



CERTIFICATE IN ADULT EDUCATION DACUM

Facilitated by Gene Semchych and Mervin Maxwell

March 6th and 7th

C - indicates core competencies

COMMUNICATE A C

Speak in public A1 C	Use effective writing skills A2 C	Listen actively A3 C	Represent ideas graphically A4	Use non-verbal communication skills A5 C	Assess audience A6 C	Use presentation skills A7 C	Read for comprehension A8 C
Follow communication process A9 C	Use telephone etiquette A10 C	Use email etiquette A11 C	Use appropriate communication media / technology A12 C	Give / receive feedback A13 C	Demonstrate inter-personal skills A14 C		

DESIGN CURRICULUM B C

Write learning outcomes B1 C	Consult and collaborate with stakeholders B2 C	Assess learner's needs B3 C	Identify and select learning resources B4 C	Apply curriculum development theory B5 C	Incorporate curriculum guidelines/legislation B6 C	Perform environmental scan B7	Identify delivery media B8
Design PLAR assessment instruments B9	Assess evidence of PLAR B10	Validate curriculum B11	Coordinate content within program B12	Assess quantity of content for delivery timeframe B13	Write evaluation rubric B14 C	Apply instructional design theory B15 C	Revise and review curriculum B16 C
Meet accreditation standards B17 C	Plan for inclusion B18 C						

DELIVER CURRICULUM C C

Assess prior knowledge C1 C	Adapt to learner's needs C2 C	Organize resources C3 C	Assess student's progress C4 C	Assess instruction C5 C	Use technology C6 C	Organize learning space C7 C	Maintain students records C8 C
Provide timely feedback C9 C	Employ a variety of instructional methods C10 C	Monitor and instruct practicum C11	Use reflection skills C12 C	Articulate outcomes and expectations C13 C	Utilize learning media C14 C		

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FACILITATE LEARNING D C
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Respect diversity D1 C	Demonstrate cultural sensitivity D2 C	Demonstrate flexibility D3 C	Promote discussion D4 C	Inform students on policies and procedures D5 C	Coach D6	Advise students D7 C	Refer students D8 C
Advocate for students D9 C	Resolve conflict D10 C	Apply adult learning theory D11 C	Solve problems D12 C	Involve / include students D13 C	Monitor student behaviour D14 C	Respond to student behaviour D15 C	Accommodate needs of students D16 C
Engage students D17 C	Encourage critical thought D18 C						

DEVELOP COURSES E C

Write course outline E1 C	Develop course notes E2	Write study notes E3	Adapt curriculum to appropriate media E4 C	Match course content to delivery time E5 C	Develop assessment tools E6 C	Develop learning activities E7 C	Develop lesson plan E8 C
Develop a marking rubric E9 C							

PROVIDE A SAFE LEARNING ENVIRONMENT F C
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Assess safety of physical environment F1 C	Assess safety of the emotional environment F2 C	Respond to unsafe situations F3 C	Educate students on safety procedures F4 C	Document / report incidents F5 C	Follow safe work practices F6 C	Promote health and wellness F7 C	Respond to emergencies F8 C
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MODEL PROFESSIONALISM G C
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Follow policies and procedures G1 C	Collaborate with others G2 C	Work in teams G3 C	Maintain currency in area of instruction G4 C	Liaise between industry and the classroom G5	Demonstrate leadership G6	Balance professional and personal life G7	Develop professionally as an educator G8 C
Demonstrate industry specific skills G9 C	Apply research skills G10 C	Apply discipline code of ethics G11 C	Demonstrate ethical behaviour G12 C	Adapt to change G13 C	Maintain a positive outlook G14 C	Work independently G15 C	Develop and maintain professional relationships G16
Manage time G17 C	Demonstrate patience G18 C	Engage in life-long learning G19 C					

PARTICIPATE IN NON- INSTRUCTIONAL ACTIVITIES H

Supervise student teachers H1	Participate in academic appeals H2	Participate in staff selection H3	Mentor H4 C	Participate in committees H5	Participate in community H6	Participate in professional organizations H7	Promote program / college H8
Recruit students H9	Participate in DACUMs H10	Coordinate practicum H11	Record grades H12 C	Take attendance H13 C	Proctor exams H14	Conduct and participate in meetings H15 C	Monitor exams H16 C
Participate in budgeting H17							

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