhance tutor trainee learning and own teaching practice in embedded literacy and numeracy.



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## Programme Structure

The programme is made up of two courses 501 and 502.

## Course 501-Introduction to Adult Literacy and Numeracy Education (20 Credits)

This course is the first course towards the New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational Workplace) Level 5, 40 credits.

It introduces learners to a range of values-based frameworks, adult teaching and learning theories and the New Zealand learning progressions for embedded adult literacy and numeracy programme design. The impact of social, political and historical contexts, including Te Tiriti o Waitangi, are considered in relation to these frameworks and adult literacy and numeracy skills development for diverse learners in workplace, community and vocational settings. The primacy of relationships for adult teaching and learning is acknowledged.

## Learning Outcomes

Students who successfully complete this course 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 Pacific approaches to 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 Pacific 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 skill development in the Aotearoa New Zealand context.

## Content

- Values NZ's cultural context which includes Te Tiriti o Waitangi
- Uses frameworks – Māori and Pacific worldviews and concepts, Aotearoa New Zealand adult literacy and numeracy progressions and application of these frameworks for embedded literacy and numeracy education.
- Includes values-based frameworks based on respect for mana and diverse cultural background of adult learners. Mana refers to unique characteristics of adult learners as individuals (includes strength based tika, pono, aroha, korero, titiro, whakarongo).
- Addresses needs of diverse learners – Māori, Pasifika, youth



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- Defines literacy, numeracy, embedding
- Considers literacy and numeracy issues and their relevance
- Examines literacy and numeracy strengths and needs in relation to the demands of adult learners
- Includes historical, political and organisational contexts, including relationships community and government organisations.
- Examines professional relationships with colleagues and learners
- Explores intrapersonal, interpersonal communication skills, including oral, written and digital skills.

## Assessment Plan for course 501

Assessment Activity	Corresponding to Learning Outcomes	Weighting
• Assignment 1	• 1, 2, 3, 4, 5	• 50%
• Assignment 2	• 1, 2, 3, 4, 5	• 50%
<b>Reassessment opportunities:</b> A resubmit is permitted for any mark under 50%. Students are given one opportunity to resubmit each summative assessment task in a course. The highest grade given for a resubmit is 50 per cent. The grade for the resubmit is recorded and contributes to the aggregated final grade for the course.		
<b>Course pass requirements:</b> To pass this course, students must achieve at least 40% of the available marks on each assessment item and achieve at least 50% overall.		

## Course 502- Applying Adult Literacy and Numeracy Approaches (20 Credits)

This course provides learners with the opportunity to plan and apply adult literacy and numeracy embedding approaches for diverse learners in authentic Aotearoa New Zealand settings, usually workplace, community or vocational programmes. The main focus is the application of planning, assessment and evaluation processes while utilising the social, cultural, political, historical and theoretical knowledge gained in the first course of this programme. This course acknowledges the primacy of relationships for teaching and learning.



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**Pre-requisite Course/s:**

Course Code	Course Title
ALN501	Introduction to Adult Literacy and Numeracy Education

## Learning Outcomes

Students who successfully complete this course 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 opportunities, 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 effectiveness of embedded literacy and numeracy teaching to support adult learning and personal professional practice.

## Content

1. Embedding means explicitly bringing together the targeted literacy or numeracy needs with vocational or other programme contexts.
2. Must include application of Pasifika and Māori world views, concepts and contexts in teaching and learning.
3. Assessment and evaluation can include literacy and numeracy diagnostic, formative, summative, and any other relevant processes.
4. Assessment and evaluation must be related to literacy and numeracy outcomes and learner gains;
5. Evaluation includes feedback from learners and other stakeholders, including peer and self-review.

## Assessment Plan for course 502

Assessment Activity	Corresponding to Learning Outcomes	Weighting
• Assignment 1	• 1, 2, 3, 4, 5	• 50%
• Assignment 2	• 1, 2, 3, 4, 5	• 50%



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**Reassessment opportunities:** A resubmit is permitted for any mark under 50%.

Students are given one opportunity to resubmit each summative assessment task in a course. The highest grade given for a resubmit is 50 per cent. The grade for the resubmit is recorded and contributes to the aggregated final grade for the course.

**Course pass requirements:** To pass this course, students must achieve at least 40% of the available marks on each assessment item and achieve at least 50% overall.

## The Qualification Outline

### Delivery Mode

NZCALNE L5 (Voc) is offered in **blended mode** using 'face to face' delivery and online delivery via *iQualify* the Open Polytechnic's online platform. *iQualify* will provide visibility of tutor trainee engagement and will also allow submission of online assessments and marking.

### Duration

42 weeks part-time.

### Employment Pathway

Graduates of this programme will have the skills and knowledge for roles such as vocational, workplace or other specific content educator, with the ability to embed literacy and numeracy within their programme.

### Academic Pathway

Graduates of this qualification may undertake further study towards other qualifications in adult and tertiary teaching at Level 5 and above.

New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational Workplace) Level 5, 40 credits will provide pathways for New Zealand Certificate in Adult Tertiary Teaching Level 4, 40 credits and New Zealand Certificate in Adult Literacy and Numeracy Education (Educator) Level 5, 80 credits by allowing cross crediting of Twenty Credits.

### Programme requirements

1. Tutor trainees will need to have regular access to a computer or device, a reliable broadband internet connection and a data plan to be able to support online learning. (They will need to stream videos, download content and submit assessments online).
2. Basic file management and word processing skills are required.
3. This is not an entry level qualification and tutor trainees should have some experience in teaching
4. Access to a minimum of two adult learners in an authentic teaching or training context. (Access to adult learners/trainees means that you are able to train adult learners towards a specific skill).



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## Delivery Details

Face to Face Blocks
<ul style="list-style-type: none"> <li>▪ <b>501: Week 1 - (2 Days) Day One: Introduction to iQualify Platform and Introduction to Adult Literacy and Numeracy</b> <b>Day Two: Introduction to 501 course and Assignments</b></li> <li>• <b>501: Week 7 – (1 Day): Assignment Tutorial</b></li> <li>• <b>502: Week 16 – (1 Day): Introduction to 502 course and Assignments</b></li> <li>• <b>502: Week 22 – (1 Day): Assignment Tutorial</b></li> <li>• <b>502: Week 43 – (1Day): Assignment Tutorial Resubmissions (Optional)</b></li> </ul>

## Delivery Schedule. 501: Introduction to Adult Literacy and Numeracy ( 14 weeks)

Block 1: Face to Face Two days	Course 501: Introduction to Adult Literacy and Numeracy	2 <sup>nd</sup> Face to Face One day	501 Cont.	Study Break	501 completed
<b>Dates: Week 1</b>	<b>Week 1 to Week 6</b>	<b>Week 7</b>	<b>Week 7 to 12</b>	<b>Weeks 13 &amp; 14</b>	<b>Week 15</b>
<b>Contents</b>	<b>Follow Learning Path for 501</b>			<b>501</b>	<b>501</b>
<b>Day 1:</b> Intro to: iQualify platform and Introduction to Adult Literacy and Numeracy  <b>Day 2:</b> 501: Introduction to Adult Literacy and Numeracy Course and Assignments	<b>Module 1:</b> Adult L&N in Aotearoa NZ  <b>Module 2:</b> Pasifika perspective on AL&N education	<b>Tutorial Assignments 501: 1 &amp; 2</b>	<b>Module 3:</b> Structuring teaching & learning  <b>Module 4:</b> Design Adult L&N  <b>Module 5:</b> Guiding you with Literacy and numeracy education		<b>Assignment Marks Confirmed</b>



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### Delivery Schedule 502: Applying Adult Literacy and Numeracy Approaches ( 28 weeks)

<b>Block 2: 1<sup>st</sup> Face to Face One day</b>	<b>Course 502: Applying Adult Literacy and Numeracy Approaches</b>	<b>2<sup>nd</sup> Face to Face  One day</b>	<b>502 Cont.</b>	<b>Practicum</b>	<b>Study Break</b>	<b>3<sup>rd</sup> Face to Face One day</b>	<b>502 completed</b>
<b>Dates: Week 16</b>	<b>Week 16 to 21</b>	<b>Week 22</b>	<b>Weeks 22 to 32</b>	<b>Weeks 33- 40</b>	<b>Weeks 41 &amp; 42</b>	<b>Date: Week 43</b>	<b>Week 44:</b>
<b>Contents</b>	<b>Follow Learning Path for 502</b>				<b>502</b>		
<b>Intro to 502 Course outline, content, template, Assignments</b>	<b>Module 1: Knowing the Demands</b>	<b>Tutorial Assignments502: 1 &amp; 2</b>	<b>Module 2: Knowing the Learner</b>  <b>Module 3: Knowing what to do: Part one</b>  <b>Module 4: Part two</b>  <b>Module 5: Identify, Plan and Implement Evaluation Methods</b>	<b>2 learners</b>		<b>Day: 1 Assignments Tutorial for Resubmissions of Assignments 502</b>	<b>Results finalised.  Program completed</b>



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## **Online Engagement**

Tutor trainees are expected to study online according to the Learning Pathway provided for course 501 and 502. An online facilitator will be available to support and guide tutor trainees for two hours every day from Monday to Friday. Tutor trainee engagement will be monitored by online facilitator who will also contact tutor trainees who have not been online for two consecutive weeks.

## **Delivery schedule**

All tutor trainees will be provided with a copy of the delivery schedule for Block 1 of face to face delivery which is an overview of the schedule and timeframes of the whole programme.

## **Learning Pathways**

All tutor trainees will be provided with learning pathways for both 501 and 502 courses which will guide them to manage the online learning schedule within allocated timeframe and submission of draft assessments and final assessments on the due dates.

## **Course resources**

All course materials for this programme will be available to Tutor trainees online.

## **Tutor Trainee Pack**

Contents:

1x Literacy Aotearoa Tote Bag

1x Literacy Aotearoa Green Notebook

1x Literacy Aotearoa Post-it Pad

1x Literacy Aotearoa Pen

1x Literacy Aotearoa Highlighter

1x Refil Pad





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## Course Pass Requirements

- Successful completion of 501 course is a pre-requisite of the 502 course.
- To pass the student must gain a minimum of 50% of the available marks overall and not less than 40% on either assignment
- A resubmit is permitted for any mark under 50%. Students are given one opportunity to resubmit each summative assessment task in a course. The highest grade given for a resubmit is 50 per cent
- Re-submission of assessments should be done within 5 working days of receiving result notification
- Extensions of time to complete an assessment are only given in exceptional circumstances. Assessment extensions may only be granted up to a maximum of three months

## Recognition of Prior Learning (RPL)

Recognition of prior learning is a process that involves formal assessment of a learner's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification.

Literacy Aotearoa has an Assessment of Prior Learner policy to ensure Learners are able to gain academic credits towards the completion of Literacy Aotearoa programmes /qualifications based on previous experience and learning.

- The decision to award credit will be based on the evidence presented by the Trainee Tutor that demonstrates how the learning outcomes /courses/qualifications have been met.
- Applicants will be expected to submit a portfolio of evidence with a breakdown of how each of the outcomes have been met.
- Award of credit through RPL will be recorded on the student's transcript as either RPL or as appropriate.
- The cost of Assessment of Prior learning is \$600 (incl. GST).

## Award of the qualification

To be awarded the New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational Workplace) Level 5, 40 credits the Tutor trainee must gain a minimum of 40 credits by successfully completing the two compulsory courses 501 and 502.

- Introduction to Adult Literacy and Numeracy Education (20 Credits)
- Applying Adult Literacy and Numeracy Approaches (20 Credits)



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