

# New Zealand Certificate in Learning Design Level 6

## Qualification Review Guidelines

Prepared by Ako Aotearoa, September 2021

# Contents

<b>Overview</b>	3
<b>Glossary</b>	3
<b>1. Key Qualification Requirements</b>	5
Strategic Purpose	5
Qualification type definition	5
Modes of delivery	6
Entry or other qualification requirements	6
Progression to other qualifications	6
Other qualification requirements	7
Questions to consider	7
<b>2. Matching the Identified Needs of Your Target Learner Groups</b>	8
Due diligence	8
Questions to consider	8
<b>3. Components</b>	8
Articulating the units of learning in your programme	9
Matrix showing GPOs mapped to programme learning outcomes	9
Integration	10
Practical Experience	10
Evidence-based practice	10
Leadership	11
<b>4. General Conditions</b>	12
Work-based learning	12
Te Tiriti o Waitangi and Cultural Competencies	13
<b>5. Graduate Profile Outcomes and Associated Quality Recommendations</b>	14
Graduate Profile Outcome 1	14
Graduate Profile Outcome 2	14
Graduate Profile Outcome 3	15
Graduate Profile Outcome 4	15

Questions to consider	16
<b>6. Work-based Learning</b>	17
Guidelines	17
Provider scenarios	17
Questions to consider	18
<b>7. Assessment Guidelines</b>	19
Guidelines	19
Provider scenarios	20
<b>8. Get In Touch With Us</b>	21
Amendments or further guidance	22

# Overview

This guide outlines what tertiary education organisations could consider when developing a programme of study leading to the following qualification:

- **New Zealand Certificate in Learning Design, (Level 6).**

This guide will help those who apply to NZQA for programme approval. It will also help as part of an internal self-review. The self-review may focus on ensuring that an existing programme meets current requirements, such as in the case of a recently updated or new version of a qualification.

Providers working towards programme approval should consult all relevant NZQA documentation including the following:

- [NZQF Programme Approval and Accreditation Rules](#)
- [Guidelines for approval and accreditation of Level 1-6 programmes](#)
- [Resources for unit standards-based pathways, including landscapes](#)

Providers are encouraged to attend to the recommendations in these NZQA documents when developing, delivering and self-assessing programme(s) for this qualification.

These guidelines cover:

1. Key qualification requirements
2. Matching the identified needs of your target learner groups
3. Components
4. General Conditions
5. Graduate Profile Outcomes and associated recommendations
6. Work-based Learning
7. Assessment Guidelines

## Glossary

For the purpose of this suite of qualifications, the following definitions are provided.

**Candidate** is the person who is enrolled in a programme leading to this qualification.

**Cultural competencies** refer to the knowledge, skills, and values required to achieve a better understanding of, and enhance relationships with, learners of different cultures.

**Kaitiakitanga** refers to concepts of mentoring, coaching, care, guidance, nurturing, sharing, responsibilities, external stakeholder consultation.

**Learner** is the person who the candidate is providing learning opportunities for.

**Mana** refers to the unique characteristics of adult learners as individuals and what they bring to their learning, including literacy and numeracy skills.

**Māori cultural competencies** refer to the practical steps for providing education and relating to Māori and other learners in a manner that recognises and respects Māori values and beliefs in order to achieve better teaching and learning outcomes.

**Tangata whenua** literally means 'people of the land' and is used to describe Māori as the indigenous people of Aotearoa New Zealand.

**Tangata tiriti** literally means 'people of the treaty' and is used to describe people of non-Māori origin who have a right to live in Aotearoa New Zealand under the Treaty of Waitangi.

**Work-based learning** refers to opportunities for learning that are achieved through authentic activity in adult or tertiary teaching settings and which includes a specified element of supervised practice.

# 1. Key Qualification Requirements

## Strategic Purpose

The strategic purpose statement for this qualification states:

*This qualification is intended for educators and trainers in the adult and tertiary education sector who want to specialise in learning design to improve curriculum, teaching practice and learner outcomes for their own and others' practice.*

*Graduates of this qualification will have the skills and knowledge to analyse learning design requirements and design and evaluate solutions and outcomes, including solutions that have a significant focus on technology-enhanced learning and teaching.*

## Qualification type definition

Your programme must meet the NZQA's qualification type definition including the requirements outlined below:

## Credits and notional hours of learning

Programmes leading to the award of this qualification should be:

- **60** credits at Level **6**
- Equivalent to approximately **600** notional hours of learning according to NZQA rules.

This time allocation is inclusive of class-based, work-based, web-based and independent learning hours.

## Matches NZQA descriptors

Your programme must align with the [NZQA descriptors](#) which provide guidance on the learning requirements of a **Level 6 certificate** qualification. In summary, these are:

Knowledge	<ul style="list-style-type: none"><li>● Demonstrate specialised technical or theoretical knowledge with depth within an aspect(s) of a field of work or study.</li></ul>
Skills and	<ul style="list-style-type: none"><li>● Analyse and generate solutions to familiar and unfamiliar</li></ul>

Application	<p>problems</p> <ul style="list-style-type: none"> <li>● Select and apply a range of standard and non-standard processes relevant to the field of work or study</li> <li>● Demonstrate complete self-management of learning and performance within dynamic contexts</li> <li>● Demonstrate responsibility for leadership within dynamic contexts.</li> </ul>
-------------	--

It is important to ensure that the programme learning demands do not exceed or fall below those outlined above.

## Modes of delivery

Providers have a range of choices for programme delivery which may include face-to-face, online or blended teaching and learning.

Decisions will be made based on available resources and the target audience. The qualification requires that all programmes must include an underpinning base of evidence-based practice in digital educational technologies.

All programmes should integrate technology-enhanced learning and teaching beyond the immediate requirements of individual Graduate Profile Outcome statements.

## Entry or other qualification requirements

There are no mandatory prerequisites for entry. However, it is highly recommended that the candidate has a relevant qualification in learning and teaching at Level 5 or above, or equivalent knowledge and skills.

## Progression to other qualifications

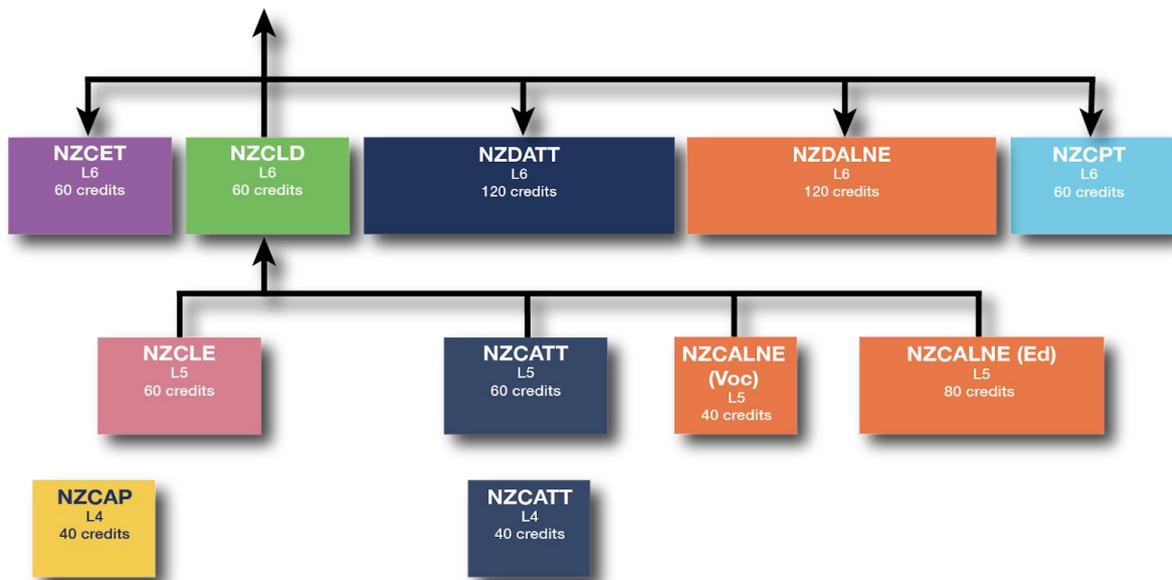
Educational pathways for this qualification indicate that graduates may choose to undertake further study towards a Level 7 qualification in adult and tertiary teaching.

However, there are other qualifications in this suite that are also at Level 6 which may be valuable progressions for graduates of this qualification. These include:

- New Zealand Certificate in Education Technology, (Level 6) [Ref: 2748]
- New Zealand Diploma in Adult and Tertiary Teaching, (Level 6) [Ref: 2747]
- New Zealand Diploma in Adult Literacy and Numeracy Education, (Level 6) [2756]
- New Zealand Certificate in Pasifika Teaching, (Level 6) [2750]

Diagram 1 shows logical pathways across the suite of teacher education qualifications to and from the NZCLD, Level 6.

Diagram 1: Progression to and from the NZCLD, Level 6



## Other qualification requirements

Requirements specific to the general conditions or graduate profile outcomes are discussed below in Sections 4 and 5.

### Questions to consider

- What is your programme aim?
- How does your programme and its components meet the strategic purpose of the qualification?
- Why is your programme acceptable to relevant communities and key stakeholders?
- How does your programme create opportunities that cover 60 credits of learning in relation to learning design?
- What will be the balance and coherence between class-based, web-based, work-based and independent learning?
- What is your learner profile and how will learners be assisted to manage independent learning at this level?

## 2. Matching the Identified Needs of Your Target Learner Groups

### Due diligence

Any NZQA approved programme for this qualification will need to provide sufficient evidence with regards to target learner groups.

Gathering information to inform your answers to questions like the ones below should be part of your due diligence process in the early stages of developing your programme and approval documentation.

#### Questions to consider

With regards to your target learner groups:

- Who are they and how did you identify them?
- What are their needs and how did you identify these?

With regards to your programme, how can you show that:

- You have designed your programme to match the identified needs of your target learner groups?
- Your programme enables your target learner groups to achieve the qualification outcomes?

How have the following informed the development of your programme?

- Sector consultation undertaken by your own or other organisations.
- Relevant Tertiary Education Commission (TEC) policies, strategic directions, implementation, planning or funding conditions.
- The needs of key stakeholders or partner organisations that you work with.
- The subject area expertise or domain knowledge of your organisation and delivery team.

### 3. Components

#### Articulating the units of learning in your programme

As noted in the NZQA’s Programme Approval Guidelines, you will need to clearly articulate the units of learning that make up your programme.

These units of learning are the components, and you may need to reference the following:

- The structure and progression of your programme
- The modes of learning
- Self-directed learning including what kind and how this is broken down over time
- Your learning outcomes and how these relate to or compare with the Graduate Profile Outcomes
- Your learning outcomes for different modules and related assessments
- NZQA unit standards and assessment schedules, if relevant
- Your approach to assessment including how each assessment contributes to the credit value of the qualification.

#### Matrix showing GPOs mapped to programme learning outcomes

You may wish to use a matrix or chart to give a visual representation of how each of these relate to one another:

- How self-directed learning is allocated across different components
- How Graduate Profile Outcomes map to your programme learning outcomes and unit standards or components, if relevant.

Here’s a generic example of what this might look like for showing alignment between components, programme learning outcomes, and qualification graduate profile outcomes (GPOs).

Components or Unit Standards	Learning Outcome	GPO 1	GPO 2	GPO 3	GPO 4
Component 1	Outcome 1	✓	✓		
Component 2	Outcome 1	✓	✓		
	Outcome 2	✓	✓		
	Outcome 3	✓	✓		
	Outcome 4	✓	✓		

	Outcome 5	✓	✓		
<b>Component 3</b>	Outcome 1	✓	✓	✓	
	Outcome 2	✓	✓	✓	
<b>Component 4</b>	Outcome 1	✓	✓	✓	✓
	Outcome 2	✓	✓	✓	✓
	Outcome 3		✓	✓	✓
	Outcome 4	✓	✓	✓	✓

Many of the recommendations below appeared in earlier versions of the qualification as conditions so providers are urged to consider these in programme development and delivery.

## Integration

Integration is a core principle for programme development. It ensures candidates experience an integrated, holistic and meaningful programme of study where connections between outcomes are explicit and reflect real-world contexts.

The following considerations apply:

- Outcomes should be integrated across programme design in a way that makes it clear outcomes are mutually supportive and not entirely discrete.
- In a programme, assessment of all outcomes should be integrated so each assessment task provides evidence of at least two outcomes in ways that demonstrate their interdependence.

Examples are given below in the Graduate Profile Outcome statements as to how this integration might happen.

## Practical Experience

Practical experience is an essential component of programmes leading to the award of this qualification. This is expanded further in Section 6 below.

## Evidence-based practice

Programmes should include an underpinning base of evidence-based practice in:

- Adult education and training including current validated adult learning research and theory. Evidence-based practice will be that which is informed by research or other projects that focus on enhancing outcomes for learners.

- The use of digital educational technologies. Digital technologies that solve educational problems and enhance learner engagement and success will be woven throughout the programme. These should be evident in both the teaching and learning and in the assessments in the programme to assist candidates in understanding the value of digital assessment.

## Leadership

Opportunities for professional leadership and support should be provided across a range of contexts and, potentially, teaching levels and disciplines.

This is likely to occur within the candidate's own teaching, learning and leadership settings and will be included in the work-based learning component.

Opportunities for developing leadership skills and influencing others can include the following:

- Incorporating collaboration, innovation and creativity into learning, assessment and evaluation, including via Māori and/or Pacific pedagogy.
- Undertaking kaitiakitanga and other approaches to supporting other teachers and colleagues.

## 4. General Conditions

The following conditions apply to this qualification. Relevant definitions can be found on the qualification document.

### Work-based learning

- Programmes must include 60 hours of work-based learning in an adult or tertiary teaching setting.
- Work-based learning evidence must be provided for candidates designing flexible learning solutions to meet a specified brief.
- During work-based learning, candidates may be working with learners 18 years and under. In this case, practical experience will require a safety check to comply with the requirements of the Vulnerable Children Act 2014. For more information on the Vulnerable Children Act 2014, safety checking regulations and guidelines see <https://www.justice.govt.nz/justice-sector-policy/key-initiatives/cross-government/childrens-action-plan>.

### Considerations

This is an advanced learning design qualification and, as such, experiencing the realities of adult and tertiary teaching contexts are critical to the candidate learning experience.

Providers must ensure that candidates are able to complete at least 60 hours of work-based learning with a focus on their own and organisational practice. This could include, for example:

- learning design
- programme, course, or curriculum development
- teaching or facilitation
- assisting colleagues to enhance the use of learning design in their practice.

This work-based learning is likely to be project-based and completed over the duration of the programme, particularly given most candidates will be in work.

Candidates are also required to demonstrate leadership and professional support with other practitioners and colleagues. This should be woven into the project work and practice components and be evident in the assessment requirements. It is likely this will be completed in the candidate's place of work.

Suitably qualified assessors could include the programme teaching staff or others in the practice setting who have the required qualifications or experience to make accurate and valid assessments.

Further detail about work-based learning is included in Section 6.

## Te Tiriti o Waitangi and Cultural Competencies

- Programmes must include a range of pedagogical principles and cultural practices. These principles and practices are reflective of Te Tiriti o Waitangi, to ensure that the indigenous status of Tangata Whenua and the role of Tangata Tiriti are understood.

Accordingly, programmes must contribute to the development of Māori cultural competencies. These principles, practices and cultural competencies also include those reflecting Aotearoa New Zealand's Pacific location and diverse population.

### Considerations

Definitions for the following are included in this guidance document in the glossary:

- Tangata Whenua
- Tangata Tiriti
- Cultural competencies
- Māori cultural competencies
- Work-based learning
- Mana

These concepts and competencies must be woven throughout the programme and be evident to candidates in learning, teaching and assessment.

## 5. Graduate Profile Outcomes and Associated Quality Recommendations

The information below lists the Graduate Profile Outcomes from the qualification and recommended related quality components.

Many of these components appeared in Version 1 of the qualification as *conditions* so providers are urged to consider these in programme development and delivery.

This includes:

- integration of outcomes and assessments
- a base of relevant evidence-based practice and learning theory
- integration of digital educational technologies to enhance learner outcomes
- integration of Te Tiriti and cultural competencies.

Some relevant resources for programme development are also included.

### Graduate Profile Outcome 1

Analyse the learning design requirements of dynamic situations for application in an adult or tertiary education or training context.

15 credits

### Recommended Quality Components and Resources

*Analysing the learning design requirements* involves:

- the use of a range of current and emerging theoretical models, frameworks and examples of learning and design theory
- identifying and describing the learning design needs and requirements of the target environments.

### Graduate Profile Outcome 2

Design pedagogically and culturally appropriate, and technology-enhanced learning solutions to meet a specified brief.

15 credits

### Recommended Quality Components and Resources

*Solutions* involves:

- the use of a range of current and emerging theoretical models, frameworks and examples of learning and design theory and practice

- use of relevant technologies that are targeted to solve educational problems
- meeting the needs of a diverse range of learners and abilities.

## Graduate Profile Outcome 3

Evaluate factors that impact on learning design implementation and outcomes.

15 credits

### Recommended Quality Components and Resources

*Evaluate* could include:

- consideration of evidence for and against your findings including from a range of sources
- reasons for your judgements and recommendations.

Relevant *factors* here could include consideration of:

- learning outcomes
- availability and accessibility of relevant educational technologies
- staff and learner capability development
- space
- quality assurance.

## Graduate Profile Outcome 4

Collaborate with others to enhance the use of learning design in their practice.

15 credits

### Recommended Quality Components and Resources

*Use of learning design* may include:

- design options
- design choice and critiques.

*Collaborate with others* could include:

- engagement with teaching staff and managers
- learner and stakeholder feedback
- peer review
- self-reflection.
- opportunities for candidates to practise leadership skills and influencing others.

## Questions to consider

- Which outcomes will be integrated to ensure connections are maximised and assessment events are minimised?
- What are the natural alignments between outcome statements?
- How will you embed a values-based framework into your programme to underpin the learning?

## 6. Work-based Learning

### Guidelines

The programme of study must include specific work-based learning and assessment opportunities as stated on the New Zealand Qualification document and outlined in the General Conditions in Section 4.

Some of the learning may occur in a classroom or other learning and teaching environment, but practice is central to the successful completion of this qualification, particularly because there is a significant demand for leadership, kaitiakitanga, change and innovation.

For this qualification, the following are required:

- Programmes must include candidates completing 60 hours of work-based learning in an adult or tertiary teaching setting.
- Work-based learning evidence must be provided for candidates designing flexible learning solutions to meet a specified brief.

The provider will need to discuss the programme expectations with the candidate and their management to ensure the practice-based nature of the programme is fully understood.

The provider may also need to ensure that the candidate is given the opportunity in their learning to carry out any of the practice-based requirements, which are considerable in this qualification.

Any health and safety requirements must be attended to.

### Provider scenarios

It is up to the provider to interpret the qualification document and make decisions about the requirements that suit their programme and target learner groups.

With that in mind, the following scenario is offered as an example of how work-based learning can integrate several qualification components in a specific provider context:

#### Scenario

*One provider delivers the NZCLD internally as a professional development programme for staff involved with programme development who want to specialise in learning design to improve curriculum, teaching practice and learner outcomes.*

*All components and assessed work require candidates to integrate what they are learning into practice over the duration of the programme including:*

- *Carrying out an investigation into the learning design needs of at least two learning and teaching environments relevant to their work.*
- *Leading a collaborative project with one or more colleagues which involves the design, delivery and evaluation of flexible learning solutions to meet identified needs in a specific area of work.*
- *Sharing lessons learned across the project internally regarding learning design implementation and outcomes including:*
  - *guidance, support and expertise*
  - *useful models or frameworks*
  - *barriers and success factors.*

*In this way, the TEO closely integrates course learning and existing workplace practice.*

## Questions to consider

- How does the work-based assessment requirement provide opportunities that connect the candidate to their learning in the programme of study?
- How does the provider ensure that work-based learning environments provide high-quality experiences for candidates?
- In what ways does the provider maintain and nurture relationships with work-based learning settings?

## 7. Assessment Guidelines

### Guidelines

Assessments, as far as is practicable, should be in the context of the candidate's own work and practice as a student in an adult and tertiary teaching environment.

Assessment of all outcomes should be integrated so each assessment task provides evidence of at least two outcomes in ways that demonstrate their interdependence.

This will ensure an integrated approach to learning and assessment and will also reduce assessment load. There should be no more than 2-3 assessment events for each 15 credits of learning.

As indicated in the information above, this programme of study should be based on the realities of practice in learning design in adult and tertiary teaching contexts.

Work-based assessments may be carried out by teaching staff or assessments may be structured so that a supervisor or assessor in the candidate's place of work can observe practice and provide feedback.

The provider must weigh up the relative merits of these options based on the availability of suitably qualified assessors in the workplace who either hold appropriate qualifications or have been identified by the provider as having the relevant expertise or experience to be able to assess or observe accurately. In relation to learning design, there may not be sufficient capability to do this in all practice settings.

Most assessments will contain opportunities for the candidates to engage in reflective practice based on self-assessment of their own performance and practice.

Resources that support design, student-centredness, facilitation, assessment and feedback, including valid and diverse methods of digital assessments, can be found in the following resources for tertiary teachers available on the Ako Aotearoa [website](#):

- [Signposts](#)
- [Goalposts](#)
- [ePosts](#)

Valuable information about assessment tools and approaches can be found at this [NZQA site](#).

## Provider scenarios

As with work-based learning, it is up to the provider to make decisions about the requirements that suit their programme and target learner groups.

The following scenario is offered as an example of how an assessment could be structured to integrate several qualification components in a specific provider context:

### Scenario

*One organisation designed a series of assessments for the NZCLD for those undertaking the assessments in their own practice environment.*

*The final assessment brings together the key learning from the programme and focuses primarily on GPO statement 4 – collaborate with others to enhance the use of learning design in their practice. However, it also integrates components of the other GPO statements, which are necessary to achieve GPO statement 4 successfully.*

*In this assessment the candidate works with staff from another programme in their practice environment. Ideally, this programme would be undergoing an annual review or programme development, but this may not always be possible.*

*Working with a senior organisational staff member or teacher from the programme of study as a mentor, the candidate assists the teaching team in redeveloping some, or all, of their programme based on evidence-based Learning Design theory and practice. This includes embedding cultural competency and ensuring appropriate learning technologies are an integrated component of the programme.*

*The final submission is a portfolio of naturally occurring documentation from the project which includes learning design changes, evaluation by the programme team, and critical reflection on the process including key factors impacting on successful implementation and outcomes.*

## Questions to consider

- How are assessments mapped across the curriculum to ensure coherence, avoid over-assessment or assessment overload, and link assessments to both course learning and work-based learning?
- To what extent do assessments attend to the realities of practice?
- How will the existing assessment practices of the workplace impact the opportunities for the candidate to engage in good assessment practice?
- How does the provider ensure that assessors are suitably qualified?
- What factors will need to be considered regarding the candidates practice environment?

## 8. Get In Touch With Us

### Amendments or further guidance

The guidelines for this qualification were prepared by Ako Aotearoa following extensive sector consultation and review by NZQA and other experts.

Where possible, information from previous versions of the qualification including conditions as well as recommendations from stakeholders have been incorporated.

If you would like to suggest an amendment or request further guidance with regard to some aspect of the qualification or resulting programme development, please contact us at Ako Aotearoa by email or phone.

- [info@ako.ac.nz](mailto:info@ako.ac.nz)

Further information may be obtained from our [website](#) or via the following link:

- <https://ako.ac.nz/programme-guidance>