

THE NZQA NATIONAL
CERTIFICATE IN:

EMPLOYMENT SKILLS (VERSION 13)

Save Time and Money!

Instant Education Solutions' Assessment Standard delivery packages are a complete teaching and assessment solution for institutions assessing the NZQA National Certificate in Employment Skills.

(Please Note: that this brochure only contains those materials which Instant can supply. These are sufficient to achieve the qualification.)

NCES PACK

(60 Credits in total)

Each folder includes:

- Teaching Guide
 - Assessment Guide with answers and Assessment schedule
 - Learner Workbook with unlimited reproduction rights for up to 4 sites
 - NZQA Assessment Standard and Accreditation and Moderation Action Plan
- You have everything you need to start teaching.

The Teaching and Assessment Guide includes special notes for teachers, and red letter answers for activities, so you always know what is going on. You can photocopy the Learner Workbook as many times as you like – saving money and time.

COMPULSORY STANDARDS

(13 standards totaling 37 credits)

Unit	L	C	Title
496	1	3	Manage personal wellness
497	1	3	Health and safety in the workplace
1294	2	2	Be interviewed in a formal interview
1299	2	4	Be assertive in a range of situations
1978	1	3	Identify and describe basic employment rights and responsibilities, and sources of information and assistance
2780	1	3	Demonstrate and apply knowledge of a personal computer system
4248	1	3	Describe requirements and expectations faced by employees within the workplace
4249	1	4	Demonstrate care and timeliness as an employee
4252	2	2	Produce a targeted resum?
7123	2	2	Apply a problem solving method to a problem
10781	2	3	Produce a plan for own future directions
24699	2	2	Make an informed decision relating to personal income and evaluate its consequences
24709	1	3	Produce a balanced budget for an individual

ELECTIVE STANDARDS:

(Minimum of 4 literacy credits)

GROUP ONE

Choose a minimum of four literacy credits from 1A OR 1B

SET 1A

26622	1	4	Write to communicate ideas for a purpose and audience
26624	1	3	Read texts with understanding
26625	1	3	Actively participate in spoken interactions

OR SET 1B

Any Assessment Standards that meet the NCEA Level 2 Literacy requirement. Instant offers the following Assessment Standards that meet this requirement:

90053	1	3	Produce formal writing
90853	1	4	Use information literacy skills to form conclusion(s)
90954	1	4	Demonstrate understanding of the effects of astronomical cycles on planet Earth

continued ...

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(VERSION 13)*Resources for the NZQA National Certificate in Employment Skills continued...***SET 1B continued**

90957	1	5	Demonstrate understanding of societal influences on an individual's food choices and well-being
90959	1	5	Demonstrate knowledge of practices and strategies to address food handling issues
90971	1	3	Demonstrate knowledge of practices and strategies to address food handling issues
90973	1	5	Demonstrate understanding of interpersonal skills used to enhance relationships
91044	1	4	Undertake brief development to address a need or opportunity
91072	1	3	Demonstrate understanding of basic concepts of digital media
91097	1	3	Implement basic techniques in constructing a specified electronic and embedded system

ELECTIVE STANDARDS:

(Minimum of 4 numeracy credits)

GROUP TWO**Minimum of four numeracy credits from 2A OR 2B****Set 2A**

26623	1	4	Use number to solve problems
26626	1	3	Interpret statistical information for a purpose
26627	1	3	Use measurement to solve problems

OR Set 2B

Any Achievement Standards that meet the NCEA Level 2 Numeracy requirement. At this stage Instant offers the following Achievement Standards that meet this requirement:

91026	1	4	Apply numeric reasoning in solving problems
91029	1	3	Apply linear algebra in solving problems
91030	1	3	Apply measurement in solving problems

ELECTIVE STANDARDS:**BALANCE**

The balance of credits to achieve a minimum of 60 credits at Level 1 or above may come from anywhere on the Directory of Assessment Standards.

**EMPLOYMENT SKILLS
SPECIAL PACKAGE DEALS****• BUDGET PACK**

15% off each unit

15 Standards. 13 Compulsory standards, plus - 1 x Elective Group One standard and 1 x Elective Group Two standard.

• COMPLETE PACK

20% off each unit

19 Standards. 13 Compulsory standards, plus - 1 x Elective Group One standard, 1 x Elective Group Two standard & any 4 other standards to make up a total of 60 credits.

Approximate Pricing

Folder & CD	CD Only
\$4,394	\$3,438

\$5,530

\$4,319

Example prices only – prices will vary according to the standards chosen. All prices exclude postage and GST.