

Learning Assessment Guide

Unit Standard 7094 – Version 2

Design courses for adult education and training

Level 6 – 9 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide contains:

- Tasks for you to complete
- Verification form for element 1
- Written questions
- Verification form for element 3
- Assessment schedule that the assessor will use to assess your competence

The tasks in this assessment are designed to show your assessor that you can:

- Formulate course rationale
- Define the course
- Outline course content
- Plan course assessment
- Plan course evaluation
- Review course design

Assessment Task One – Element 1

Introduction

This task is designed to assess your ability to:

- Formulate course rationale
- Document course rationale to meet stakeholder requirements

Task one instructions

You will need to provide your assessor with a copy of the course rationale for each of the three courses.

Each course must be of at least 20 hours duration and involve at least three sessions.

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

You will need to provide copies of the following:

1. 3 course rationales

Your rationales will each be supported by analysis of researched materials which will include four of the following or others:

- market needs,
- sector support,
- competition,
- potential use,
- competency of target audience,
- funding prospects,
- specified stakeholder requirements

2. For each course, you will provide documentation that shows clear evidence that the course rationale meets the stakeholder's requirements

Stakeholders may include: tutor/trainer, course designer, learners, provider, client organisation/s and standard setting bodies.

You will need to print extra Verification forms. One form is provided in this Guide .

One form will need to be completed by each stakeholder for each of the three courses.

Stakeholder Verification Form

_____ is currently being assessed
for Unit Standard 7094 (Design courses for adult education and training).

The learner is required to provide evidence (documentation) that the course rationale
meets the stakeholder requirements.

As a stakeholder you are asked to verify that the course rationale does meet your
requirements

Course rationale meets requirements Yes / No

Comment (if required)

Stakeholders Name: _____

Position: _____

Date: _____

Signed: _____

Thank you for your assistance

Assessment Task Two – Element 2

Introduction

This task is designed to assess your ability to:

- Define the courses
- Match the course purpose to the rationale
- Develop measurable and achievable course outcomes
- Consider and accommodate the delivery parameters
- Identify the essential sequencing factors in your planning

Task two instructions

For each of the 3 courses

1. Provide your assessor with evidence that clearly shows the matching of the course purpose with the course rationale.
2. Answer the written questions giving detailed statements covering: both the general and specific outcomes for the course and how they are measurable and achievable and combine to meet the stated purpose.
3. Answer the written questions to explain how you considered and accommodated the delivery parameters in the planning of the courses.
4. Provide copies of your course delivery plan and session plans which show the identification of the essential sequencing of events.

Task two questions

This is a level 6 unit standard and you are expected to give full and comprehensive answers to the questions.

If you require more room to answer then use extra paper making sure you clearly write your name and the question number and attach to the assessment.

1. How does the course purpose match the rationale?

Course 1

Course 2

Course 3

2. What are the general outcomes for the course?

Course 1

Course 2

Course 3

3. What are the specific outcomes for the course?

Course 1

Course 2

Course 3

4. Explain how these outcomes, both general and specific, are to be measured and achieved and combined to meet the stated purpose of the course.

Course 1

Course 2

Course 3

5. In the planning, how and why did you give consideration to the following:

Course 1
Timeframes

Staffing

Resource availability

Learner entry criteria

Course 2
Timeframes

Staffing

Resource availability

Learner entry criteria

Course 3
Timeframes

Staffing

Resource availability

Learner entry criteria

6. Explain how you identified and included essential sequencing factors and events in your course delivery planning .

Course 1

Course 2

Course 3

Assessment Task Three – Element 3

Introduction

This task is designed to assess your ability to:

- Outline the course content
- Match the course content to course outcomes
- Structure and format materials to meet stakeholder requirements

Task three instructions

For each of the 3 courses

1. Provide your assessor with course outlines that clearly show how the course content matches the course outcomes.
2. Provide signed verification form from stakeholders indicating that content and course structure meets stakeholder requirements.

This can include but is not limited to:

- Identification of outcomes
- Time allocation
- Weightings
- prioritisation

One form is provided. Please print off one for each stakeholder for each course

Stakeholder Verification Form 2

_____ is currently being assessed
for Unit Standard 7094 (Design courses for adult education and training).

The learner is required to provide evidence (documentation) that the course content and structure meets stakeholder requirements

As a stakeholder you are asked to verify that the course content and structure provided does meet your requirements

This can include but is not limited to:

- Identification of outcomes
- Time allocation
- Weightings
- prioritisation

Course content meets requirements Yes / No

Course structure meets requirements Yes / No

Evaluation reporting meets requirements Yes / No

Comment (if required)

Stakeholders Name: _____

Position: _____

Date: _____

Signed: _____

Thank you for your assistance

Assessment Task Four – Element 4

Introduction

This task is designed to assess your ability to:

- plan course assessment
- meet assessment requirements of the provider and/or external bodies
- plan the procedures for:
 - Monitoring
 - Recording
 - Feedback
 - Reassessment

Task four instructions

For each of the 3 courses

1. Provide your assessor with evidence of course assessment plans that clearly indicate how you have planned to meet the provider's and /or external bodies' requirements for assessment
2. Details of the procedures planned to be used for monitoring, recording, feedback and reassessment and why you have chosen those procedures.

Assessment Task Five – Element 5

Introduction

This task is designed to assess your ability to:

- plan course evaluation
- provide a plan that meets stakeholder requirements and expectations
- plan for the presentation of evaluation feedback to stakeholders

Task five instructions

For each of the 3 courses

1. Provide your assessor with the course evaluation plan you have designed that evaluates the design and delivery of the course.
2. Explain how the plan will meet stakeholder requirements and expectations?
3. Identify reporting process and method of presentation of feedback to stakeholders.

Answer to question 2

Course 1

Course 2

Course 3

Answer to question 3

Course 1

Course 2

Course 3

Assessment Task Six – Element 6

Introduction

This task is designed to assess your ability to:

- review course design against stakeholder requirements and intended course purpose
- take stakeholder feedback into consideration in the review
- modify the course so identified concerns are addressed

Task six instructions

For each of the 3 courses

1. Provide your assessor with the review of the course design
2. Written explanation of how stakeholder feedback was taken into consideration
3. Written explanation of what concerns were identified and how the course was modified to address them?

Answer to question 2

Course 1

Course 2

Course 3

Answer to question 3

Course 1

Course 2

Course 3

Assessment Guide

The following guide will be used to assess your competence in unit standard 7094 version 2: Design courses for adult education and training.

<i>Task / Element</i>	<i>Evidence Required</i>	<i>Judgement</i>	
<p><i>Task 1 / Element 1</i></p> <p>Formulate course rationale.</p> <p>Task involves the learner analysing researched material that supports the course rationale.</p> <p>The rationale is documented to meet stakeholder requirements</p>	<p>Analysis of research materials for three courses is documented and may include but is not limited to the range of: market needs, sector support, competition, potential use, competency of target audience, funding prospects, specified stakeholder requirements.</p> <p>Documented evidence for rationale of each of the three courses with verification provided from each of the course stakeholders.</p> <p>Stakeholder verification</p>	<p>Relevant research material is identified, analysed and documented to support the rationale for the training programme. At least four of the areas listed in the range are included for each of the three courses.</p>	Yes/No
		<p>For each of the three courses, documentation is provided which shows clear evidence of rationale and verified stakeholder evidence that stakeholder requirements have been met</p>	Yes/No
		<p>Signed verification forms for each course from the stakeholders</p>	Yes/No
<p><i>Task 2 / Element 2</i></p> <p>Define course</p> <p>The course purpose matches the stated rationale.</p> <p>General and specific course outcomes that are measurable and achievable and combined to meet stated purpose.</p>	<p>Written evidence matching the course purpose to the rationale for each of the three courses.</p> <p>Clear statements covering both general and specific outcomes for each course are outlined and combined to meet the stated purpose.</p> <p>Documented evidence or discussion of how each outcome will be achieved and measured is required.</p>	<p>The course purpose and rationale match for each of the three courses is outlined.</p>	Yes/No
		<p>For each course, clear statements are provided outlining the stated overall course outcome and the specific outcomes covering the individual elements within the course.</p>	Yes/No
		<p>Documentation provides evidence of measurement and achievability for each outcome.</p>	Yes/No

Task / Element	Evidence Required	Judgement	
<p>Delivery parameters are considered and accommodated in planning.</p> <p>Course delivery planning includes identification of essential sequencing factors.</p>	<p>As part of the planning process documented evidence of delivery parameters must include timeframes, staffing, resource availability and learner entry criteria.</p> <p>Detailed examples identifying how each of these parameters were considered and accommodated in the planning for each of the three training programs.</p> <p>Course delivery planning is outlined in the course session plans.</p> <p>Question outlining how the session plans were developed to ensure essential sequencing factors.</p>	<p>The plan includes an outline of the delivery parameters for each of the three courses for timeframes, staffing, resource availability and learner entry criteria.</p> <p>Answers must include how each of these identified factors have been considered and accommodated within the wider planning process and why.</p> <p>The course delivery plan for each of the three courses must include session plans which clearly show the sequence of events which have been considered along with essential sequencing factors.</p>	<p>Yes /No</p> <p>Yes/No</p> <p>Yes/No</p>
<p><i>Task 3 / Element 3</i></p> <p>Outline course content.</p> <p>Course content matches and supports the defined course outcomes and content and structure meets stakeholder requirements.</p>	<p>Course outline and session plans are defined providing evidence of how they support the course outcomes</p> <p>Content structure and format meets stakeholder requirements Range can include but not limited to: Identification of outcomes, time allocation, weightings, and prioritisation</p> <p>Verification form</p>	<p>Three written course outlines and session plans clearly showing how the content matches the defined course outcomes</p> <p>Signed verification form that content structure and format meets all the stakeholders requirements.</p>	<p>Yes/No</p> <p>Yes/No</p>

Task / Element	Evidence Required	Judgement	
<p><i>Task 4 / Element 4</i></p> <p>Plan course assessment</p> <p>Plan for the assessment requirements of the provider and /or external assessing bodies which must include procedures for monitoring, recording, feedback and reassessment.</p>	<p>Written assessment plan for each of the three courses which includes assessment requirements of provider and/or external assessing bodies with procedures for monitoring, recording, feedback and reassessment.</p>	<p>Three course assessment plans which meet the requirements of provider or external body providing evidence of the procedures for monitoring, recording, feedback and reassessment</p>	<p>Yes/No</p>
<p><i>Task 5 / Element 5</i></p> <p>Plan course evaluation</p> <p>Provide a plan for each of the three courses for the evaluation of course design and delivery against stakeholder requirements and expectations.</p> <p>The reporting process meets stakeholders requirements and expectations.</p>	<p>Written evidence is required to show the planned course evaluation. One evaluation for each course is required.</p> <p>Written evidence required to show reporting processes meets stakeholder requirements and expectations.</p>	<p>Design course evaluations to gather evidence of the design and delivery of each course against stakeholder requirements and expectations. Three reports required.</p> <p>Stakeholder verification completed</p>	<p>Yes/No</p> <p>Yes/No</p>
<p><i>Task 6 / Element 6</i></p> <p>Review course design</p> <p>Review the course design against the stakeholder requirements and the intended course purpose. This will include consideration of feedback and show how course could be modified to address any identified concerns.</p>	<p>Written reviews of the courses design, to meet the intended purpose and stakeholder requirements</p>	<p>Three written reviews of course design establish that: course purpose is met, stakeholder requirements are met, participant feedback, and information shows how the course could be modified to address any concerns.</p>	<p>Yes/No</p>