

AAFC III

MANUAL OF STAFF TRAINING

INTRODUCTION TO SOCIETAL AND LEGAL MST 211

TRAINERS GUIDE & COURSE NOTES



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AUSTRALIAN AIR FORCE CADETS

REACH FOR THE SKY

Introduction to Societal and Legal, Course Notes

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**AUSTRALIAN AIR FORCE CADETS
STAFF TRAINING**



**SOCIETAL AND LEGAL RESPONSIBILITIES
COURSE NOTES**

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Principles of Adult Learning

(Adapted from ANTA Workplace Training Category 2, Participants Workbook)

1. Learning is a process that is in the hands of the participant. As trainers you cannot make a person learn something, rather create the environment that makes them want to learn. It is important to keep in mind the following principles when conducting workplace training:

- a. Whatever learners learn, they must learn from themselves - no one can learn for them;
- b. Learners learn at their own rate, and, for any age group, the variations in rates of learning are considerable;
- c. Learners learn more when each step is immediately strengthened and reinforced;
- d. Full, rather than partial mastering of each step makes total learning more meaningful;
- e. When given responsibility for their own learning, learners are more highly motivated and learn and retain more.

2. Adult learners, your colleagues who will be participating in the *Societal and Legal Responsibilities Module* will come to this session with preconceived ideas about learning and the information provided. As the previous points indicate, people learn best when they are applying theory to practice. They learn least from lectures or one person talking. This workshop has been designed to be interactive and activity based with a number of activities and case studies used throughout the session.

3. It is important that as a trainer of adults, you consider the following assumptions of adult learners when preparing and delivering training:

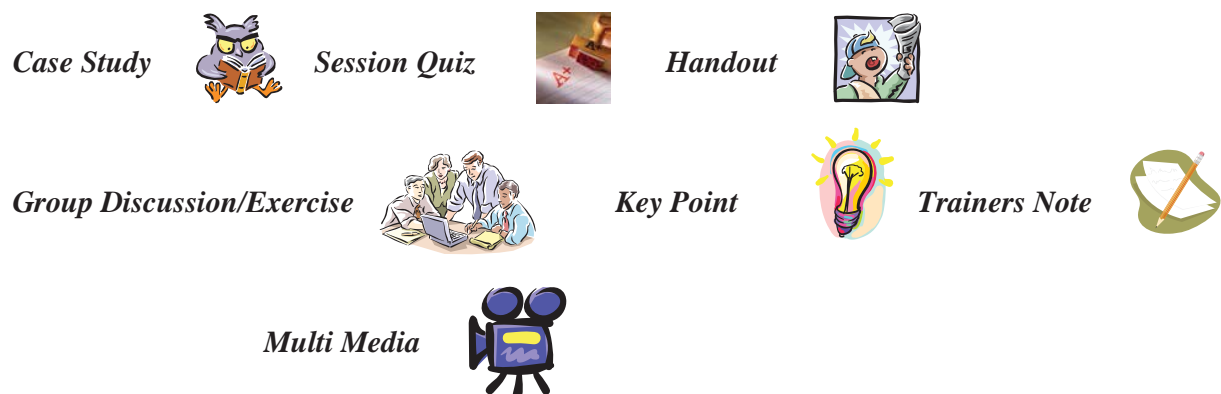
- a. Adults need to know the relevance of the learning before undertaking to learn it; adults have a self-concept of being responsible for their own decisions;
- b. Adults bring to the training situation a wealth of personal experience; adults become ready to learn those things they see as immediately relevant to them;
- c. Adults are life centered (or task centered or problem centered) in their orientation to learning;
- d. The most potent motivations for adults are internal pressures (self-esteem, life quality etc).

Preface

HOW TO USE THIS TRAINERS GUIDE

1.1 This trainers guide contains all the lesson plans, presentation material, course notes and assessment items that you will need to deliver this package, MST 211 Introduction to Legal & Societal. At the beginning of each section you will find lesson plans that detail the resources you will need to complete the section. The material to support the lesson plans is contained in the same section.

1.2 At various stages throughout the lesson plan, you will be prompted to engage in an activity, readings, quick quiz or other exercise. These prompts are highlighted in *italics*. To reinforce the activity and for ease of reference, the following symbols are contained throughout the course notes to help you identify the information to which the activity relates;



1.3 The delivery methods and assessment strategies for this unit can be found in Part 3a of the Manual of Staff Training. These strategies have been developed to ensure that a standardized and consistent approach is adopted when this package is delivered.

1.4 This package has been developed so that it can be delivered as part of a course or as a stand alone unit.

1.5 All enquires in relation to this unit should be directed to the unit sponsor;

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