

Fin-Ed Centre



FINANCIAL EDUCATION AND RESEARCH CENTRE

Teaching Personal Financial Management (Educators)

Introduction

The Certificate in Teaching Personal Financial Management is a certificate course offered by Massey University's Financial Education and Research Centre (Fin-Ed Centre). The certificate is designed to provide teaching and facilitation skills to educators who will be teaching or presenting personal financial management in classroom or small group situations, but who do not want to undertake a full degree or diploma programme.

This course is ideal for educators in financial institutions, tertiary institutions, schools, industry training organisations and community groups who wish to understand the fundamentals of managing personal finances and how to teach these skills to others. Participants will learn principles of adult teaching and learning and models of delivering financial literacy. Some participants may wish to use the certificate as a stepping-stone to further study for a university degree or diploma. Anyone with an interest in teaching personal financial management to others, some background in financial literacy skills and an access to learners can enrol for the Certificate in Teaching Personal Financial Management.

The Certificate in Teaching Personal Financial Management is taught by Massey University via Distance Learning (extramurally). To gain the certificate students must attend the course contact sessions and complete the required reading and assessment activities. On completion of the course, students will be awarded with a certificate (which cannot, later, be cross-credited towards a diploma or an undergraduate degree of the University).

Entry requirements

To enrol in the Certificate in Teaching Personal Financial Management, participants without financial literacy skills may be required to complete some background short certificates from the Personal Financial Management Practice Strand before enrolling for this certificate. In addition, the participants will need to have an access to learners so the practical skills learned in this course can be applied. Participants will be encouraged to develop their individual portfolio of teaching / facilitation/presentation activities.

Certificate in Teaching Personal Financial Management structure



This is a graphical representation of the Certificate in Teaching Personal Financial Management structure that shows this Certificate in relation to the suite of certificate courses in personal financial management practice offered by the Fin-Ed Centre (Financial Education and Research Centre). The Certificate in Teaching Personal Financial Management may be completed as a stand-alone course, or can be taken as part of the programme of study leading to the **Advanced Certificate in Personal Financial Management**. To gain the **Advanced Certificate in Personal Financial Management**, the participants will need to have completed the Teaching Personal Financial Management certificate and any three certificates from the Personal Financial Management Practice strand.

The Certificate in Teaching Personal Financial Management requires attendance at the course's compulsory contact sessions and completion of required course readings and assigned activities.

Course Objectives

At the completion of the course students will be able to:

- Understand national and international trends in financial literacy
- Review current practices/models of delivery for financial literacy in context to target audience
- Analyse assessment tasks to monitor learning/progress
- Develop a model of embedding financial literacy in their existing teaching & learning programme
- Apply principles of Adult teaching and learning

Course Delivery

The course will be delivered over twelve weeks as follows:

- one compulsory face-to-face contact day at the beginning and one at the end of the course
- 8 weeks of on-line distance learning (extramural)

The course will be self-contained and all course material will be provided. It is not envisaged that course participants will need to purchase text books and other resources.

There is no pre-course work required.

Completing the certificate

The Teaching Personal Financial Management certificate will be successfully completed when all of the following have been met:

- attendance at the two compulsory contact days
- completion of on-line distance learning modules
- completion of the required course readings
- demonstration that all the required activities, including maintaining a reflective journal, have been completed

The readings and activities should take between three to five hours of work per week. The work required is not expected to take more than five hours per week. Course work will not be assessed or examined but course participants are expected to complete all the required course readings and show that they have completed the required activities.

Contact Details

For all enrolment advice including eligibility, requirements to complete, course availability, timing of courses and contact details, e-mail fin-ed@massey.ac.nz

Website: <http://fin-ed.massey.ac.nz>

Or Contact

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