

Learning Assessment Guide

Unit Standard 7110 – Version 2

Improve individual and professional knowledge and practice
in the management of adult education and training

Level 4 – 6 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 is made up of:

- Tasks for you to complete
- Manager verification form
- Written questions
- Assessment schedule that the assessor will use to assess your competence

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

- Critically reflect on own practices
- Work with colleagues to improve individual and professional knowledge and practice in the management of adult education and training.

Assessment Task One – Element 1

Introduction

This task is designed to assess your ability to:

- Critically reflect on own practice in the management of adult education and training.
- Examine own practices against identified criteria for best practice.
- Match professional development needs to identified goals and objectives.

Task Instructions

1. Identify what is best practice for your organisation with regard to professional development.

2. Examine two of your own practices against the identified best practice criteria.

Practice 1

Practice 2

3. As a manager identify two of your professional development needs and attach a copy of your current professional development plan.

Need one

Need two

Using the two professional needs you have identified above match each of them to the goals and objectives for professional development in your organisation.

Need one

Need two

Assessment Task Two – Element 2

Introduction

These tasks are designed to assess your ability to:

- Develop a process of professional feedback with colleagues
- Gain feedback from colleagues to assist you in developing professional development needs and goals
- Develop quality improvement strategies and match to identified needs and goals
- Establish formal and informal networks for gathering and sharing professional knowledge and practice

Task Instructions

1. Provide the assessor with written evidence that clearly indicates how the process of professional feedback with colleagues is developed. This must include how the input of colleagues has assisted you in the process.
2. Provide your assessor with written evidence clearly showing how the feedback from colleagues has assisted in the developing of your professional development needs and goals.
3. Using the two identified professional development needs and goals previously identified, explain how quality improvement strategies were developed to match them.

Professional development need and goal 1

Professional development need and goal 2

4. Describe how formal and informal networking can be used for gathering and sharing professional knowledge and practice.

Describe a formal network you are a part of and explain how you use it for gathering and sharing professional knowledge and practice.

Describe an informal network you are a part of and explain how you use it for gathering and sharing professional knowledge and practice.

Verification Form

_____ (name of learner) is currently being assessed for Unit Standard 7110: Improve individual and professional knowledge and practice in the management of adult education and training.

As the learners manager you are asked to verify that:

- In the development of own professional development plans the learner critically reflects on own practice as a manager of adult education and training?

Yes / No

Comment

- Learner works with colleagues and participates in both formal and informal networks to improve professional knowledge and practice?

Yes / No

Comment

Please verify authenticity by signing the learner's professional development plan/s.

Name: _____

Position: _____

Date: _____

Signed: _____

Thank you for your assistance

Assessment Guide

The following guide will be used to assess your competence for unit standard 7110 version 2: Improve individual and professional knowledge and practice in the management of adult education and training.

<i>Element/Task</i>	<i>Evidence required</i>	<i>Judgement</i>	
<p><i>Task 1 / Element 1</i></p> <p>Critically reflect on own practice in the management of adult education and training</p>	<p>1.1 Examine two of your current management of adult education and training practices against the criteria for best practice</p>	Management best practice is identified for adult education and two of own practices are examined against the best practice.	Yes/No
	<p>1.2 Professional development needs are matched to identified organisational goals and objectives Professional development plan is attached.</p>	Professional development plan matches goals and objectives.	Yes/No
	<p>Verification from manager</p>	Signed verification form provided	Yes/No
<p><i>Task 2 / Element 2</i></p> <p>Work with adult colleagues to improve individual and professional knowledge and practice</p>	<p>2.1 Outline the process of how professional feedback is developed with the input of colleagues.</p>	Written evidence is provided that clearly shows how the process for professional feedback is developed and how colleagues have input into it.	Yes/No
	<p>2.2 Evidence of how professional development needs and goals are developed with the assistance of feedback from colleagues.</p>	Written evidence clearly shows the correlation of feedback from colleagues assisting with the development of professional development needs and goals	Yes/No
	<p>2.3 Two professional development needs and goals are identified and quality improvement strategies are developed to</p>	<p>Two professional development needs and goals are identified.</p> <p>Written evidence of how</p>	Yes/No

<i>Element/Task</i>	<i>Evidence required</i>	<i>Judgement</i>	
	<p>match these identified needs and goals</p> <p>2.4 Examples of two established networks, one formal and one informal are identified and an explanation of how they are used for gathering and sharing professional knowledge and practice.</p> <p>Verification from manager</p>	<p>quality improvement strategies were developed to match them.</p>	<p>Yes/No</p>
		<p>Formal network is identified and described as to how it is used for gathering and sharing professional knowledge and practice.</p>	<p>Yes/No</p>
		<p>Informal network is identified and described as to how it is used for gathering and sharing professional knowledge and practice.</p>	<p>Yes/No</p>
		<p>Signed verification form provided</p>	