

NZ Certificate in Foundation Skills (Level 1) Course Options

NZQA Ref 2861

Qualification Option 1

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
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
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

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Qualification Option 2

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
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
9680	Communicate within a specified organisational context	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

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Qualification Option 3

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
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
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

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Qualification Option 4

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
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
		TOTALS		16	15	6	25	62
		NEEDED		15	15	5	25	
		DIFFERENCE		1	0	1	0	

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Qualification Option 5

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
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
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

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Qualification Option 6

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
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
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

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Qualification Option 7

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
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
9680	Communicate within a specified organisational context	Option B	3				3	3
TOTALS				16	15	6	26	63
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	1	

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Qualification Option 8

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
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
TOTALS				16	15	6	26	63
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	1	

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Qualification Option 9

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
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
TOTALS				16	15	6	26	63
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	1	

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Qualification Option 10

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
3483	Fill in a form	Option B	2				2	2
3501	Demonstrate knowledge of and apply listening techniques	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

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Qualification Option 11

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
3483	Fill in a form	Option B	2				2	2
9680	Communicate within a specified organisational context	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

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Qualification Option 12

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
3483	Fill in a form	Option B	2				2	2
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

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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
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

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Qualification Option 14

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
9680	Communicate within a specified organisational context	Option B	3				3	3
			TOTALS	16	15	6	25	62
			NEEDED	15	15	5	25	
			DIFFERENCE	1	0	1	0	

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Qualification Option 15

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
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
		TOTALS		16	15	6	25	62
		NEEDED		15	15	5	25	
		DIFFERENCE		1	0	1	0	

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Qualification Option 16

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
9680	Communicate within a specified organisational context	Option B	3				3	3
		TOTALS		16	15	6	26	63
		NEEDED		15	15	5	25	
		DIFFERENCE		1	0	1	1	

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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
		TOTALS		16	15	6	26	63
		NEEDED		15	15	5	25	
		DIFFERENCE		1	0	1	1	

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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		16	15	6	26	63
		NEEDED		15	15	5	25	
		DIFFERENCE		1	0	1	1	