

NEW!

NEW ZEALAND CERTIFICATE IN FOUNDATION SKILLS

NZQA Ref:
2861

LEVEL 1, CREDITS 60



18 Programme Options

There are 18 possible options to achieve the graduate outcomes of this qualification. Download the matrix of these 18 options from our website link below.

If these 18 options do not suit your unique needs then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme is approved with minimum compliance issues.

18 PROGRAMME OPTIONS

Unit #	Title	Level	Credit	✓
<i>Organising your personal life</i>				
12349	Demonstrate knowledge of time management	2	3	<input type="checkbox"/>
4249	Describe care and timeliness as an employee	1	3	<input type="checkbox"/>
IES762	Describe ways of managing and organising own day-to-day activities	1	2	<input type="checkbox"/>
<i>Maintaining personal well-being</i>				
496	Manage personal wellness	1	3	<input type="checkbox"/>
<i>Strategies for continued learning</i>				
7117	Produce a plan to enhance own learning	2	2	<input type="checkbox"/>
7118	Manage own learning programme	2	3	<input type="checkbox"/>
<i>Interaction with your own and other cultures and community environments</i>				
526	Describe community services	1	2	<input type="checkbox"/>
4247	Describe general characteristics of peoples in New Zealand	2	2	<input type="checkbox"/>
377	Demonstrate knowledge of diversity in the workplace	2	2	<input type="checkbox"/>
<i>Interact in a group environment</i>				
3503	Participate in a team or group to complete a routine task	1	2	<input type="checkbox"/>
<i>Interact in work and community based settings</i>				
IES763	Interaction in work and community based settings	1	4	<input type="checkbox"/>
<i>Interaction in an individual and group environment</i>				
543	Work in a new workplace	1	3	<input type="checkbox"/>
10780	Complete a work experience placement	2	3	<input type="checkbox"/>
<i>Reflect on progress towards achieving personal and career goals</i>				
10781	Produce a plan for own future directions	2	3	<input type="checkbox"/>
IES764	Reflect on progress towards personal and career goals	2	3	<input type="checkbox"/>

Continued on next page...

Choose from...

Either **Option A:** 266 literacy, 266 numeracy and 5 credits from the *green* units

OR **Option B:** 25 credits from the listed literacy and numeracy units - minimum of 10 from literacy and 10 from numeracy.

Option A: 266 literacy, 266 numeracy and 5 credits from the *green* units.

Unit #	Title	Level	Credit	✓
<i>Using literacy skills</i>				
26622	Write to communicate ideas for a purpose and audience	1	4	<input type="checkbox"/>
26624	Read texts with understanding	1	3	<input type="checkbox"/>
26625	Actively participate in spoken interactions	1	3	<input type="checkbox"/>
<i>Using numeracy skills</i>				
26623	Use number to solve problems	1	4	<input type="checkbox"/>
26626	Interpret statistical information for a purpose	1	3	<input type="checkbox"/>
26627	Use measurement to solve problems	1	3	<input type="checkbox"/>
<i>Use literacy and/or numeracy skills to organise, interpret, and communicate information</i>				
3483	Fill in a form	1	2	<input type="checkbox"/>
10790	Converse with others	1	2	<input type="checkbox"/>
3501	Demonstrate knowledge of and apply listening techniques	1	3	<input type="checkbox"/>
9680	Communicate within a specified organisational context	2	3	<input type="checkbox"/>
24709	Produce a balanced budget to manage personal finances	1	3	<input type="checkbox"/>

Option B: 25 credits from the listed literacy and numeracy units - minimum of 10 from literacy and 10 from numeracy.

Unit #	Title	Level	Credit	✓
<i>Literacy</i>				
1273	Express ideas in writing and write an original story	1	4	<input type="checkbox"/>
1285	Make enquiries and complete practical transactions	1	4	<input type="checkbox"/>
1293	Be interviewed in an informal, one-to-one, face-to-face interview	1	2	<input type="checkbox"/>
2970	Independently read texts about life experiences which relate to a personal identified interest	1	3	<input type="checkbox"/>
3483	Fill in a form	1	2	<input type="checkbox"/>
3501	Demonstrate knowledge of and apply listening techniques	1	3	<input type="checkbox"/>
56	Attend to customer enquiries face-to-face and on the telephone	1	2	<input type="checkbox"/>
10790	Converse with others	1	2	<input type="checkbox"/>
10792	Write formal personal correspondence	1	3	<input type="checkbox"/>
25060	Read texts for practical purposes	1	2	<input type="checkbox"/>
7121	Demonstrate skills to search, access, and select information	1	2	<input type="checkbox"/>
504	Produce a CV (curriculum vitae)	1	2	<input type="checkbox"/>
9680	Communicate within a specified organisational context	2	3	<input type="checkbox"/>
<i>Numeracy</i>				
24697	Perform income-related calculations for personal financial capability	1	2	<input type="checkbox"/>
24705	Interpret and confirm accuracy of financial documents for personal financial capability	1	2	<input type="checkbox"/>
24709	Produce a balanced budget to manage personal finances	1	3	<input type="checkbox"/>
12358	Demonstrate knowledge of purchasing household consumables	1	3	<input type="checkbox"/>
64	Perform calculations for a specified workplace	1	2	<input type="checkbox"/>
18743	Produce a spreadsheet from instructions using supplied data	1	2	<input type="checkbox"/>





MORE INFORMATION

Gaining Programme Approvals

The combination of standards selected for this qualification meet all qualification outcomes. A separate technical specification is available on our website to help gain programme approval.

Pricing Options

Different price options are available based on the unit standards selected. Contact us for a customised quote based on your unique needs.

Entry Requirements

None.

Pathway to higher level qualifications

Industry or sector-focussed qualifications at NZQF Level 2 and/or Level 3
National Certificate in Educational Achievement (NCEA) Level 2
New Zealand Certificate in Foundation Skills (Level 2) [Ref: 2862]

Transition Information

This qualification replaced the National Certificate in Employment Skills (Level 1) [Ref: 0231]

Unit Standards

Instant offers single Unit Standard Delivery Packages to save you time and money. Each Delivery Package includes*:

- **Teacher's Guide**
- **Learner's Guide**
- **Assessment**
- **Assessment Schedule**
- **Sample Answers**

Any NZQA version changes published by Instant within 12 months of original purchase are provided free of charge. Any other upgrade is provided free of charge within 24 months of original purchase. All upgrades, including NZQA version upgrades, are made available at a discounted price, through the organisation or schools personalised 'Member's Library'.

Moderation Guarantee

Instant guarantees that if any assessment materials for Delivery Packages fail external moderation, we will modify and replace the Delivery Package free of charge, conditions apply.

**Assessment Only Packs do not include the Teacher's Guide and Learner's Guide*

What's the next step?

For a free quote or further queries, simply phone your Instant Representative on **0800 864 863** or visit **www.instant.org.nz**