

Qualification Option 1

Unit	Name		Cr	Outc	1 2 3 4 3 3 4 2 3 4				
				1	2	3	4		
12349	Demonstrate knowledge of time management	MUST DO	3	3				3	
4249	Describe care and timeliness as an employee	MUST DO	3	3				3	
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2	
496	Manage personal wellness	MUST DO	3	3				3	
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2	
7118	Manage own learning programme	MUST DO	3	3				3	
526	Describe community services	MUST DO	2		2			2	
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2	
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2	
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2	
IES763	Interact in work and community based settings	MUST DO	4		4			4	
543	Work in a new workplace	Option A	3		3			3	
10781	Produce a plan for own future directions	MUST DO	3	1		2		3	
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3	
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4	
26624	Read texts with understanding	MUST DO	3				3	3	
26625	Actively participate in spoken interactions	MUST DO	3				3	3	
26623	Use number to solve problems	MUST DO	4				4	4	
26626	Intepret statistical information for a purpose	MUST DO	3				3	3	
26627	Use measurement to solve problems	MUST DO	3				3	3	
3483	Fill in a form	Option B	2				2	2	
3501	Demonstrate knowledge of and apply listening techniques	Option B	3				3	3	
		TOTA	LS	16	15	6	25	62	
		NEEDE			15	5	25		
		DIFFEREN	CE	1	0	1	0		

Version 1.0, June 2016 Page 1 of 18



Qualification Option 2

Unit	Name		Cr	Outc	ome	s cove	ered	Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
1ES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
1ES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
1ES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3483	Fill in a form	Option B	2				2	2
9680	Communicate within a specified organisational context	Option B	3				3	3
		TOTA	۱LS	16	15	6	25	62
	NEED					5	25	
		DIFFEREN	CE	1	0	1	0	

Version 1.0, June 2016 Page 2 of 18



Qualification Option 3

Unit	Name		Cr	Outc	utcomes covered To							
				1	2	3	4					
12349	Demonstrate knowledge of time management	MUST DO	3	3				3				
4249	Describe care and timeliness as an employee	MUST DO	3	3				3				
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2				
496	Manage personal wellness	MUST DO	3	3				3				
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2				
7118	Manage own learning programme	MUST DO	3	3				3				
526	Describe community services	MUST DO	2		2			2				
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2				
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2				
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2				
IES763	Interact in work and community based settings	MUST DO	4		4			4				
543	Work in a new workplace	Option A	3		3			3				
10781	Produce a plan for own future directions	MUST DO	3	1		2		3				
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3				
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4				
26624	Read texts with understanding	MUST DO	3				3	3				
26625	Actively participate in spoken interactions	MUST DO	3				3	3				
26623	Use number to solve problems	MUST DO	4				4	4				
26626	Intepret statistical information for a purpose	MUST DO	3				3	3				
26627	Use measurement to solve problems	MUST DO	3				3	3				
3483	Fill in a form	Option B	2				2	2				
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3				
		TOTA	۱LS	S 16 15 6 25		62						
		NEED	ED	15	15	5	25					
		DIFFEREN	ICE	1	0	1	0					

Version 1.0, June 2016 Page 3 of 18



Qualification Option 4

Unit	Name		Cr	Outc	ome	cove	ered	Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
		TOTA	۱LS	16	15	6	25	62
		NEED	ED	15	15	5	25	
		DIFFEREN	CE	- 				

Version 1.0, June 2016 Page 4 of 18



Qualification Option 5

Unit	Name		Cr	Outo	-			
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
9680	Communicate within a specified organisational context	Option B	3				3	3
		TOT	ALS	S 16 15 6 25		62		
		NEED	DED	15	15	5	25	
		DIFFEREN	ICE	1	0	1	0	

Version 1.0, June 2016 Page 5 of 18



Qualification Option 6

Unit	Name		Cr	Outc	Total			
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			З		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
		TOTA	LS	16 15 6 25			62	
		NEED	ED	15	15	5	25	
		DIFFEREN	CE	1	0	1	0	

Version 1.0, June 2016 Page 6 of 18



Qualification Option 7

Unit	Name		Cr	Outc	3 2 1 1 1 3 2 2 2 2 2 2 4 4 3 3 4 4 4 4 4 4 4 4 4				
				1	2	3	4		
12349	Demonstrate knowledge of time management	MUST DO	3	3				3	
4249	Describe care and timeliness as an employee	MUST DO	3	3				3	
1ES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2	
496	Manage personal wellness	MUST DO	3	3				3	
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2	
7118	Manage own learning programme	MUST DO	3	3				3	
526	Describe community services	MUST DO	2		2			2	
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2	
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2	
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2	
1ES763	Interact in work and community based settings	MUST DO	4		4			4	
543	Work in a new workplace	Option A	3		3			3	
10781	Produce a plan for own future directions	MUST DO	3	1		2		3	
1ES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3	
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4	
26624	Read texts with understanding	MUST DO	3				3	3	
26625	Actively participate in spoken interactions	MUST DO	3				3	3	
26623	Use number to solve problems	MUST DO	4				4	4	
26626	Intepret statistical information for a purpose	MUST DO	3				3	3	
26627	Use measurement to solve problems	MUST DO	3				3	3	
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3	
9680	Communicate within a specified organisational context	Option B	3				3	3	
		TOTA	۱LS	16	15	6	26	63	
		NEED	ED	15	15	5	25		
		DIFFEREN	CE	1	0	1	1	1	

Version 1.0, June 2016 Page 7 of 18



Qualification Option 8

Unit	Name		Cr	Outc	ome	s cov	ered	Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
		TOTA	۱LS	16	15	6	26	63
		NEEDI				5	25	
		DIFFEREN	CE	- 				

Version 1.0, June 2016 Page 8 of 18



Qualification Option 9

Unit	Name		Cr	Outo	omes	cove	ered	Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
9680	Communicate within a specified organisational context	Option B	3				3	3
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
		TOTA	ALS	16	15	6	26	63
	NEED					5	25	
		DIFFERENC				1	1	

Version 1.0, June 2016 Page 9 of 18



Qualification Option 10

Unit	Name		Cr	Outc	ome	s cove	ered	Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3483	Fill in a form	Option B	2				2	2
3501	Demonstrate knowledge of and apply listening techniques	Option B	3				3	3
		TOTA	۱LS	16	15	6	25	62
	NEEDI					5	25	
		DIFFEREN	CE	1	0	1	0	

Version 1.0, June 2016 Page 10 of 18



Qualification Option 11

Unit	Name		Cr	Outc	omes	Totals		
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3483	Fill in a form	Option B	2				2	2
9680	Communicate within a specified organisational context	Option B	3				3	3
		TOTA	۱LS	16	15	6	25	62
		NEED	ED	15	15	5	25	
		DIFFEREN	ICE	1	0	1	0	

Version 1.0, June 2016 Page 11 of 18



Qualification Option 12

Unit	Name		Cr	Outco	3 2 3 1 1 1 1 3 3 1 1 1 1 1 1 3 1 1 1 1				
				1	2	3	4		
12349	Demonstrate knowledge of time management	MUST DO	3	3				3	
4249	Describe care and timeliness as an employee	MUST DO	3	3				3	
1ES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2	
496	Manage personal wellness	MUST DO	3	3				3	
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2	
7118	Manage own learning programme	MUST DO	3	3				3	
526	Describe community services	MUST DO	2		2			2	
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2	
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2	
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2	
IES763	Interact in work and community based settings	MUST DO	4		4			4	
10780	Complete a work experience placement	Option A	3		3			3	
10781	Produce a plan for own future directions	MUST DO	3	1		2		3	
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3	
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4	
26624	Read texts with understanding	MUST DO	3				3	3	
26625	Actively participate in spoken interactions	MUST DO	3				3	3	
26623	Use number to solve problems	MUST DO	4				4	4	
26626	Intepret statistical information for a purpose	MUST DO	3				3	3	
26627	Use measurement to solve problems	MUST DO	3				3	3	
3483	Fill in a form	Option B	2				2	2	
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3	
		TOTA	۱LS	16	15	6	25	62	
		NEED	ED	15	15	5	25		
		DIFFEREN	CE	1	0	1	0		

Version 1.0, June 2016 Page 12 of 18



Qualification Option 13

Unit	Name		Cr Outcomes covered					Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
		TOTA	۱LS	16	15	6	25	62
		NEED	ED	15	15	5	25	
		DIFFEREN	1	0	1	0		

Version 1.0, June 2016 Page 13 of 18



Qualification Option 14

Unit	Name		Cr	Totals				
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
9680	Communicate within a specified organisational context	Option B	3				3	3
		TOTA	۱LS	16	15	6	25	62
	NEEDE					5	25	
	DIFFERENC				0	1	0	

Version 1.0, June 2016 Page 14 of 18



Qualification Option 15

Unit	Name		Cr	ered	Totals			
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
		TOTA	۱LS	16	15	6	25	62
		NEED	NEEDED		15	5	25	
		DIFFEREN	FFERENCE			1	0	

Version 1.0, June 2016 Page 15 of 18



Qualification Option 16

Unit	Name		Cr	Outo	ered	Totals		
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
9680	Communicate within a specified organisational context	Option B	3				3	3
		TOTA	16	15	6	26	63	
	NEEDE					5	25	
	DIFFERENC					1	1	

Version 1.0, June 2016 Page 16 of 18



Qualification Option 17

Unit	Name		Cr Outcomes covered					Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
	TOTAL					6	26	63
	NEEDE					5	25	
	DIFFERENCI						1	

Version 1.0, June 2016 Page 17 of 18



Qualification Option 18

Unit	Name		Cr Outcomes covered					Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe care and timeliness as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Manage personal wellness	MUST DO	3	3				3
7117	Produce a plan to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning programme	MUST DO	3	3				3
526	Describe community services	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in the workplace	MUST DO	2		2			2
3503	Participate and communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
9680	Communicate within a specified organisational context	Option B	3				3	3
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
		TOTALS			15	6	26	63
		NEED	ED	15	15	5	25	
	DIFFERENCE				0	1	1	

Version 1.0, June 2016 Page 18 of 18