



# ADULT AND TERTIARY TEACHING

Empower others to learn and effectively pass on knowledge



In a corporate environment, someone with training in adult education will be able to educate fellow staff in a range of skills. These vary from induction and technical processes, to personal development like leadership, administration, and business practices. An Adult Educator understands learning techniques and can create and maintain a positive learning environment in the business - one that takes into account variation in people's backgrounds and learning styles.

In identifying skills gaps, and delivering learning programmes to suit, Adult Educators are pros at staff development. As a result, the business will soon improve its services, as employees increase their skill set.

## What are the benefits?

### For the **LEARNER**

- Core teaching and learning facilitation skills are developed
- Improved evaluation of assessment practices
- Ability to respond to diverse learner needs

### For the **EMPLOYER**

- Better planned and more impactful training sessions
- Improved communication within and across teams
- Knowledge is passed on effectively within the organisation

## What qualifications are available?

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

This qualification is designed to give your staff the tools they need to teach people about their field of expert knowledge in a memorable and actionable way.

Graduates will have the skills and knowledge to effectively plan, deliver, and evaluate their own training and education sessions. These graduates will be able to design and deliver training in familiar contexts.

### **New Zealand Certificate in Adult and Tertiary Teaching (Level 5)**

This qualification is intended for people who already have a qualification or equivalent experience in their primary discipline, for example, a trade.

Graduates will be able to pursue a career in adult and tertiary teaching or training, including vocational education and training.

### **New Zealand Certificate in Assessment Practice (Level 4)**

This qualification is for individuals who want to become assessors working within industry or workplaces and/or working with young people transitioning from school to work.

Graduates will have the skills and knowledge to effectively apply and manage assessment processes, demonstrate good assessment practices and judgements, and communicate and act in a manner that respects learners with diverse backgrounds within their own workplace.



## How are the qualifications achieved?

### Alignment

Skills can evaluate your in-house training and workplace practices to see if what you already do meets the requirements of a qualification. If they don't quite measure up, we can work with you to fill those gaps and achieve the qualification. Alignments are only suitable for large groups of individuals.

Alignment is available for the New Zealand Certificate in Adult and Tertiary Teaching (Level 4).

### Provider

Skills can arrange for your staff to work with a training provider to build their knowledge and be assessed.

The provider option is available for the New Zealand Certificate in Adult and Tertiary Teaching (Level 4).

### Brokerage

Skills can put you in touch with other training organisations offering this qualification, sometimes at a reduced price compared to if you contacted them directly.

Brokerage is available for the New Zealand Certificate in Adult and Tertiary Teaching (Level 5) and the New Zealand Certificate in Assessment Practice (Level 4).

## What other solutions does Skills offer?

The Skills Group offers a wide range of solutions to build your team's capability. This includes a range of short courses that are delivered in partnership with IMNZ.



### TRAIN THE TRAINER

Plan and present impactful and memorable training sessions.

You will learn every step of the training process from understanding learning styles and needs of others, through to structuring and delivering workshops.



### THINK ON YOUR FEET®

Think on Your Feet® is a globally recognised two-day short course that teaches you to speak concisely and persuasively, even under pressure.

Be more effective in meetings, one to one conversations and presentations. Learn to focus on key issues, organise ideas and answer hard questions with confidence.



### TAILOR-MADE SOLUTIONS

We deliver off-the-shelf and bespoke solutions to the challenges facing today's highly complex, competitive and diverse environments.

Our solutions are designed to engage your people, shape underlying attitudes, and drive productivity.

Tailored to your needs, this may include in-house workshops, coaching and mentoring sessions, or even developing e-learning for your business.

## Why choose us?

At Skills, our focus is to build New Zealand's workplace capability. We help organisations and their staff grow competencies, improve performance, and build leadership capabilities. After decades in the industry, we know about effective workplace learning.

## Ready to get started?

The team at Skills are happy to discuss your needs, the wide range of solutions we have available and how we can empower you to reach your business goals. Call us today on 0508 SKILLS (0508 754 557)

**skills.**  
Grow by growing others