

So you are interested in the National Certificate in Adult Education and Training (NCAET) level 5 (60 credits) or 4 (40 credits), or some part of it, maybe 4098 (Assessment) or 11552 (Moderation).

## About the NCAET

The National Certificate is divided into four modules. Each starts with a 2 day workshop followed by weekly seminars (online, face to face or a blend) and regular personal catchups with your tutors via a web conferencing app called Zoom (<https://zoom.us/>).

Assessment work is based around your classroom teaching activities and is very practical. For the full detail, please see <http://www.nzqa.govt.nz/nqfdocs/quals/pdf/0379.pdf>

## You will need

- A laptop (Please bring to all workshops - if this is a problem, then please let us know)
- Regular access to Internet/email; and a computer with mic and sound capability
- For teaching topics (eg 19444):** a teaching opportunity where you can video for feedback and reflection.
- For assessment topics (eg 4098):** an assessment opportunity, and a suitably experienced and qualified person to assist with observations and verification
- For moderation topics, (eg 11552):** you will need to find some opportunities to do some moderation.

## Basic skills you will need (or need to learn)

- Using email (and managing attachments)
- Using the internet to play video clips, find things, Google docs (etc)
- Familiarity with basic Microsoft Word (Tables, images, file saving, creating PDF etc).
- Scanning and emailing.

You will also need a minimum level of time, focus and organisation to juggle your regular teaching, course work, assignments and communication. *If there are any problems for any of these, please let us know.*

## Getting signed up formally

You will need your birth certificate for formal NZQA signup.

## A final word on Study (while you are teaching)

Study can be quite hard to manage alongside of normal work, especially when the normal work is teaching. But it is possible. It requires focus and discipline to get it all done. We are here to help you and make this as manageable as possible. But you need to do the work. ☺

## Got more questions?

Contact Derek Chirnside:

email: [derekc@tpp.ac.nz](mailto:derekc@tpp.ac.nz)

phone: 021511303 (or xxx)

web: <http://vle.tpp.ac.nz/staff>

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Please complete answers to these questions and send to Derek Chirnside.

Preferred: answer in a Word document and send attached to an email to [derekc@tpp.ac.nz](mailto:derekc@tpp.ac.nz)

Or handwrite/scan and email - or post to 84 Grahams Road, Burnside, Christchurch 8041

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- a. **Who are you?**
  
- b. **Contact details please:** Best email, cell, landline and your normal physical location address.
  
- c. **Your role, your relationship to TPP** (tutor, contractor, casual, none etc.)
  
- d. **Who is your manager?**
  
- e. **What are your main teaching subject(s)?**
  
  
- f. **What is your background** as far as teaching, training, course design etc. goes? What have you taught, and how long?
  
  
  
  
  
  
  
  
  
  
- g. **What course(s) are you interested in?**
  
  
  
  
  
  
  
  
  
  
- h. **Other courses?** As far as teaching goes, what other courses, qualifications, and significant workshops (etc) have you engaged in?
  
  
  
  
  
  
  
  
  
  
- i. **Have you studied by distance/online before?**  
How did it go?

Other questions. These are the hard questions.

Please take some time to consider these next questions carefully. They are not trivial ☺ Use more pages if you need to.

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**This course:** What are a few of your goals, hopes, concerns, questions, expectations, and possible roadblocks? Why are you interested in doing this?

**How do you normally plan and organise** yourself for this sort of thing where you need to balance often competing demands on your time? What systems do you use?

**Anything else?** Anything I need to be aware of? Eg special circumstances, constraints on your time, potential problems with scheduling assessments etc.