

# Adult Teaching Qualifications Policy

## **Controlled Document – refer to Intranet for latest version**

Category: Academic	Date Created: June 2001
Responsibility: Executive Director Education & Applied Research	Date Last Reviewed: July 2016
Approval: Academic Board	Version: 16.4

## **Purpose**

Student learning is the purpose of UCOL. We are committed to learning and teaching that optimises student success.

UCOL must ensure that all teaching staff facilitating student learning have the skills and knowledge to enhance and optimise students' learning experiences.

Teaching staff are generally employed for their specialist knowledge and skills and/or recent experience and expertise in industry and may require support to gain appropriate skills in the facilitation of adult learning.

## **Scope**

<b>Category</b>	<b>Requirement</b>
All teaching staff employed in permanent positions.	Attend the first available New Teachers Induction Programme (NTIP)  Complete UCOL's Certificate in Adult Teaching (Advanced) (CATA) Level 5 within two years; or apply for Recognition of Prior Learning (RPL); or, on appointment present certified evidence of achievement of an equivalent or higher qualification.
All teaching staff employed on level 1 and 2 courses leading to a level 1-3 qualification	From 2016 teaching staff must hold the National Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) (NCALNE) Level 5.
All other teaching staff on (SAC) level 3-4 qualifications.	Recommended to complete the National Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) (NCALNE) Level 5.
Teaching staff employed 0.20 FTE and above on a fixed term contract for <u>more</u> than one semester.	Attend the first available New Teachers Induction Programme (NTIP).  Commence Certificate of Adult Teaching (Advanced) (CATA) or apply for Recognition of Prior Learning (RPL); or present certified evidence of achievement of an equivalent or higher qualification on appointment.

Teaching staff employed on a fixed term contract of 0.2 FTE (or more) for up to one semester.	Attend the first available New Teachers Induction Programme (NTIP).
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\* It is expected that the CATA will be completed within the first two years of employment, and no later than three years.

## Responsibility

The Executive Deans of Faculties and Heads of Schools are responsible for ensuring teaching staff meet the requirements as set out in this policy.

The Executive Deans of Faculties are responsible for ensuring that teaching staff have the discipline-specific knowledge and skills required for classroom delivery. This responsibility may be delegated to Programme Leaders or equivalent as appropriate.

The Executive Deans of Faculties are responsible for the induction of all new teaching staff within their Faculty. The New Teachers Induction Programme (NTIP) is organised by the Certificate of Adult Teaching (Advanced) (CATA) team.

## Policy Statements

1. Compliance with this policy will normally be a requirement for successful completion of an employee's probationary period and is referenced in the criteria for academic progression and salary review.
2. Staff holding other relevant teaching qualifications which clearly link to adult or tertiary teaching, such as the Bachelor of Education (Adult), Diploma in Adult Teaching and Learning, the Graduate Diploma in Adult Teaching and Learning, or the Diploma in Tertiary Teaching, and who can present certified evidence, will have their qualification endorsed to show that they meet UCOL's Adult Teaching Qualification Requirements; or apply for the alternative pathway process (for example practicum, reflection and observation) to receive endorsement that they have met UCOL's Adult Teaching Qualifications.
3. Staff holding teaching qualifications which do not clearly link to adult or tertiary teaching, such as the Bachelor of Education or a Tutor Training Certificate, and who have been teaching in a tertiary environment, should enrol in Certificate of Adult Teaching (Advanced) (CATA) and apply for Recognition of Prior Learning (RPL) or apply for the alternative pathway process.
4. Staff who have no teaching qualifications, but have extensive adult or tertiary teaching experience, should enrol in Certificate of Adult Teaching (Advanced) (CATA) and apply for Recognition of Prior Learning (RPL).
5. Staff who have no adult literacy and numeracy education qualifications, but have extensive experience in this area, should enrol in National Certificate in Adult Literacy and Numeracy Education (NCALNE) and apply for Recognition of Prior Learning (RPL).
6. The Faculty employing the lecturer will pay the enrolment fee for the Certificate of Adult Teaching (Advanced) (CATA) and National Certificate in Adult Literacy and Numeracy Education (NCALNE) qualifications. In addition, the Executive Dean of Faculty will approve fair and responsible remission in teaching responsibilities.

## Terms Used

The New Teachers Induction Programme (NTIP) provides 12 hours of formal tuition in contextually-relevant adult teaching practice. The programme offers a basic introduction

to the guiding principles of adult teaching and assessment of learning and the relevant procedures at UCOL.

Certificate of Adult Teaching (Advanced) (CATA) is a four-course, 60 credit programme at Level 5.

National Certificate in Adult Literacy and Numeracy Education (NCALNE) is a 3-unit standard, 41 credit programme at Level 5.

### **Supporting Documentation**

- *UCOL Academic Quality Management System: Standard 4 – Staff Selection, Appraisal and Development.*
- *UCOL Academic Quality Management System: Standard 7 – Programme Delivery*

### **Related Documentation**

- UCOL Staff Members' Collective Employment Contract; Section 21.3.2.
- [Recognition of Prior Learning \(RPL\) Procedure](#)
- Guideline Form for Alternative Pathway Process (to be developed)  
<http://www.tec.govt.nz/About-us/News/TEC-Now/Change-in-some-foundation-level-tutor-qualification-requirements/> (30 September 2014)