

DOES YOUR SCHOOL  
OFFER THE:



# GATEWAY PROGRAMME?

## Save Time and Money!

Instant Education Solutions' unit standard delivery packages are a complete teaching and assessment solution for institutions involved in the Gateway programme.

### GATEWAY SOLUTIONS

All credits go toward NCEA

#### Each folder includes:

- Teaching Guide
- Assessment Booklet with answers and Assessment schedule
- Learner Workbook with unlimited reproduction rights
- NZQA Unit Standard and Accreditation and Moderation Action Plan
- Teacher Information Guide

*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.

#### THE GATEWAY SOLUTIONS PACK comes in three great versions:

- Starter Pack - 14 Units (chosen from below)
- Value Pack - 20 Units (chosen from below)
- Super Saver Combo Pack - 30 Units (chosen from below)

### SERVICE SECTOR SKILLS

Unit	L	C	Title
56	1	2	Attend to customer enquiries face-to-face and on the telephone
64	1	2	Perform calculations for the workplace
57	2	2	Provide customer service in given situations
62	2	2	Maintain personal presentation in the workforce
377	2	2	Work in a diverse workplace
378	3	3	Provide customer services for international visitors

### CORE GENERIC SKILLS

Unit	L	C	Title
497	1	3	Demonstrate knowledge of workplace health and safety requirements
504	1	2	Produce a CV
525	1	2	Recognise sexual harassment and describe ways of responding to it
542	1	2	Describe unlawful discrimination under the Human Rights Act and describe ways of responding to it
543	1	3	Start work in a new workplace
1978	1	2	Identify basic employment rights and responsibilities
4248	1	3	Describe requirements and expectations faced by employees within New Zealand workplaces
4249	1	3	Demonstrate care and timeliness as an employee
1839	2	3	Apply a personal ethics pledge within his/her workplace
1840	2	3	Practice accountability in the workplace
1979	2	3	Describe the employment relationship
4252	2	2	Produce a targeted resume
4253	2	3	Obtain job search skills
4251	3	2	Manage own career development
24695	2	3	Demonstrate knowledge of income, taxation, and other deductions for personal financial management.
24697	1	1	Perform income-related calculations for personal financial management
24704	2	2	Demonstrate knowledge of banking products and services for personal financial management.

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## COMMUNICATION UNIT STANDARDS

Unit	L	C	Title
1277	2	3	Communicate information in a specified workplace
1293	1	2	Participate in an informal one-to-one face-to-face interview
1294	2	2	Be interviewed in a formal interview
1296	3	3	Interview in an informal one-to-one situation
1297	4	5	Interview in a formal situation
1299	2	4	Be assertive in a range of specified situations
1304	3	2	Communicate with people from other cultures
3483	1	2	Fill in a form
3488	2	6	Write business correspondence for a workplace
3490	1	2	Complete an incident report
3491	3	4	Write a report
3492	2	3	Write a short report
3501	1	3	Demonstrate knowledge of and apply listening techniques
3503	1	2	Participate and communicate in a team or group to complete a routine task
9677	2	3	Participate in a group/team which has an objective(s)
9681	3	3	Contribute within a group/team which has an objective(s)
9707	1	5	Demonstrate knowledge of workplace communications requirements
10792	1	3	Write formal personal correspondence
11097	3	3	Listen to gain information in an interactive situation
11101	4	4	Participate in groups and/or teams to recommend solutions to problems

## OTHER UNITS

Teachers may want to contact their local Instant Education Consultant to discuss the broad range of other units we have available to support learners in a variety of workplace learning environments.

For example:

- Retail (including Level 2 and 3 Certificates)
- Home and Life Sciences
- and more...

Buy individually or take advantage of our **discounted package deal**.

## GATEWAY SOLUTIONS SPECIAL PACKAGE DEALS

			Approximate Pricing	
			Folder & CD	CD Only
• STARTER PACK	14 Units	15% off each unit	\$4,195	\$3,303
• VALUE PACK	20 Units	20% off each unit	\$5,680	\$4,480
• SUPER SAVER COMBO PACK	30 Units	30% off each unit	\$7,434	\$5,859

Examples prices only – prices will vary according to the units chosen. All prices exclude postage and GST.