

# Introduction to Adult Learning

## What is competency based training?

Certificate Courses are “vocational” or “competency based” courses – which means they consist of training of skills to be used in the workplace. Most of the assessments in this course are designed for you to show the trainer what you know or what you have learnt and that you can perform the task required.

For example, you will be taught how to prepare a bank reconciliation and the reasons behind doing it. The assessment for this task would be to use an example from our case study and prepare a bank reconciliation.

During this course there will be a number of small assessments spread out over the first seven sessions to test you as you go. We will let you know when you are being assessed, and what criteria we are using to assess you.

These assessments must be completed to “industry standards” – think of it as the standard your boss would require if you were employed. In terms of numbers, you need to obtain a mark of 70% or greater to be competent. You will be given a chance for re-assessment during the last week if you are not competent when you are first assessed.

## Classroom expectations

This is adult learning – you are here because you want to be here. Our expectation of you is that you will behave in an adult manner and respect other students and your trainer during each lesson.

Here are some specific behaviours you are required to observe:-

- *Be on time.* Ring if you are running late
- *Attend all classes* – Because this course is based around a case study, we **strongly advise** that you do NOT miss a class. If you do miss a class, it is up to you to go over the material taught that week and complete the missed work on your own time. It may be possible to arrange some time with your trainer before your next class to go over anything you don't understand and to make up missed assessments – speak to your trainer for details.
- *Take notes* if you wish. Most of the information is contained in these resources, but sometimes a trainer can word a concept in a way that makes more sense to you.
- *Ask questions* – as many times as you need, keep asking until the explanation given by the trainer is clear and you understand. Sometimes the question can be answered there and then,

sometimes the answer might be given at the end of the session or at a more appropriate time.

- *Share your experience* – we can all learn from each other. Your workplace experiences will be valuable to other students.

Above all – your trainer is here to help you. We want you to succeed in this study. We want you to have an industry-recognized certificate at the end!

### **Will I have to do any homework?**

There is an independent study component which needs to be completed in your own time; this is done before the first class session.

We also provide you with a set of homework exercises during the course so that you can practice your processing work at home. We recommend these exercises – particularly for those who have had little bookkeeping experience – but they are not compulsory.

We also recommend that you take the time to read over and review each week's materials after class.

### **What happens if I fail an assessment?**

You can't actually *fail* an assessment in competency based training; you might just be judged 'not yet competent'. This simply means that your trainer will provide you with extra help until you *are* competent.

This might mean that your trainer talks over with you the concepts you find difficult, provides you with extra practice exercises, suggests some reading from your homework, etc. When you are ready, you will be given a chance to re-sit your assessment.

### **A note about assessments:**

Many students hear the word 'assessment' and panic, thinking of high school exams and essays. This isn't necessary! The tasks you'll be asked to do as assessments in this course are generally tasks that a bookkeeper would be expected to do in the workplace. For example, you might be asked to reconcile a bank statement or complete a BAS. Try to think of your trainer as an employer giving you a job to do, and expecting a certain level of accuracy – not as a teacher hovering over you looking for an excuse to take marks away.

*This information has been prepared by Masterpiece Consultants as a free resource for adult learners. See our website – [www.masterpiececonsultants.com.au](http://www.masterpiececonsultants.com.au) – or call (03) 5941 4711 for help with your bookkeeping and training needs.*