

NZ Certificate in Foundation Skills (Level 2) Course Options

NZQA Ref 2862

Qualification Option 1

Unit	Name	Cr	Outcomes covered					Totals
			1	2	3	4	5	
1280	Use graphics in communication	2	2					2
4253	Demonstrate knowledge of job search skills	3	3					3
8824	Research a topic using oral, visual and written sources, and evaluate the research process	3	3					3
2989	Select, read, and assess texts to gain knowledge	3	3					3
20332	Use the internet for information retrieval in an organisation	3	3					3
25073	Read texts to recognise differing points of view on a topic	3	3					3
7127	Exercise informed choice in deciding on a major goods or service purchase	2	2					2
28096	Evaluate and select insurance product types in relation to events for personal finances	3	2	1				3
28097	Evaluate and select personal banking products and services in relation to personal financial needs	3	2	1				3
1277	Communication information in a specified workplace	3		2		1		3
9680	Communication within a specified organisational context	3		2		1		3
3492	Write a short report	3		3				3
7123	Apply a problem solving method to a problem	2		2				2
2784	Create and use a computer spreadsheet to solve a problem	3		3				3
28094	Produce a balanced budget and adjust the budget to reflect changing financial circumstances	3		3				3
7124	Demonstrate knowledge of one-to-one negotiation	2			2			2
IES765	Reflect on individual and group communication situations (situations from US 1299, needs to be completed together or after 1299)	1			1			1
377	Demonstrate knowledge of diversity in the workplace	2			2			2
9677	Participate in a team or group which has an objective	3				2	1	3
10791	Participate in an informal meeting	3				3		3
1299	Be assertive in a range of specified situations	4				4		4

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Qualification Option 2

Unit	Name	Cr	Outcomes covered					Totals
			1	2	3	4	5	
1280	Use graphics in communication	2	2					2
4253	Demonstrate knowledge of job search skills	3	3					3
8824	Research a topic using oral, visual and written sources, and evaluate the research process	3	3					3
2989	Select, read, and assess texts to gain knowledge	3	3					3
20332	Use the internet for information retrieval in an organisation	3	3					3
25073	Read texts to recognise differing points of view on a topic	3	3					3
7127	Exercise informed choice in deciding on a major goods or service purchase	2	2					2
28096	Evaluate and select insurance product types in relation to events for personal finances	3	2	1				3
28097	Evaluate and select personal banking products and services in relation to personal financial needs	3	2	1				3
1277	Communication information in a specified workplace	3		2		1		3
9680	Communication within a specified organisational context	3		2		1		3
3492	Write a short report	3		3				3
7123	Apply a problem solving method to a problem	2		2				2
2784	Create and use a computer spreadsheet to solve a problem	3		3				3
28094	Produce a balanced budget and adjust the budget to reflect changing financial circumstances	3		3				3
7124	Demonstrate knowledge of one-to-one negotiation	2			2			2
IES765	Reflect on individual and group communication situations (situations from US 1299, needs to be completed together or after 1299)	1			1			1
10780	Complete a work experience placement	3			2		1	3
9677	Participate in a team or group which has an objective	3				2	1	3
10791	Participate in an informal meeting	3				3		3
1299	Be assertive in a range of specified situations	4				4		4

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10781	Produce a plan for own future directions	3	1				2	3
12383	Explore career options and their implications	3	1				2	3
TOTALS		25	17	5	11	6	64	
NEEDED		25	15	5	10	5	60	
DIFFERENCE		0	2	0	1	1	4	