

Title	Plan, organise, and review learning events for adult education and training		
Level	5	Credits	10

Purpose	<p>People credited with this unit standard are able to plan, organise, and review learning events.</p> <p>This unit standard is relevant to staff within organisations providing adult education and training. It applies both to organisations for which the provision of adult education and training is the core business activity and to organisations where education and training support the core business activity.</p>
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Classification	Adult Education and Training > Management of Adult Education and Training
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Available grade	Achieved
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Guidance information

1 Definitions

Learning events may include but are not limited to – courses, seminars, workshops, industry-based training packages.

Learning outcomes are the skills and knowledge a learner can expect to acquire during a learning event.

Learning strategies include the teaching/training/presentation methodologies employed to assist with learning.

Organisational criteria and policies mean the documented criteria and/or policy an organisation has regarding learner entry to learning events.

Organise means the active ‘doing’ phase of organising learning events.

Plan means the conceptual phase of planning for learning events.

Stakeholders refer to: the management of the organisation; funders of adult education and training; adult educators and trainers; learners; and any organisation/s to which learners belong and which have a stake in the learning being provided.

2 Range

Evidence of managing a minimum of two events totalling at least 10 hours duration is required.

Outcomes and performance criteria

Outcome 1

Plan learning events.

Performance criteria

- 1.1 Specific learning outcomes are confirmed with stakeholders to ensure their needs are met.
- 1.2 Selected learning strategies match the confirmed learning outcomes.
- 1.3 Prioritisation of learning events is matched with stakeholder requirements.
- Range may include but is not limited to – learner needs, cost/benefit analysis, organisation's strategic direction.
- 1.4 Prioritisation of learning events is matched with available learning resources.
- Range budget, facilities, personnel, learning opportunities.

Outcome 2

Organise learning events.

Performance criteria

- 2.1 Selected location, facilities, and equipment support specified learning events identified in outcome 1.
- 2.2 Events are promoted, grouped, and scheduled to accommodate stakeholder requirements and learner availability.
- 2.3 Selection of adult educator(s)/trainer(s) allows the confirmed learning outcomes to be met.
- 2.4 Where a selection process is required, learners are selected according to established organisational criteria and/or policies.
- 2.5 Resources are organised to be available for activities scheduled before, during, and after learning events as required.
- 2.6 Event outcomes are recorded in accordance with provider organisation requirements.
- Range may include but is not limited to – attendance, learner achievement, evaluation results, feedback from stakeholders.

Outcome 3

Review learning events.

Performance criteria

3.1 Learning events are reviewed to ensure all requirements have been met.

Range requirements include but are not limited to – learner needs, stakeholder satisfaction, budget, planning process.

3.2 Feedback that impacts on future planning of events is identified.

Planned review date	31 December 2022
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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
Revision	2	13 November 2003	31 December 2015
Review	3	12 December 2008	31 December 2019
Rollover and Revision	4	26 June 2013	31 December 2019
Review	5	28 September 2017	N/A

Consent and Moderation Requirements (CMR) reference	0045
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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 if you wish to suggest changes to the content of this unit standard.