

<b>Title</b>	<b>Design a course for adult education and training</b>		
<b>Level</b>	<b>6</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	People credited with this unit standard are able to: formulate course rationale for an adult education and training course; design and plan an adult education and training course; determine course content; plan course assessment; plan course evaluation; and review designed course.
----------------	---

<b>Classification</b>	Adult Education and Training > Design and Development of Adult Education and Training
-----------------------	---

<b>Available grade</b>	Achieved
------------------------	----------

---

## Guidance Information

### 1 Definitions

*Course* is defined as a series of learning sessions which have their own internal coherence and lead to an overall learning outcome, or a set of related outcomes.

*Learning session* is defined as a learning or training event that can be part of a course, but has its own internal coherence in terms of outcomes and subject matter coverage, and is sufficiently discrete to be able to stand on its own.

*Organisational requirements* refer to policies, procedures, and reporting requirements of the provider, and/or client organisation.

*Stakeholders* refer to the tutor/trainer, course designer, adult learners, provider, client organisation(s).

### 2 Range

Evidence of a course or courses involving at least three different learning activities with a total duration of at least 20 delivery hours is required.

---

## Outcomes and performance criteria

### Outcome 1

Formulate course rationale for an adult education and training course.

### Performance criteria

1.1 Rationale is supported by analysis of research findings.

Range may include but is not limited to – market needs, sector support, competition, potential use, competency of target audience, funding prospects, specified stakeholder requirements.

1.2 Rationale is documented to meet stakeholder requirements.

## **Outcome 2**

Design and plan an adult education and training course.

### **Performance criteria**

2.1 Course purpose is defined in accordance with documented course rationale.

2.2 Course outcomes are determined in accordance with course level and purpose, and are measurable and achievable.

Range general outcomes, specific outcomes.

2.3 Delivery parameters are accommodated and planned for in accordance with course purpose and outcomes.

Range timeframes, staffing, resource availability, learner entry criteria.

2.4 Essential sequencing factors of content are included in the planning for course delivery.

2.5 Course design and plan is agreed with relevant stakeholders.

## **Outcome 3**

Determine course content.

### **Performance criteria**

3.1 Content is determined and matches and supports the course outcomes.

3.2 Content, structure, and format are determined in accordance with stakeholder requirements.

Range requirements may include but are not limited to – time allocation, weightings, prioritisation.

## **Outcome 4**

Plan course assessment.

### **Performance criteria**

4.1 Course assessment is planned for, to meet the assessment requirements of the provider and/or external assessing bodies.

4.2 Procedures for monitoring and recording assessment feedback and reassessment are included in the plan.

**Outcome 5**

Plan course evaluation.

**Performance criteria**

- 5.1 The evaluation of design and delivery against stakeholder requirements and expectations are included in the plan.
- 5.2 The way in which feedback from the evaluation is communicated to stakeholders is included in the plan.

**Outcome 6**

Review designed course.

**Performance criteria**

- 6.1 Designed course is reviewed against stakeholder requirements and intended course purpose.
- 6.2 Stakeholder feedback on designed course is sought and analysed in accordance with organisational requirements.
- 6.3 Stakeholder feedback on designed course is recorded in accordance with organisational requirements and any areas for future refinement are identified.

<b>Planned review date</b>	31 December 2022
----------------------------	------------------

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	28 May 1996	31 December 2015
Review	2	18 December 2002	31 December 2015
Review	3	18 June 2010	31 December 2019
Rollover and Revision	4	20 March 2014	31 December 2019
Review	5	28 September 2017	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0045
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.