

CATALOGUE FOR APRIL 2024

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ACHIEVEMENT STANDARDS - DIGITAL TECHNOLOGIES								
	Std#	L	C	V	Title		CDO	CDUP
	91890	2	6	1	Conduct an inquiry to propose a digital technologies outcome (Non-Qaamed)		\$461	\$314
	91891	2	3	1	Apply conventions to develop a design for a digital technologies outcome (Non-Qaamed)		\$429	\$282
	91892	2	4	1	Use advanced techniques to develop a database (Non-QAAMed)		\$440	\$293
	91897	2	6	1	Use advanced processes to develop a digital technologies outcome (Non-Qaamed)		\$461	\$314
N	92004	1	5	2	Create a computer programme (Non QAAMed)		\$382	\$261
ACHIEVEMENT STANDARDS - GENERIC TECHNOLOGY								
	Std#	L	C	V	Title		CDO	CDUP
	91354	2	4	3	Undertake brief development to address an issue (Generic Technologies 2.1)*		\$440	\$293
	91355	2	4	3	Select and use planning tools to manage the development of an outcome (Generic Technologies 2.2)		\$440	\$293
	91356	2	6	3	Develop a conceptual design for an outcome (Generic Technologies 2.3)		\$461	\$314
	91357	2	6	3	Undertake effective development to make and trial a prototype (Generic Technologies 2.4)		\$461	\$314
	91608	3	4	3	Undertake brief development to address an issue within a determined context		\$450	\$298
	91609	3	4	3	Undertake project management to support technological practice		\$450	\$298
	91610	3	6	3	Develop a conceptual design considering fitness for purpose in the broadest sense		\$471	\$319
	91611	3	6	3	Develop a prototype considering fitness for purpose in the broadest sense		\$471	\$319
ACHIEVEMENT STANDARDS - HEALTH								
	Std#	L	C	V	Title		CDO	CDUP
	91236	2	5	2	Evaluate factors that influence peoples ability to manage change (Health 2.2)		\$450	\$303
	91237	2	5	2	Take action to enhance an aspect of peoples well-being within the school or wider community (Health 2.3)		\$450	\$303
	91239	2	5	2	Analyse issues related to sexuality and gender to develop strategies for addressing the issues (Health 2.5)		\$450	\$303

ACHIEVEMENT STANDARDS - HOME ECONOMICS

Std#	L	C	V	Title	CDO	CDUP
91299	2	5	2	Analyse issues related to the provision of food for people with specific food needs (Home Economics 2.1) Non-QAAMed*	\$450	\$303
91301	2	5	2	Analyse beliefs, attitudes and practices related to a nutritional issue for families in New Zealand (Home Economics 2.3) Non-QAAMed	\$450	\$303
91302	2	5	2	Evaluate sustainable food related practices (Home Economics 2.4) Non-QAAMed	\$450	\$303

ADULT EDUCATION AND TRAINING

Std#	L	C	V	Title	CDO	CDUP
4098	4	6	5	Use standards to assess candidate performance (assessment only)	\$198	\$151

AGRICULTURE

	Std#	L	C	V	Title	CDO	CDUP
	18191	2	3	4	Describe safe handling and health problems of dairy cattle associated with milking - Assessment Only	\$162	\$114
	19044	2	3	4	Demonstrate knowledge of the legal requirements and hazards associated with tractor use	\$372	\$251
	19112	2	4	3	Check and report on livestock	\$393	\$267
U	19114	2	6	3	Assist with handling and treatment of livestock	\$414	\$282
A	19145	2	4	3	Describe hydration, nutrition, and sleep in relation to physical well-being of primary industry workers	\$393	\$26
	23540	2	5	1	Demonstrate knowledge of hazards, hazard control, and the consequences of injury in a rural workplace - Expiring 31 Dec 2021 - Replaced by US31656	\$393	\$267
A	23542	3	4	1	Identify factors, and describe how to manage factors, that contribute to injury in a rural workplace	\$393	\$267
	24548	2	8	2	Assist with milking	\$188	\$141
	24552	2	5	2	Check and drive a basic wheel tractor with an attached implement on flat terrain - Expiring 31 Dec 2021 - Replaced by US31913 & US 31914	\$393	\$267
	24554	2	4	3	Operate a quad bike on flat terrain in the workplace under close supervision	\$393	\$267
	24555	2	3	3	Demonstrate knowledge of the safe operation of a motorcycle	\$162	\$114
	24557	2	3	4	Demonstrate knowledge of the safe operation of a quad bike	\$372	\$251
	24559	3	4	3	Operate a quad bike on rolling terrain under limited supervision	\$403	\$277
	24630	2	4	4	Assist with livestock grazing management, and feed livestock under direct supervision	\$167	\$120
	27602	1	3	2	Demonstrate quad bike riding skills on flat ground under close supervision	\$366	\$251
	27608	1	3	2	Demonstrate basic wheel tractor driving on flat ground under close supervision	\$356	\$240
	31656	2	10	1	Demonstrate knowledge of safe work practices in a primary industry operation	\$456	\$303
	31913	2	3	1	Operate a basic tractor on flat terrain under close supervision (Replaces US24552)	\$382	\$261
	31914	2	2	1	Attach and detach a power take off driven 3 point linkage mounted implement to a basic tractor under close supervision (Replaces US24552)	\$377	\$256

BUSINESS ADMINISTRATION

Std#	L	C	V	Title	CDO	CDUP
108	3	5	7	Apply text processing skills to produce business documents [Uses MS Word] [Exp 2022 replaced by 32003] - Available for Ms Office 2013 OR Ms Office 2016	\$414	\$282

BUSINESS ADMINISTRATION

	Std#	L	C	V	Title	CDO	CDUP
N	121	2	4	9	Demonstrate and apply knowledge of office equipment and administration processes [Uses MS Office]*	\$393	\$267
A	122	3	5	8	Provide safe and secure customer-focussed reception services [Uses Microsoft Office]	\$414	\$282
	327	2	3	8	Demonstrate and apply knowledge of financial transaction source documents	\$382	\$261
	329	2	3	9	Process financial information for cash transactions for an organisation	\$382	\$272
	26768	3	7	3	Use computerised accounting system software to produce financial information	\$435	\$293
	29024	3	15	2	Provide business administration support using business technology	\$624	\$417
	29025	3	15	2	Provide general office services using business technology to support business operational activities	\$624	\$417
	29026	3	10	2	Process data and perform calculations to produce information for business purposes - using Microsoft 365	\$466	\$309
	29027	3	10	2	Produce business documents using software applications - Microsoft MS Office 365 - Available for Ms Office 365	\$466	\$309
	32000	1	3	1	Enter prescribed text accurately using basic keyboarding skills and identify safe ergonomic practices - Available for Ms Office 365	\$366	\$251
	32001	1	3	1	Compose and manage text to produce documents using basic keyboarding and layout skills [Replaces 101, 102 and 12883] - Available for Ms Office 365	\$366	\$251
	32002	2	3	1	Compose and enter text to create and manage business documents (This Unit Standard replaces 107 and 12884) - MS Office 365 - Available for Ms Office 365	\$382	\$261
	32003	3	6	1	Create and customise business documents (Replaces 108, 12886 and 12887) - Available for Ms Office 365	\$424	\$288
	32004	3	3	1	Organise travel arrangements for business travel [MS365] [Replaces 21864] - Available for Ms Office 365	\$393	\$272
	32106	3	5	1	Use business administration tools and systems	\$414	\$282

BUSINESS OPERATIONS AND DEVELOPMENT

	Std#	L	C	V	Title	CDO	CDUP
AN	27563	3	4	3	Demonstrate knowledge of teams and team leadership in an organisation*	\$403	\$277

BUSINESS STUDIES

	Std#	L	C	V	Title	CDO	CDUP
	25424	3	4	3	Demonstrate knowledge of factors that impact on businesses	\$403	\$277

COMMUNICATION SKILLS

	Std#	L	C	V	Title	CDO	CDUP
ANS	1279	3	3	8	Write in plain English*	\$393	\$272
AS	1280	2	2	7	Use graphics in communication*	\$377	\$256
AS	1285	1	2	7	Make enquiries and complete practical transactions*	\$377	\$256
AS	1293	1	2	8	Be interviewed in an informal, one-to-one, face-to-face interview*	\$356	\$246
AS	1294	2	2	8	Be interviewed in a formal interview*	\$377	\$256
AS	1296	3	3	8	Conduct informal interviews*	\$393	\$272
	1297	4	5	7	Conduct an interview in a formal situation*	\$424	\$293

COMMUNICATION SKILLS

	Std#	L	C	V	Title	CDO	CDUP
ANS	1299	2	4	10	Be assertive in a range of specified situations*	\$393	\$267
AS	1304	3	2	10	Communicate with people from other cultures*	\$382	\$267
AS	1307	3	3	8	Speak to a known audience in a predictable situation*	\$393	\$272
AS	1312	3	3	7	Give oral instructions in the workplace*	\$393	\$272
AS	2989	2	3	7	Read and assess texts on a topic*	\$382	\$261
AS	2990	3	4	8	Read texts to research information for a specific purpose*	\$403	\$277
AS	3483	1	2	8	Fill in a form*	\$356	\$246
AS	3488	2	3	6	Write business correspondence for a workplace*	\$382	\$261
AS	3490	1	2	7	Complete an incident report*	\$356	\$246
AS	3491	3	4	8	Write a report*	\$403	\$277
AS	3492	2	3	8	Write a short report*	\$382	\$261
AS	3494	3	3	6	Write minutes for a formal meeting*	\$393	\$272
AS	3501	1	3	6	Demonstrate knowledge of and apply listening techniques*	\$366	\$251
AS	3503	1	2	7	Communicate in a team or group to complete a routine task*	\$356	\$246
AS	9677	2	3	11	Communicate in a team or group which has an objective*	\$382	\$261
AS	9681	3	3	8	Contribute within a team or group which has an objective*	\$393	\$272
AS	9694	3	4	9	Demonstrate and apply knowledge of communication process theory*	\$403	\$277
AS	9705	3	3	7	Give feedback on performance in the workplace*	\$393	\$272
AS	9707	1	5	7	Demonstrate knowledge of workplace communication requirements (Requires a workplace assessment).*	\$382	\$261
AS	10791	2	3	6	Participate in an informal meeting*	\$382	\$261
AS	10792	2	2	6	Write formal personal correspondence*	\$377	\$256
AS	11095	3	3	7	Write business correspondence to convey complex ideas and/or information*	\$403	\$272
AS	11097	3	3	6	Listen actively to gain information in an interactive situation*	\$393	\$272
	11101	4	5	5	Collaborate within a team which has an objective*	\$424	\$293
ANS	24871	2	2	5	Complete complex forms*	\$377	\$256
ANS	25073	2	3	4	Read texts to recognise differing points of view on a topic*	\$382	\$261
A	33019	2	3	1	Communicate in an organisation (Replacing US9680 and US1277)*	\$382	\$261

COMPUTING

	Std#	L	C	V	Title	CDO	CDUP
N	2792	1	2	9	Produce simple desktop published documents using templates (Using MS Publisher) - Available for MS Office 365 - Available for Ms Office 365	\$356	\$246
	2797	3	4	8	Demonstrate knowledge of the principles of computer networks	\$403	\$277
	5946	1	3	8	Use computer technology to create and deliver a presentation from given content (Uses MS Powerpoint) - - Avail for MS Office 2016 OR MS Office 365 - Available for Ms Office 2016 OR Ms Office 365	\$366	\$251
	5968	3	3	8	Discuss the social implications of information technology	\$393	\$272
N	18734	1	2	7	Create a web page using a template	\$356	\$246
	18740	2	3	6	Create a simple computer program to meet a set brief (using Python) - Available for Python	\$382	\$261
	18741	3	6	6	Create a computer program to provide a solution (Uses Python 3.7) - Available for Python	\$424	\$288

COMPUTING

	Std#	L	C	V	Title	CDO	CDUP
	18743	1	2	5	Produce a spreadsheet from instructions using supplied data [Uses Microsoft Excel] - Avail for MS Office 2016 OR MS Office 365 - Available for Ms Office 2016 OR Ms Office 365	\$356	\$246
AN	18758	1	2	6	Find information using the Internet	\$356	\$246
	25659	1	2	3	Create a web page using a mark-up language with a text editor	\$356	\$246
	25782	3	6	4	Investigate the use of Information and Communications Technology in an organisation	\$424	\$288
	29769	2	4	2	Use the main features and functions of a word processing application for a purpose - Avail for MS Office 365 [2016 platform has been removed] - Available for Ms Office 365	\$393	\$267
U	29770	2	4	2	Use the main features and functions of a spreadsheet application for a purpose - Avail for MS Office 365 [2016 platform has been removed] - Available for Ms Office 365	\$382	\$261
	29771	2	3	2	Use the main features and functions of a presentation application for a purpose	\$382	\$261
N	29772	2	2	2	Manage files and folders using digital devices - Available for Windows 10 OR Windows 11	\$377	\$256
N	29773-A	2	3	2	Produce digital images for a range of digital media - Adobe Version - Available for Adobe Creative Cloud	\$382	\$261
N	29773-F	2	3	2	Produce digital images for a range of digital media - Freeware Version	\$382	\$261
	29774	2	4	2	Use the main features and functions of a desktop publishing application to create documents for a purpose - Avail for MS Office 365 - Available for Ms Office 365	\$393	\$267
N	29774-A	2	4	2	Use the main features and functions of a desktop publishing application to create documents for a purpose [Adobe] - Available for Adobe Creative Cloud	\$393	\$267
	29775	2	3	1	Use the main features and functions of a web authoring and design tool to create a website	\$382	\$261
N	29776	2	4	2	Use the main features of an HTML editor to create a website	\$393	\$267
	29777	2	3	2	Use the main features and functions of a database application to create and test a database	\$382	\$261
N	29778	2	2	2	Use the main features and functions of a schematic diagram application to create diagrams	\$377	\$256
	29780	2	3	1	Configure and use contemporary and emerging digital devices [Windows, Android, iOS]	\$382	\$261
N	29781	2	7	2	Use the internet and common digital devices and software to gather information and connect with other users and devices	\$424	\$288
	29782	2	5	1	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes*	\$403	\$277
	29783	2	3	1	Implement basic security when using digital devices and software	\$382	\$261
	29784	2	2	1	Troubleshoot, fix and escalate simple or routine computing and connectivity problems* - Available for Windows 10	\$377	\$256
N	29785-6-7P K	3	15	2	29785-29786-29787 Combined Pack - Available for Ms Office 365	\$981	\$655
	29785	3	5	2	Use a word processing application to integrate images, spreadsheet and database data into documents - Avail for MS Office 365 [2016 platform has been removed] - Available for Ms Office 365	\$414	\$282

COMPUTING

	Std#	L	C	V	Title	CDO	CDUP
N	29786	3	5	2	Produce a spreadsheet for organisational use - Avail for MS Office 365 [2016 platform has been removed] - Available for Ms Office 365	\$414	\$282
N	29787	3	5	2	Produce and use a relational database to provide a solution for organisational use - Avail for MS Office 365 - Available for Ms Office 365	\$414	\$282
	29788-B	3	5	1	Develop and evaluate an interactive website for organisational use - Blue Griffon - Available for Blue Griffon	\$414	\$282
	29788	3	5	1	Develop and evaluate an interactive website for organisational use - HTML - Available for Html5 And Css3	\$414	\$282
N	29789	3	3	2	Use a presentation application to produce an interactive multimedia presentation - Avail for MS Office 2016 or MS Office 365 - Available for Ms Office 2016 OR Ms Office 365	\$393	\$272
	29790	3	3	1	Apply digital tools to create and monitor a project plan - Available for Ms Office 2016	\$393	\$272
	29791-A	3	2	1	Capture and prepare digital media for integration into other applications - Adobe CC - Available for Adobe Creative Cloud	\$382	\$267
	29791-F	3	2	1	Capture and prepare digital media for integration into other applications (Using GIMP, Audacity, and Lightworks) Freeware version	\$382	\$267
N	29792	3	4	2	Use a desktop publishing application to produce documents - Available for Ms Office 365	\$403	\$277
	29792-A	3	4	1	Use a desktop publishing application to produce documents [Adobe] - Available for Adobe Creative Cloud	\$403	\$277
N	29793	3	5	2	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief	\$414	\$282
	29794	3	5	1	Implement security solutions when using digital tools - Available for Ms Office 2016	\$414	\$282
	29795	3	5	1	Apply ethical behaviour when using digital tools	\$414	\$282
	29796	3	7	1	Collaborate effectively with others in a digital environment*	\$435	\$293
	29797	3	2	1	Synchronise data across digital devices and multiple platforms [Windows, iOS]	\$382	\$267
	29798	3	3	1	Troubleshoot, fix and escalate a range of common hardware and software problems - Available for Windows 10	\$393	\$272
N	32940	3	3	1	Demonstrate the application of new skills achieved with self-directed learning in a digital context*	\$393	\$272
	32975	2	5	1	Use digital tools securely, safely, ethically and legally (replaces US29783 at end of 2024)*	\$403	\$277
	32976	2	5	1	Use problem solving techniques and critical thinking to make informed decisions about digital solutions*	\$403	\$277
	32977	2	3	1	Apply self-management skills to enhance own learning in a digital context*	\$382	\$261
N	92005	1	5	3	Develop a digital technologies outcome	\$382	\$261
CORE GENERIC - FINANCIAL CAPABILITY							
	Std#	L	C	V	Title	CDO	CDUP
AS	24695	2	2	4	Explain taxation and other deductions relating to personal income*	\$377	\$256
S	24697	1	2	4	Perform income-related calculations for personal finances*	\$366	\$256

CORE GENERIC - FINANCIAL CAPABILITY

	Std#	L	C	V	Title	CDO	CDUP
AS	24705	1	2	4	Interpret and confirm accuracy of financial documents for personal financial capability*	\$356	\$246
AS	24709	1	3	5	Produce a budget to manage personal finances*	\$366	\$251
A	28087	1	3	4	Demonstrate knowledge of the effect of life stages on personal income*	\$366	\$251
S	28088	1	3	3	Describe credit and debt and their impacts on personal finances*	\$366	\$251
A	28089	1	3	4	Demonstrate knowledge of personal financial goal setting*	\$366	\$251
A	28090	1	3	4	Demonstrate knowledge of selected personal financial saving and investment options that provide financial benefits*	\$366	\$251
AS	28091	1	3	4	Describe risks and select risk management strategies for personal finances*	\$366	\$251
AS	28092	2	3	4	Explain the effect of significant life events on personal income at different life stages*	\$382	\$261
AS	28093	2	3	4	Describe tertiary study funding options and potential financial consequences for future choices and responsibilities*	\$382	\$261
A	28094	2	3	4	Produce a household budget, set a financial goal and review and adjust the budget to achieve the goal*	\$382	\$261
AS	28095	2	3	4	Explain personal financial savings and investment options	\$382	\$261
AS	28096	2	3	4	Explain insurance products as financial risk management strategies for personal finances*	\$382	\$261
AS	28097	2	3	3	Explain and select banking products and services in relation to personal finances*	\$382	\$261
A	28098	3	3	4	Evaluate options to increase personal income*	\$393	\$272
A	28099	3	3	3	Evaluate credit options and select debt management strategies to manage personal finances*	\$393	\$272
AS	28100	3	4	4	Develop a plan to show how a budget contributes to achieving a long-term personal financial goal*	\$403	\$277
	28101	3	4	4	Evaluate savings and investment options and make a plan to create a long-term personal investment portfolio*	\$403	\$277
AS	28103	3	4	3	Analyse and select personal financing options for purchasing a property*	\$403	\$277
A	28104	3	3	3	Analyse external risk factors and select strategies to manage their impact on personal finances*	\$393	\$272
	29558	1	3	2	Demonstrate knowledge of personal credit history*	\$366	\$251

CORE GENERIC - SELF MANAGEMENT

	Std#	L	C	V	Title	CDO	CDUP
AS	496	1	3	10	Produce, implement, and reflect on a plan to improve own personal wellbeing*	\$366	\$251
AS	548	1	3	9	Demonstrate knowledge of the impact of alcohol and other drugs*	\$366	\$251
A	1827	2	2	9	Identify support services and resources within the community*	\$377	\$256
AS	7123	2	3	7	Apply a problem-solving method*	\$382	\$261
AS	7127	3	2	7	Exercise informed choice in deciding on a major goods or service purchase*	\$382	\$267
AS	8548	2	3	6	Demonstrate knowledge of accessing legal assistance*	\$356	\$246
	9695	3	3	7	Examine problem-solving models and explain associated techniques*	\$393	\$272
AS	12348	1	2	5	Demonstrate knowledge of anger management*	\$356	\$246
AS	12349	2	3	6	Demonstrate knowledge of time management*	\$382	\$261

CORE GENERIC - SELF MANAGEMENT

	Std#	L	C	V	Title	CDO	CDUP
AS	12352	2	3	7	Describe aspects of one's own lineage/whakapapa, heritage, and cultural identity*	\$382	\$261
AS	12354	2	4	5	Describe legal implications of living in rented accommodation and means to prevent and resolve related problems*	\$393	\$267
AS	12355	2	3	6	Describe strategies for managing stress*	\$382	\$261
A	12358	1	3	5	Demonstrate knowledge of purchasing household consumables*	\$366	\$251
AS	12359	2	3	5	Describe household conservation strategies*	\$382	\$261

CORE GENERIC - SOCIAL AND COOPERATIVE SKILLS

	Std#	L	C	V	Title	CDO	CDUP
AS	525	2	3	10	Recognise sexual harassment and describe ways of responding*	\$382	\$261
AS	526	1	2	7	Describe community agencies and services provided*	\$356	\$246
AS	542	2	3	7	Recognise discrimination and describe ways of responding to it*	\$382	\$261
AS	4261	2	3	6	Identify legal rights and obligations in relation to motor vehicle ownership and operation*	\$382	\$261
AS	7124	2	2	6	Demonstrate knowledge of one-to-one negotiation*	\$377	\$256
AS	7126	3	2	6	Respond to oral complaints*	\$382	\$267
AS	12356	3	3	6	Demonstrate knowledge of consumer problems and ways to resolve them*	\$393	\$272
S	18862	3	4	5	Facilitate the Peer Support programme in schools - Assessment Only	\$177	\$130
	30906	3	6	1	Plan and engage in an activity intended to benefit the community*	\$424	\$288
A	30907	2	3	1	Demonstrate knowledge in relation to the New Zealand Police Nga Pirihimana o Aotearoa in the community*	\$382	\$261
	30908	1	2	1	Demonstrate knowledge of consequences of breaking laws	\$356	\$246
	30910	1	2	1	Develop strategies to respond to cyberbullying*	\$356	\$246

CORE GENERIC - WORK AND STUDY SKILLS

	Std#	L	C	V	Title	CDO	CDUP
A	56	1	2	9	Respond orally to customer enquiries*	\$356	\$246
A	64	1	2	9	Perform calculations for a specified workplace*	\$356	\$246
AS	377	2	2	8	Demonstrate knowledge of diversity in workplaces*	\$377	\$256
AS	504	1	2	8	Produce a CV (curriculum vitae)*	\$356	\$246
AS	543	1	3	8	Work in a new workplace*	\$366	\$251
AS	1978	1	3	9	Describe basic employment rights and responsibilities, and sources of information and/or assistance*	\$366	\$251
AS	1979	2	3	10	Describe employment agreements*	\$382	\$261
AS	1980	3	3	9	Describe, from an employee perspective, ways of dealing with employment relationship problems*	\$382	\$267
	2662x-Num	1	10	4	26623, 26626, 26627 Combined pack of 3 Numeracy Unit Standards	\$419	\$251
	2662x-Lit	1	10	4	26622, 26624, 26625 - Combined pack of 3 Literacy Unit Standards	\$419	\$251
AS	4249	1	3	8	Describe obligations as an employee*	\$366	\$251
AS	4251	3	3	8	Plan a career pathway*	\$393	\$272
AS	4252	2	2	8	Produce a personal targeted CV (curriculum vitae)*	\$377	\$256
AS	4253	2	3	7	Demonstrate knowledge of job search skills*	\$382	\$261
AS	7117	2	2	6	Develop strategies to enhance own learning*	\$377	\$256
AS	7118	2	3	6	Manage own learning in a programme*	\$382	\$261
A	7119	2	2	6	Describe memory processes and demonstrate a memory technique	\$366	\$251

CORE GENERIC - WORK AND STUDY SKILLS

	Std#	L	C	V	Title	CDO	CDUP
AS	7120	1	2	6	Demonstrate knowledge of note taking	\$356	\$246
A	7121	1	2	6	Demonstrate skills to search and select information*	\$356	\$246
AS	8824	2	3	7	Research a topic using oral, visual and written sources, and evaluate the research process*	\$382	\$261
AS	10780	2	3	5	Complete a work experience placement*	\$382	\$261
AS	10781	2	3	6	Produce a plan for own future directions*	\$382	\$261
AS	11827	3	2	5	Demonstrate knowledge of, and prepare to participate in, organisational change	\$382	\$267
AS	12382	2	2	5	Describe the significance of one's work within an employing organisation*	\$377	\$246
AS	12383	2	3	8	Explore career options and their implications*	\$382	\$261
A	16688	2	2	6	Describe the effects of shift work and strategies to manage them*	\$377	\$256
	26622	1	4	4	Write to communicate ideas for a purpose and audience	\$156	\$93
	26623	1	4	4	Use number to solve problems	\$156	\$93
	26624	1	3	5	Read texts with understanding	\$156	\$93
	26625	1	3	6	Actively participate in spoken interactions	\$156	\$93
	26626	1	3	4	Interpret statistical information for a purpose	\$156	\$93
	26627	1	3	4	Use measurement to solve problems	\$156	\$93
	30909	1	2	1	Describe how employee behaviours and/or attitudes contribute to positive workplace relationships and performance	\$356	\$246
A	30911	3	3	1	Demonstrate knowledge of a specified workplace*	\$393	\$272

DRIVING

	Std#	L	C	V	Title	CDO	CDUP
AN	3462	2	3	7	Demonstrate knowledge of traffic law for the purpose of safe driving*	\$382	\$261
	3464	2	3	5	Describe human risk factors in terms of a self-management strategy for a driver - Assessment Only*	\$162	\$114

EARLY CHILDHOOD EDUCATION AND CARE

	Std#	L	C	V	Title	CDO	CDUP
AS	10013	3	2	6	Explain the relevance of the New Zealand Early Childhood Curriculum Te Whariki as a framework for programme development*	\$382	\$261
AS	10019	3	3	6	Describe and contribute to safe practices and a safe environment for children in an ECE service*	\$403	\$277
A	10026	3	5	6	Demonstrate knowledge of children's development and learning and their relevance to an ECE service*	\$414	\$282
AS	26707	3	4	4	Describe the value of play and create resources for children's development and learning in an ECE service*	\$403	\$277
AS	26708	3	4	4	Develop respectful, reciprocal and responsive relationships with children in an ECE service*	\$403	\$277
A	29852	2	4	1	Demonstrate knowledge of the basic needs and nutrition that support young children's holistic wellbeing and development*	\$393	\$267
A	29853	2	3	1	Demonstrate knowledge of health issues and services available to protect and enhance the wellbeing of young children*	\$382	\$261
A	29854	2	2	1	Describe personal and environmental hygiene and safety practices for the care of young children*	\$377	\$256
A	29855	2	3	1	Describe attachment relationships and strategies used to support transitions for young children*	\$382	\$261
A	29856	2	2	1	Describe and demonstrate care practices for infants and toddlers*	\$377	\$256

EARLY CHILDHOOD EDUCATION AND CARE

	Std#	L	C	V	Title	CDO	CDUP
AN	29857	2	5	2	Describe patterns of development and learning for young mokopuna/children*	\$403	\$277
A	29858	2	5	1	Provide and reflect on the value of play experiences for a child's development and learning*	\$403	\$277
	29859	2	4	1	Describe values and beliefs that inform own personal approach to the learning and care of young children*	\$393	\$267
A	29860	2	6	1	Describe strategies and practices used to develop positive relationships and to guide behaviour in young children*	\$414	\$282
A	29861	2	3	1	Identify and describe agencies/services available in the community to support young children and families*	\$382	\$261
A	29863	3	5	1	Develop, implement and evaluate a learning plan based on observation of a child in an ECE service*	\$414	\$282
AN	29864	3	4	2	Demonstrate knowledge of attachment theories, behaviours and transition support in an early childhood setting*	\$403	\$277
AN	29865	3	4	2	Describe and reflect on practices to protect and promote the health and holistic wellbeing of young mokopuna/children*	\$403	\$277
AN	29866	3	3	2	Demonstrate knowledge of, apply and reflect on age-related nutrition needs for a child in an early childhood setting*	\$393	\$272
A	29867	3	5	1	Demonstrate knowledge of diverse whanau/families and use a range of effective communication strategies in an ECE service*	\$414	\$282
A	29868	3	4	1	Demonstrate professional behaviour and manage personal health and wellbeing in an ECE service*	\$403	\$277
A	29869	3	3	1	Demonstrate knowledge of ethical responsibility to guide practice in an ECE service*	\$393	\$272
A	29870	3	4	1	Demonstrate knowledge of te Tiriti o Waitangi, legislation and organisations relevant to ECE services in New Zealand*	\$403	\$277
A	29871	3	3	1	Describe and compare a range of ECE services and philosophies in Aotearoa New Zealand*	\$393	\$272

ENGLISH FOR ACADEMIC PURPOSES

	Std#	L	C	V	Title	CDO	CDUP
	22749	4	5	4	Write a text under test conditions in English for an academic purpose	\$424	\$293
	22750	4	6	4	Write a crafted text for a specified audience using researched material in English for an academic purpose	\$435	\$298
	22751	4	6	4	Read and process information in English for academic purposes	\$435	\$298
	22891	4	5	4	Deliver an oral presentation in English for an academic purpose	\$424	\$293
	22892	4	5	5	Demonstrate understanding of a spoken text and process information in English for an academic purpose	\$424	\$293
	30507	3	5	1	Write a short text under test conditions in English for an academic purpose*	\$414	\$282
	30508	3	6	1	Write a short crafted text for a specified audience using resource material in English for an academic purpose	\$424	\$288
	30509	3	5	1	Demonstrate and apply understanding of a short spoken text in English for an academic purpose	\$414	\$282
	30510	3	5	1	Deliver a short oral presentation in English for an academic purpose	\$414	\$282
	30511	3	6	1	Read and apply understanding in English for academic purposes*	\$424	\$288

ENGLISH LANGUAGE (ESOL)

Std#	L	C	V	Title	CDO	CDUP
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ENGLISH LANGUAGE (ESOL)

Std#	L	C	V	Title	CDO	CDUP
30983	1	5	1	Demonstrate understanding of basic spoken instructions in common everyday situations (EL Foundation)	\$162	\$114
31012	1	10	1	Participate in basic everyday spoken interactions (EL Foundation)	\$188	\$141

ENGLISH LANGUAGE - ASSESSMENT ONLY (ESOL)

Std#	L	C	V	Title	CDO	CDUP
27996	1	5	3	Write basic texts on very familiar topics (EL)	\$177	\$130
27997	1	5	3	Write simple texts for practical everyday purposes (EL)	\$172	\$125
27998	1	5	3	Complete basic forms on familiar topics (EL)	\$156	\$109
27999	2	5	3	Write a simple connected text on a familiar topic (EL)	\$172	\$125
28000	2	5	3	Write simple texts for practical purposes (EL)	\$172	\$161
28001	2	5	3	Complete simple forms (EL)	\$172	\$125
30978	1	10	1	Demonstrate understanding of basic spoken texts in common everyday situations (EL Foundation)	\$188	\$141
30979	1	10	1	Demonstrate understanding of simple spoken texts in everyday situations (EL)	\$188	\$141
30980	2	5	1	Demonstrate understanding of a straightforward spoken text on a familiar topic (EL)	\$172	\$125
30984	1	5	1	Demonstrate understanding of simple spoken instructions in everyday situations (EL)	\$172	\$125
30985	2	5	1	Demonstrate understanding of straightforward spoken instructions in a familiar context (EL)	\$172	\$125
30988	2	5	1	Demonstrate understanding of a straightforward spoken interaction on a familiar topic (EL)	\$172	\$125
30993	1	5	1	Read and understand words and phrases in common everyday texts (EL Foundation) [replaces 27979]	\$162	\$114
30994	1	5	1	Read and understand simple texts in everyday contexts (EL) [replaces 27982]	\$162	\$114
30995	2	5	1	Read and understand a straightforward text on a familiar topic (EL) [replaces 27983]	\$172	\$125
31000	1	10	1	Read and understand very basic information for common everyday practical purposes (EL Foundation)	\$188	\$141
31001	1	5	1	Read and understand simple texts for everyday practical purposes (EL) - Replaces US27981	\$162	\$114
31002	2	5	1	Read and understand a straightforward text for a routine practical purpose (EL) [replaces 27984]	\$172	\$125
31005	1	5	1	Read and understand a range of simple written texts independently (EL)	\$162	\$114
31006	2	5	1	Read and understand a range of straightforward written texts independently (EL)	\$172	\$125
31013	1	10	1	Participate in simple everyday spoken interactions (EL)	\$188	\$141
31014	2	5	1	Participate in a straightforward spoken interaction on a familiar topic (EL)	\$172	\$125
31020	2	5	1	Participate in an interview on a familiar topic (EL)	\$172	\$125
31024	1	5	1	Present basic information on an everyday personal topic (EL Foundation)	\$162	\$114
31025	1	5	1	Present simple information on an everyday familiar topic (EL)	\$162	\$114
31026	2	5	1	Present information on a familiar topic (EL)	\$172	\$125
31030	1	5	1	Write phrases and simple sentences on personal topics (EL Foundation)	\$162	\$114
31036	1	5	1	Complete basic forms with personal information (EL Foundation)	\$162	\$114

ENGLISH LANGUAGE - ASSESSMENT ONLY (ESOL)

Std#	L	C	V	Title
31041	1	10	1	Write basic texts for practical purposes relevant to self (EL Foundation)

CDO	CDUP
\$188	\$141

FOOD SAFETY

Std#	L	C	V	Title
167	2	4	9	Practise food safety methods in a food business under supervision*
168	3	4	7	Demonstrate knowledge of food contamination hazards, and control methods used in a food business
20666	2	2	7	Demonstrate a basic knowledge of contamination hazards and control methods used in a food business.*
27955	3	5	3	Apply food safety practices in a food-related establishment*

CDO	CDUP
\$393	\$267
\$393	\$267
\$377	\$256
\$414	\$282

HEALTH AND PHYSICAL EDUCATION

Std#	L	C	V	Title
505	1	3	6	Manage personal physical fitness with guidance
22771	3	6	3	Plan a beginner level coaching session for sport participants - Assessment Only*
91236	2	5	2	Evaluate factors that influence peoples ability to manage change (Health 2.2)
91237	2	5	2	Take action to enhance an aspect of peoples well-being within the school or wider community (Health 2.3)
91239	2	5	2	Analyse issues related to sexuality and gender to develop strategies for addressing the issues (Health 2.5)

CDO	CDUP
\$356	\$240
\$177	\$130
\$450	\$303
\$450	\$303
\$450	\$303

HOME AND LIFE SCIENCES

Std#	L	C	V	Title
91299	2	5	2	Analyse issues related to the provision of food for people with specific food needs (Home Economics 2.1) Non-QAAMed*
91301	2	5	2	Analyse beliefs, attitudes and practices related to a nutritional issue for families in New Zealand (Home Economics 2.3) Non-QAAMed
91302	2	5	2	Evaluate sustainable food related practices (Home Economics 2.4) Non-QAAMed

CDO	CDUP
\$450	\$303
\$450	\$303
\$450	\$303

HOSPITALITY

Std#	L	C	V	Title
167	2	4	9	Practise food safety methods in a food business under supervision*
168	3	4	7	Demonstrate knowledge of food contamination hazards, and control methods used in a food business
20666	2	2	7	Demonstrate a basic knowledge of contamination hazards and control methods used in a food business.*
27955	3	5	3	Apply food safety practices in a food-related establishment*

CDO	CDUP
\$393	\$267
\$393	\$267
\$377	\$256
\$414	\$282

INSTANT QUALIFICATION MODULES [NOT NZQA STANDARDS]

Std#	L	C	V	Title
IES762	1	2	1	Describe methods of managing and organising own regular activities - Instant Qualification Module [not a registered NZQA Standard]
IES763	1	4	1	Interact with individuals and groups in work and community based settings - Instant Qualification Module [not a registered NZQA Standard]
IES764	2	3	1	Reflect on progress towards personal and career goals - Instant Qualification Module [not a registered NZQA Standard]
IES765	2	1	1	Reflect on own participation in individual and group communication situations - Instant Qualification Module [not a registered NZQA Standard]

CDO	CDUP
\$356	\$246
\$366	\$251
\$382	\$261
\$366	\$251

INSTANT QUALIFICATION MODULES [NOT NZQA STANDARDS]

	Std#	L	C	V	Title	CDO	CDUP
	IES750	3	3	1	Troubleshoot and resolve common problems in a digital environment - Instant Qualification Module [not a registered NZQA Standard]	\$393	\$272
	IES745	2	2	1	Troubleshoot routine computer and connectivity problems - Instant Qualification Module [not a registered NZQA Standard]	\$377	\$256
	IES746	2	4	1	Accepted conventions and practices for digital communications technologies - Instant Qualification Module [not a registered NZQA Standard]	\$393	\$267

LEGAL STUDIES

	Std#	L	C	V	Title	CDO	CDUP
A	8545	2	3	6	Describe factors contributing to, and consequences of, crime*	\$382	\$261
A	8551	2	3	6	Describe the application of New Zealand law to personal relationships*	\$382	\$261
A	8552	2	3	6	Describe legal and non-legal consequences and protections relating to family violence and child abuse	\$377	\$256
A	8555	2	3	6	Describe the objectives and application of consumer law	\$382	\$261
A	10337	2	3	6	Describe the legal rights and personal responsibilities of secondary school students*	\$382	\$261
A	27835	1	4	2	Demonstrate understanding of concepts of democracy and government*	\$377	\$256
A	27836	2	4	2	Explain concepts of democracy and government in a New Zealand context*	\$393	\$267
A	27837	3	4	2	Evaluate a concept of democracy and government in relation to restraint on state power*	\$403	\$277
A	27838	1	4	2	Demonstrate understanding of foundational concepts of justice*	\$377	\$256
A	27839	2	4	2	Explain concepts of justice*	\$393	\$267
A	27840	3	4	2	Evaluate a concept of justice in relation to a specific situation*	\$403	\$277
A	27841	1	4	2	Demonstrate understanding of concepts of law*	\$377	\$256
A	27842	2	4	2	Explain concepts of law*	\$393	\$267
A	27843	3	4	2	Evaluate a concept of law in relation to a specific situation*	\$403	\$277
A	27844	1	4	2	Demonstrate understanding of litigation and dispute resolution processes in New Zealand*	\$377	\$256
A	27845	2	4	2	Explain litigation and dispute resolution processes*	\$393	\$267
A	27846	3	4	2	Evaluate litigation and dispute resolution processes in relation to challenging state power*	\$403	\$277
A	27847	1	4	2	Demonstrate understanding of law making processes*	\$377	\$256
A	27848	2	4	2	Explain a law making process*	\$393	\$267
A	27849	3	4	2	Evaluate a law making process in relation to a significant legal issue*	\$403	\$277
A	27850	1	4	2	Demonstrate understanding of New Zealand's system of government and its formation and operation*	\$377	\$256
A	27851	2	4	2	Explain systems for the formation of central government, and their consequences in a New Zealand context*	\$393	\$267
A	27852	3	4	2	Evaluate systems of government and their formation*	\$403	\$277
A	32360	3	4	1	Evaluate key concepts of New Zealand's legal system from pre-European practices to current practices*	\$403	\$277

LITERACY AND NUMERACY

	Std#	L	C	V	Title	CDO	CDUP
	100NCES	1	0	1	Literacy Toolkit - A Practical Tool for tutors to assist learners with their literacy needs	\$20	\$20

LITERACY AND NUMERACY

Std#	L	C	V	Title	CDO	CDUP
266NW	1	0	3	Numeracy Workbook - Additional Resource available in printed workbook for a cost is \$12.50 per student. Please ring 0800 864 863 to order or email orders@instant.org.nz	\$0	n/a
266LW	1	0	2	Literacy Workbook - Additional Resource available in printed workbook for a cost is \$12.50 per student. Please ring 0800 864 863 to order or email orders@instant.org.nz	\$0	n/a

LITERACY TOOLKITS

Std#	L	C	V	Title	CDO	CDUP
266LW	1	0	2	Literacy Workbook - Additional Resource available in printed workbook for a cost is \$12.50 per student. Please ring 0800 864 863 to order or email orders@instant.org.nz	\$0	n/a

MANUFACTURING

Std#	L	C	V	Title	CDO	CDUP
N 17593	2	4	6	Apply safe work practices in the workplace*	\$393	\$267

NCEA L1 LITERACY COMPONENT

Std#	L	C	V	Title	CDO	CDUP
2662x-Lit	1	10	4	26622, 26624, 26625 - Combined pack of 3 Literacy Unit Standards	\$419	\$251
26622	1	4	4	Write to communicate ideas for a purpose and audience	\$156	\$93
26624	1	3	5	Read texts with understanding	\$156	\$93
26625	1	3	6	Actively participate in spoken interactions	\$156	\$93
91236	2	5	2	Evaluate factors that influence peoples ability to manage change (Health 2.2)	\$450	\$303
91237	2	5	2	Take action to enhance an aspect of peoples well-being within the school or wider community (Health 2.3)	\$450	\$303
91239	2	5	2	Analyse issues related to sexuality and gender to develop strategies for addressing the issues (Health 2.5)	\$450	\$303
91299	2	5	2	Analyse issues related to the provision of food for people with specific food needs (Home Economics 2.1) Non-QAAMed*	\$450	\$303
91301	2	5	2	Analyse beliefs, attitudes and practices related to a nutritional issue for families in New Zealand (Home Economics 2.3) Non-QAAMed	\$450	\$303
91302	2	5	2	Evaluate sustainable food related practices (Home Economics 2.4) Non-QAAMed	\$450	\$303
91354	2	4	3	Undertake brief development to address an issue (Generic Technologies 2.1)*	\$440	\$293
91608	3	4	3	Undertake brief development to address an issue within a determined context	\$450	\$298
91609	3	4	3	Undertake project management to support technological practice	\$450	\$298
91610	3	6	3	Develop a conceptual design considering fitness for purpose in the broadest sense	\$471	\$319
91611	3	6	3	Develop a prototype considering fitness for purpose in the broadest sense	\$471	\$319

NCEA L1 NUMERACY COMPONENT

Std#	L	C	V	Title	CDO	CDUP
2662x-Num	1	10	4	26623, 26626, 26627 Combined pack of 3 Numeracy Unit Standards	\$419	\$251
26623	1	4	4	Use number to solve problems	\$156	\$93
26626	1	3	4	Interpret statistical information for a purpose	\$156	\$93
26627	1	3	4	Use measurement to solve problems	\$156	\$93

NUMERACY AND LITERACY

	Std#	L	C	V	Title	CDO	CDUP
	100NCES	1	0	1	Literacy Toolkit - A Practical Tool for tutors to assist learners with their literacy needs	\$20	\$20
	266NW	1	0	3	Numeracy Workbook - Additional Resource available in printed workbook for a cost is \$12.50 per student. Please ring 0800 864 863 to order or email orders@instant.org.nz	\$0	n/a
	266LW	1	0	2	Literacy Workbook - Additional Resource available in printed workbook for a cost is \$12.50 per student. Please ring 0800 864 863 to order or email orders@instant.org.nz	\$0	n/a

OCCUPATIONAL HEALTH AND SAFETY

	Std#	L	C	V	Title	CDO	CDUP
A	497	1	3	10	Demonstrate knowledge of workplace health and safety requirements*	\$366	\$251
N	17593	2	4	6	Apply safe work practices in the workplace*	\$393	\$267

RETAIL AND DISTRIBUTION CORE SKILLS

	Std#	L	C	V	Title	CDO	CDUP
	11978	2	3	5	Maintain housekeeping in a retail environment	\$382	\$261
A	27229	3	4	5	Respond to customer complaints in a retail or distribution environment during customer interactions*	\$403	\$277

RETAIL, DISTRIBUTION, AND SALES

	Std#	L	C	V	Title	CDO	CDUP
A	402	2	2	6	Demonstrate knowledge of the retail sector in New Zealand*	\$377	\$256
A	405	2	3	9	Demonstrate knowledge of consumerism	\$382	\$261
A	11817	3	4	7	Serve customers face to face in a wide range of contexts	\$403	\$277
A	11831	3	6	7	Apply skills and qualities of a salesperson in a retail or distribution environment*	\$424	\$288
A	11938	2	5	6	Assist customers to select goods and/or services	\$403	\$277
A	11941	2	2	7	Establish and maintain positive customer service interactions in a retail environment*	\$377	\$256
A	11968	2	4	9	Demonstrate and apply knowledge of legislation applicable to sale of goods and services*	\$393	\$267
A	11971	2	3	7	Use safe work practices in a retail environment under supervision*	\$382	\$261
A	12009	3	5	6	Complete sales transactions in a retail or distribution environment*	\$414	\$282
A	24996	3	3	2	Explain the legal definitions and consequences of theft and fraud in a retail or distribution environment*	\$393	\$272
A	24997	2	5	4	Demonstrate knowledge of theft and fraud in a retail or distribution environment*	\$403	\$277
A	28295	2	5	3	Demonstrate knowledge of serving customers in a retail environment*	\$403	\$277
A	28298	2	3	3	Demonstrate knowledge of cash handling in a retail environment*	\$382	\$261
A	28301	2	5	3	Demonstrate knowledge of products and product information in a retail environment*	\$403	\$277
A	28302	3	10	3	Apply product information to selling goods in a retail environment	\$466	\$309

SERVICE SECTOR SKILLS

	Std#	L	C	V	Title	CDO	CDUP
AS	57	2	2	10	Provide customer service*	\$377	\$256
AS	62	2	3	10	Maintain personal presentation and a positive attitude in a workplace involving customer contact*	\$382	\$261

SERVICE SECTOR SKILLS

	Std#	L	C	V	Title	CDO	CDUP
AS	376	3	2	9	Employ customer service techniques to accommodate customer behavioural styles in a workplace*	\$382	\$277
ANS	11815	3	3	7	Answer customer enquiries on the telephone in a wide range of contexts*	\$393	\$272
ANS	11816	3	4	7	Respond to customer enquiries by writing in a range of contexts*	\$403	\$277
AS	11818	3	4	7	Demonstrate and apply product or service knowledge in a service delivery workplace*	\$403	\$277
N	28145	2	2	2	Interact with customers in a service delivery context*	\$377	\$256

SOCIAL SCIENCE STUDIES

	Std#	L	C	V	Title	CDO	CDUP
A	32360	3	4	1	Evaluate key concepts of New Zealand's legal system from pre-European practices to current practices*	\$403	\$277

SUPPORTED LEARNING

	Std#	L	C	V	Title	CDO	CDUP
NS	29299	1	5	3	Access and use facilities and services in the community*	\$382	\$261
	29300	1	6	3	Maintain hauora - personal health and well-being*	\$398	\$267
N	29301	1	4	3	Demonstrate strategies to ensure personal safety*	\$377	\$256
	29302	1	4	3	Demonstrate interpersonal skills in familiar contexts*	\$377	\$256
	29303	1	4	3	Demonstrate behaviours appropriate to different types of relationships and contexts*	\$377	\$256
	29304	1	4	4	Describe elements of own culture, and basic rights and responsibilities of residing in Aotearoa New Zealand*	\$377	\$256
	29305	1	5	3	Set personal goals and carry out a plan designed to achieve personal goals*	\$382	\$261
	29306	1	5	3	Apply problem solving strategies to resolve day-to-day issues*	\$382	\$261
	29307	1	5	3	Use functional literacy skills in a range of day-to-day contexts*	\$382	\$261
S	29308	1	5	3	Use functional numeracy skills in a range of day-to-day contexts	\$382	\$261
	29309	1	4	3	Plan a personal work pathway*	\$377	\$256
	29310	1	8	3	Apply basic skills and practices in a workplace context*	\$414	\$277
	29311	1	8	3	Act in accordance with the basic rights and responsibilities needed for work*	\$414	\$277
	32927	1	5	1	Maintain commitments to a limited range of repetitive and familiar activities within defined contexts*	\$382	\$261
	32929	1	5	1	Maintain routines in a limited range of repetitive and familiar situations within defined contexts*	\$382	\$261

TECHNOLOGY

	Std#	L	C	V	Title	CDO	CDUP
	91354	2	4	3	Undertake brief development to address an issue (Generic Technologies 2.1)*	\$440	\$293
	91355	2	4	3	Select and use planning tools to manage the development of an outcome (Generic Technologies 2.2)	\$440	\$293
	91356	2	6	3	Develop a conceptual design for an outcome (Generic Technologies 2.3)	\$461	\$314
	91357	2	6	3	Undertake effective development to make and trial a prototype (Generic Technologies 2.4)	\$461	\$314
	91608	3	4	3	Undertake brief development to address an issue within a determined context	\$450	\$298
	91609	3	4	3	Undertake project management to support technological practice	\$450	\$298

TECHNOLOGY

Std#	L	C	V	Title	CDO	CDUP
91610	3	6	3	Develop a conceptual design considering fitness for purpose in the broadest sense	\$471	\$319
91611	3	6	3	Develop a prototype considering fitness for purpose in the broadest sense	\$471	\$319

TIKANGA CONCEPTS

Std#	L	C	V	Title	CDO	CDUP
27106	1	2	4	Describe the terms associated with whakapapa and use them within a family structure (Tikanga Concepts)*	\$356	\$246
27108	1	2	4	Describe the protocols and roles associated with PĀ•whiri in accordance with Tikanga and/or Kawa*	\$356	\$246

TOURISM

Std#	L	C	V	Title	CDO	CDUP
24731	2	4	4	Demonstrate knowledge of destination New Zealand*	\$393	\$267

UNIVERSITY ENTRANCE - LITERACY

Std#	L	C	V	Title	CDO	CDUP
22749	4	5	4	Write a text under test conditions in English for an academic purpose	\$424	\$293
22750	4	6	4	Write a crafted text for a specified audience using researched material in English for an academic purpose	\$435	\$298
22751	4	6	4	Read and process information in English for academic purposes	\$435	\$298

VP REFINED - CONSTRUCTION AND INFRASTRUCTURE 2017+

	Std#	L	C	V	Title	CDO	CDUP
A	497	1	3	10	Demonstrate knowledge of workplace health and safety requirements*	\$366	\$251
N	2792	1	2	9	Produce simple desktop published documents using templates (Using MS Publisher) - Available for MS Office 365 - Available for Ms Office 365	\$356	\$246
AS	9677	2	3	11	Communicate in a team or group which has an objective*	\$382	\$261
AS	12349	2	3	6	Demonstrate knowledge of time management*	\$382	\$261
N	17593	2	4	6	Apply safe work practices in the workplace*	\$393	\$267
	18743	1	2	5	Produce a spreadsheet from instructions using supplied data [Uses Microsoft Excel] - Avail for MS Office 2016 OR MS Office 365 - Available for Ms Office 2016 OR Ms Office 365	\$356	\$246
	26622	1	4	4	Write to communicate ideas for a purpose and audience	\$156	\$93
	26623	1	4	4	Use number to solve problems	\$156	\$93
	26624	1	3	5	Read texts with understanding	\$156	\$93
	26625	1	3	6	Actively participate in spoken interactions	\$156	\$93
	26626	1	3	4	Interpret statistical information for a purpose	\$156	\$93
	26627	1	3	4	Use measurement to solve problems	\$156	\$93
	91355	2	4	3	Select and use planning tools to manage the development of an outcome (Generic Technologies 2.2)	\$440	\$293
	91356	2	6	3	Develop a conceptual design for an outcome (Generic Technologies 2.3)	\$461	\$314
	91357	2	6	3	Undertake effective development to make and trial a prototype (Generic Technologies 2.4)	\$461	\$314
N	92004	1	5	2	Create a computer programme (Non QAAMed)	\$382	\$261
N	92005	1	5	3	Develop a digital technologies outcome	\$382	\$261

VP REFINED - CREATIVE INDUSTRIES 2017+

Std#	L	C	V	Title	CDO	CDUP
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VP REFINED - CREATIVE INDUSTRIES 2017+

	Std#	L	C	V	Title	CDO	CDUP
	327	2	3	8	Demonstrate and apply knowledge of financial transaction source documents	\$382	\$261
	329	2	3	9	Process financial information for cash transactions for an organisation	\$382	\$272
A	497	1	3	10	Demonstrate knowledge of workplace health and safety requirements*	\$366	\$251
N	2792	1	2	9	Produce simple desktop published documents using templates (Using MS Publisher) - Available for MS Office 365 - Available for Ms Office 365	\$356	\$246
	5946	1	3	8	Use computer technology to create and deliver a presentation from given content (Uses MS Powerpoint) - - Avail for MS Office 2016 OR MS Office 365 - Available for Ms Office 2016 OR Ms Office 365	\$366	\$251
AS	12352	2	3	7	Describe aspects of one's own lineage/whakapapa, heritage, and cultural identity*	\$382	\$261
	18743	1	2	5	Produce a spreadsheet from instructions using supplied data [Uses Microsoft Excel] - Avail for MS Office 2016 OR MS Office 365 - Available for Ms Office 2016 OR Ms Office 365	\$356	\$246
AN	18758	1	2	6	Find information using the Internet	\$356	\$246
	25659	1	2	3	Create a web page using a mark-up language with a text editor	\$356	\$246
	26622	1	4	4	Write to communicate ideas for a purpose and audience	\$156	\$93
	26624	1	3	5	Read texts with understanding	\$156	\$93
	26625	1	3	6	Actively participate in spoken interactions	\$156	\$93
	26626	1	3	4	Interpret statistical information for a purpose	\$156	\$93
	26627	1	3	4	Use measurement to solve problems	\$156	\$93
	29775	2	3	1	Use the main features and functions of a web authoring and design tool to create a website	\$382	\$261
N	29776	2	4	2	Use the main features of an HTML editor to create a website	\$393	\$267
	32001	1	3	1	Compose and manage text to produce documents using basic keyboarding and layout skills [Replaces 101, 102 and 12883] - Available for Ms Office 365	\$366	\$251
	91355	2	4	3	Select and use planning tools to manage the development of an outcome (Generic Technologies 2.2)	\$440	\$293
	91356	2	6	3	Develop a conceptual design for an outcome (Generic Technologies 2.3)	\$461	\$314
	91357	2	6	3	Undertake effective development to make and trial a prototype (Generic Technologies 2.4)	\$461	\$314
N	92004	1	5	2	Create a computer programme (Non QAAMed)	\$382	\$261
N	92005	1	5	3	Develop a digital technologies outcome	\$382	\$261

VP REFINED - MANUFACTURING AND TECHNOLOGY 2017+

	Std#	L	C	V	Title	CDO	CDUP
A	497	1	3	10	Demonstrate knowledge of workplace health and safety requirements*	\$366	\$251
N	2792	1	2	9	Produce simple desktop published documents using templates (Using MS Publisher) - Available for MS Office 365 - Available for Ms Office 365	\$356	\$246
N	17593	2	4	6	Apply safe work practices in the workplace*	\$393	\$267
N	18734	1	2	7	Create a web page using a template	\$356	\$246
	18743	1	2	5	Produce a spreadsheet from instructions using supplied data [Uses Microsoft Excel] - Avail for MS Office 2016 OR MS Office 365 - Available for Ms Office 2016 OR Ms Office 365	\$356	\$246
	25659	1	2	3	Create a web page using a mark-up language with a text editor	\$356	\$246

VP REFINED - MANUFACTURING AND TECHNOLOGY 2017+

	Std#	L	C	V	Title	CDO	CDUP
	26622	1	4	4	Write to communicate ideas for a purpose and audience	\$156	\$93
	26623	1	4	4	Use number to solve problems	\$156	\$93
	26624	1	3	5	Read texts with understanding	\$156	\$93
	26625	1	3	6	Actively participate in spoken interactions	\$156	\$93
	26626	1	3	4	Interpret statistical information for a purpose	\$156	\$93
	26627	1	3	4	Use measurement to solve problems	\$156	\$93
	32000	1	3	1	Enter prescribed text accurately using basic keyboarding skills and identify safe ergonomic practices - Available for Ms Office 365	\$366	\$251
	32001	1	3	1	Compose and manage text to produce documents using basic keyboarding and layout skills [Replaces 101, 102 and 12883] - Available for Ms Office 365	\$366	\$251
	91355	2	4	3	Select and use planning tools to manage the development of an outcome (Generic Technologies 2.2)	\$440	\$293
	91356	2	6	3	Develop a conceptual design for an outcome (Generic Technologies 2.3)	\$461	\$314
	91357	2	6	3	Undertake effective development to make and trial a prototype (Generic Technologies 2.4)	\$461	\$314
N	92004	1	5	2	Create a computer programme (Non QAAMed)	\$382	\$261
N	92005	1	5	3	Develop a digital technologies outcome	\$382	\$261

VP REFINED - PRIMARY INDUSTRIES 2017+

	Std#	L	C	V	Title	CDO	CDUP
AS	57	2	2	10	Provide customer service*	\$377	\$256
AS	62	2	3	10	Maintain personal presentation and a positive attitude in a workplace involving customer contact*	\$382	\$261
A	497	1	3	10	Demonstrate knowledge of workplace health and safety requirements*	\$366	\$251
AS	548	1	3	9	Demonstrate knowledge of the impact of alcohol and other drugs*	\$366	\$251
N	2792	1	2	9	Produce simple desktop published documents using templates (Using MS Publisher) - Available for MS Office 365 - Available for Ms Office 365	\$356	\$246
AS	2989	2	3	7	Read and assess texts on a topic*	\$382	\$261
	18191	2	3	4	Describe safe handling and health problems of dairy cattle associated with milking - Assessment Only	\$162	\$114
	18743	1	2	5	Produce a spreadsheet from instructions using supplied data [Uses Microsoft Excel] - Avail for MS Office 2016 OR MS Office 365 - Available for Ms Office 2016 OR Ms Office 365	\$356	\$246
	19044	2	3	4	Demonstrate knowledge of the legal requirements and hazards associated with tractor use	\$372	\$251
	19112	2	4	3	Check and report on livestock	\$393	\$267
U	19114	2	6	3	Assist with handling and treatment of livestock	\$414	\$282
A	19145	2	4	3	Describe hydration, nutrition, and sleep in relation to physical well-being of primary industry workers	\$393	\$26
	20666	2	2	7	Demonstrate a basic knowledge of contamination hazards and control methods used in a food business.*	\$377	\$256
	23540	2	5	1	Demonstrate knowledge of hazards, hazard control, and the consequences of injury in a rural workplace - Expiring 31 Dec 2021 - Replaced by US31656	\$393	\$267

VP REFINED - PRIMARY INDUSTRIES 2017+

	Std#	L	C	V	Title	CDO	CDUP
	24552	2	5	2	Check and drive a basic wheel tractor with an attached implement on flat terrain - Expiring 31 Dec 2021 - Replaced by US31913 & US 31914	\$393	\$267
	24554	2	4	3	Operate a quad bike on flat terrain in the workplace under close supervision	\$393	\$267
	24557	2	3	4	Demonstrate knowledge of the safe operation of a quad bike	\$372	\$251
	26622	1	4	4	Write to communicate ideas for a purpose and audience	\$156	\$93
	26623	1	4	4	Use number to solve problems	\$156	\$93
	26624	1	3	5	Read texts with understanding	\$156	\$93
	26625	1	3	6	Actively participate in spoken interactions	\$156	\$93
	26626	1	3	4	Interpret statistical information for a purpose	\$156	\$93
	26627	1	3	4	Use measurement to solve problems	\$156	\$93
	27602	1	3	2	Demonstrate quad bike riding skills on flat ground under close supervision	\$366	\$251
	27608	1	3	2	Demonstrate basic wheel tractor driving on flat ground under close supervision	\$356	\$240
	31656	2	10	1	Demonstrate knowledge of safe work practices in a primary industry operation	\$456	\$303
	91236	2	5	2	Evaluate factors that influence peoples ability to manage change (Health 2.2)	\$450	\$303
	91239	2	5	2	Analyse issues related to sexuality and gender to develop strategies for addressing the issues (Health 2.5)	\$450	\$303
	91302	2	5	2	Evaluate sustainable food related practices (Home Economics 2.4) Non-QAAMed	\$450	\$303
	91354	2	4	3	Undertake brief development to address an issue (Generic Technologies 2.1)*	\$440	\$293
	91355	2	4	3	Select and use planning tools to manage the development of an outcome (Generic Technologies 2.2)	\$440	\$293
	91356	2	6	3	Develop a conceptual design for an outcome (Generic Technologies 2.3)	\$461	\$314
	91357	2	6	3	Undertake effective development to make and trial a prototype (Generic Technologies 2.4)	\$461	\$314
N	92004	1	5	2	Create a computer programme (Non QAAMed)	\$382	\$261
N	92005	1	5	3	Develop a digital technologies outcome	\$382	\$261

VP REFINED - SERVICE INDUSTRIES 2017+

	Std#	L	C	V	Title	CDO	CDUP
A	56	1	2	9	Respond orally to customer enquiries*	\$356	\$246
AS	57	2	2	10	Provide customer service*	\$377	\$256
AS	62	2	3	10	Maintain personal presentation and a positive attitude in a workplace involving customer contact*	\$382	\$261
A	64	1	2	9	Perform calculations for a specified workplace*	\$356	\$246
N	121	2	4	9	Demonstrate and apply knowledge of office equipment and administration processes [Uses MS Office]*	\$393	\$267
	167	2	4	9	Practise food safety methods in a food business under supervision*	\$393	\$267
	329	2	3	9	Process financial information for cash transactions for an organisation	\$382	\$272
A	402	2	2	6	Demonstrate knowledge of the retail sector in New Zealand*	\$377	\$256
A	405	2	3	9	Demonstrate knowledge of consumerism	\$382	\$261
A	497	1	3	10	Demonstrate knowledge of workplace health and safety requirements*	\$366	\$251
	505	1	3	6	Manage personal physical fitness with guidance	\$356	\$240

VP REFINED - SERVICE INDUSTRIES 2017+

	Std#	L	C	V	Title	CDO	CDUP
AS	1285	1	2	7	Make enquiries and complete practical transactions*	\$377	\$256
A	11938	2	5	6	Assist customers to select goods and/or services	\$403	\$277
A	11941	2	2	7	Establish and maintain positive customer service interactions in a retail environment*	\$377	\$256
A	11968	2	4	9	Demonstrate and apply knowledge of legislation applicable to sale of goods and services*	\$393	\$267
A	11971	2	3	7	Use safe work practices in a retail environment under supervision*	\$382	\$261
	18743	1	2	5	Produce a spreadsheet from instructions using supplied data [Uses Microsoft Excel] - Avail for MS Office 2016 OR MS Office 365 - Available for Ms Office 2016 OR Ms Office 365	\$356	\$246
	20666	2	2	7	Demonstrate a basic knowledge of contamination hazards and control methods used in a food business.*	\$377	\$256
	24731	2	4	4	Demonstrate knowledge of destination New Zealand*	\$393	\$267
A	24997	2	5	4	Demonstrate knowledge of theft and fraud in a retail or distribution environment*	\$403	\$277
	26622	1	4	4	Write to communicate ideas for a purpose and audience	\$156	\$93
	26623	1	4	4	Use number to solve problems	\$156	\$93
	26624	1	3	5	Read texts with understanding	\$156	\$93
	26625	1	3	6	Actively participate in spoken interactions	\$156	\$93
	26626	1	3	4	Interpret statistical information for a purpose	\$156	\$93
	26627	1	3	4	Use measurement to solve problems	\$156	\$93
AS	28095	2	3	4	Explain personal financial savings and investment options	\$382	\$261
AS	28096	2	3	4	Explain insurance products as financial risk management strategies for personal finances*	\$382	\$261
AS	28097	2	3	3	Explain and select banking products and services in relation to personal finances*	\$382	\$261
N	28145	2	2	2	Interact with customers in a service delivery context*	\$377	\$256
	32000	1	3	1	Enter prescribed text accurately using basic keyboarding skills and identify safe ergonomic practices - Available for Ms Office 365	\$366	\$251
	32001	1	3	1	Compose and manage text to produce documents using basic keyboarding and layout skills [Replaces 101, 102 and 12883] - Available for Ms Office 365	\$366	\$251
	91236	2	5	2	Evaluate factors that influence peoples ability to manage change (Health 2.2)	\$450	\$303
	91237	2	5	2	Take action to enhance an aspect of peoples well-being within the school or wider community (Health 2.3)	\$450	\$303
	91239	2	5	2	Analyse issues related to sexuality and gender to develop strategies for addressing the issues (Health 2.5)	\$450	\$303
	91299	2	5	2	Analyse issues related to the provision of food for people with specific food needs (Home Economics 2.1) Non-QAAMed*	\$450	\$303
	91301	2	5	2	Analyse beliefs, attitudes and practices related to a nutritional issue for families in New Zealand (Home Economics 2.3) Non-QAAMed	\$450	\$303
	91302	2	5	2	Evaluate sustainable food related practices (Home Economics 2.4) Non-QAAMed	\$450	\$303
	91355	2	4	3	Select and use planning tools to manage the development of an outcome (Generic Technologies 2.2)	\$440	\$293
N	92004	1	5	2	Create a computer programme (Non QAAMed)	\$382	\$261

VP REFINED - SERVICE INDUSTRIES 2017+

	Std#	L	C	V	Title	CDO	CDUP
N	92005	1	5	3	Develop a digital technologies outcome	\$382	\$261
VP REFINED - SOCIAL AND COMMUNITY INDUSTRIES 2017+							
	Std#	L	C	V	Title	CDO	CDUP
AS	496	1	3	10	Produce, implement, and reflect on a plan to improve own personal wellbeing*	\$366	\$251
A	497	1	3	10	Demonstrate knowledge of workplace health and safety requirements*	\$366	\$251
	505	1	3	6	Manage personal physical fitness with guidance	\$356	\$240
AS	526	1	2	7	Describe community agencies and services provided*	\$356	\$246
AS	548	1	3	9	Demonstrate knowledge of the impact of alcohol and other drugs*	\$366	\$251
ANS	1299	2	4	10	Be assertive in a range of specified situations*	\$393	\$267
A	1827	2	2	9	Identify support services and resources within the community*	\$377	\$256
A	8545	2	3	6	Describe factors contributing to, and consequences of, crime*	\$382	\$261
AS	8548	2	3	6	Demonstrate knowledge of accessing legal assistance*	\$356	\$246
A	8551	2	3	6	Describe the application of New Zealand law to personal relationships*	\$382	\$261
A	8552	2	3	6	Describe legal and non-legal consequences and protections relating to family violence and child abuse	\$377	\$256
AS	10791	2	3	6	Participate in an informal meeting*	\$382	\$261
AS	12348	1	2	5	Demonstrate knowledge of anger management*	\$356	\$246
	18743	1	2	5	Produce a spreadsheet from instructions using supplied data [Uses Microsoft Excel] - Avail for MS Office 2016 OR MS Office 365 - Available for Ms Office 2016 OR Ms Office 365	\$356	\$246
AS	24709	1	3	5	Produce a budget to manage personal finances*	\$366	\$251
	26622	1	4	4	Write to communicate ideas for a purpose and audience	\$156	\$93
	26623	1	4	4	Use number to solve problems	\$156	\$93
	26624	1	3	5	Read texts with understanding	\$156	\$93
	26625	1	3	6	Actively participate in spoken interactions	\$156	\$93
	26626	1	3	4	Interpret statistical information for a purpose	\$156	\$93
	26627	1	3	4	Use measurement to solve problems	\$156	\$93
A	27839	2	4	2	Explain concepts of justice*	\$393	\$267
A	27845	2	4	2	Explain litigation and dispute resolution processes*	\$393	\$267
	30909	1	2	1	Describe how employee behaviours and/or attitudes contribute to positive workplace relationships and performance	\$356	\$246
	91236	2	5	2	Evaluate factors that influence peoples ability to manage change (Health 2.2)	\$450	\$303
	91237	2	5	2	Take action to enhance an aspect of peoples well-being within the school or wider community (Health 2.3)	\$450	\$303
	91239	2	5	2	Analyse issues related to sexuality and gender to develop strategies for addressing the issues (Health 2.5)	\$450	\$303
	91299	2	5	2	Analyse issues related to the provision of food for people with specific food needs (Home Economics 2.1) Non-QAAMed*	\$450	\$303
	91301	2	5	2	Analyse beliefs, attitudes and practices related to a nutritional issue for families in New Zealand (Home Economics 2.3) Non-QAAMed	\$450	\$303
	91302	2	5	2	Evaluate sustainable food related practices (Home Economics 2.4) Non-QAAMed	\$450	\$303
N	92004	1	5	2	Create a computer programme (Non QAAMed)	\$382	\$261

VP REFINED - SOCIAL AND COMMUNITY INDUSTRIES 2017+

	Std#	L	C	V	Title		CDO	CDUP
N	92005	1	5	3	Develop a digital technologies outcome		\$382	\$261

LICENSING TERMS AND CONDITIONS

Last Updated: 23 January 2017



1. Overview

The following terms and conditions apply to the sale and use of all Delivery Packages for all licence holders.

- 1.1. Any breach of these terms and conditions by the Licensee shall cause them to forfeit their rights to access and use Delivery Packages in any form and to any extent whatsoever. In such an event the Licensee shall not be entitled to any refund, reimbursement, or compensation for loss arising from the breach or the forfeiture of their rights to use Delivery Packages.
- 1.2. Instant Education Solutions (hereafter, 'IES') reserves the right to recover any relevant damages and to seek prosecution of the offending party or parties at its sole discretion.

2. Acceptance of Licence Terms and Conditions

Either the receipt of, use of, or payment for, a Delivery Package is evidence of acceptance of these terms and conditions, whichever occurs earliest.

- 2.1. Downloading or accessing a Delivery Package from the online website library, via email, logging onto the Switch e-learning platform, or the non-return of physical resources pursuant to the Right of Return, both constitute use.

3. Usage

- 3.1. The following applies to all licences:
 - a. No Delivery Packages may be used with non-domestic learners. Delivery Packages are to be used for domestic learners only.
 - b. The licence holder must purchase any new Delivery Packages, upgrades or version changes under the conditions and pricing plan of their selected licence. Failure to do so may mean that the licence reverts back to a standard licence or is cancelled (refer clause 1.1).
 - c. Licence pricing is dependent upon the total number of students enrolled in an organisation and any other factors that may impact upon the number of students accessing Delivery Packages. The total number of students may be determined using a variety of means including NZQA External Evaluation and Review (EER) reports, NZQA/MOE statistics, or signed documentation by the organisation. Instant may seek clarification at any stage regarding the number of students and any other relevant factors to determine price.
 - d. IES reserves the right to change the price of any licences (excluding Annual licences) at any time. Annual licence fees will only be altered upon extension of a licence term.

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Terms and Conditions

3.2. SECONDARY SCHOOLS WITH A STANDARD LICENCE

- a. The licensee may use any Delivery Packages purchased under the licence agreement at up to four separate sites owned and operated by the licensee. The Delivery Packages may only be used with learners enrolled with the organisation.
- b. The licensee may upload any Delivery Package onto the school's secure online learning system provided that only learners enrolled at the sites owned and operated by the licensee have access to the Delivery Packages.
- c. Customise specific computing, technology and business administration Delivery Packages

(Refer to Appendix 1 for additional terms and conditions)

3.3. SECONDARY SCHOOLS WITH AN ANNUAL LICENCE

- a. The licensee may use any Delivery Packages accessed under the licence agreement at up to four separate sites owned and operated by the licensee. The Delivery Packages may only be used with learners enrolled with the organisation.
- b. The licensee may upload any Delivery Package onto the school's secure online learning system provided that only learners enrolled at the sites owned and operated by the licensee have access to the Delivery Packages.
- c. Access up to an agreed amount of Delivery Packages for an annual fee.

(Refer to Appendix 2 for additional terms and conditions)

3.4. TRAINING ESTABLISHMENT STANDARD LICENCE

- a. The licensee may use any Delivery Packages purchased under the licence agreement at all sites owned and operated by the licensee. The Delivery Packages may only be used with learners enrolled with the organisation.
- b. The licensee may upload any Delivery Package onto the organisation's secure online learning system provided that only learners enrolled at the sites owned and operated by the licensee have access to the Delivery Packages.
- c. Customisation under this licence is prohibited unless agreed on in writing between the training establishment and IES. Additional fees may apply for customisation rights.

3.5. TRAINING ESTABLISHMENT NATIONAL LICENCE

- a. The licensee may use any Delivery Packages purchased under the licence agreement at any sites owned and operated by the licensee. The Delivery Packages may only be used with learners enrolled with the organisation.

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- b. The licensee may upload any Delivery Packages onto the organisation's secure online learning system provided that only learners enrolled at the sites owned and operated by the licensee have access to the Delivery Packages.
- c. Customisation under this licence is prohibited unless agreed on in writing between the training establishment and IES. Additional fees may apply for customisation rights.

3.6. TRAINING ESTABLISHMENT NATIONAL LICENCE WITH CUSTOMISATION RIGHTS

- a. The licensee may use any Delivery Packages accessed under the licence agreement at any sites owned and operated by the licensee. The Delivery Packages may only be used with learners enrolled with the organisation.
- b. The licensee may upload any Delivery Packages onto the organisation's secure online learning system provided that only learners enrolled at the sites owned and operated by the licensee have access to the Delivery Packages.
- c. The Licensee may alter the format and content of Delivery packages in accordance with Instant's customisation allowance
(Refer to Appendix 3 for additional terms and conditions)

3.7. TRAINING ESTABLISHMENT ANNUAL NATIONAL LICENCE WITH CUSTOMISATION RIGHTS

- a. The licensee may use any Delivery Packages accessed under the licence agreement at all sites owned and operated by the licensee. The Delivery Packages may only be used with learners enrolled with the organisation.
- b. The licensee may upload any Delivery Package onto the organisation's secure online learning system provided that only learners enrolled at the sites owned and operated by the licensee have access to the Delivery Packages.
- c. Access to up to an agreed amount of Delivery Packages for an annual fee (see licence options).
- d. The Licensee may alter the format and content of Delivery Packages in accordance with Instant's customisation allowance.
(Refer to Appendix 4 for additional terms and conditions)

3.8. TRAINING ESTABLISHMENT CONTRACTOR'S LICENCE

- a. The licensee may use any Delivery Packages accessed under the licence agreement with an agreed number of learners at an agreed number of sites (enrolled or not enrolled at the licensee's organisation). This is subject to specific terms and conditions to be agreed in writing between both parties.

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- b. Only those employed by the Contractor's organisation are permitted to teach the materials to non-enrolled learners.
- c. Customisation under this licence is prohibited unless agreed on in writing between the training establishment and IES. Additional fees may apply for customisation rights.
- d. Uploading any Delivery Packages on the organisation's on line learning system is prohibited unless agreed in writing between the training establishment and IES.

3.9. ADD-ON: SWITCH E-LEARNING RESOURCE

- a. The Switch e-learning resource (accessed through the Switch e-learning platform) is a pay-per student resource, which is an optional add-on for select licences.
- b. The terms in these terms and conditions, as well as the Switch Framework Subscription Agreement, apply to all users of the Switch e-learning resource.

3.10. ADD-ON: INDIVIDUAL STUDENT PACKS

- a. Individual student packs are a pay-per student hard-copy resource, which is an optional add-on for select licences.
- b. Individual student packs, including supporting teaching, learning, and assessment material, are for one-time usage only and must not be reproduced in any way.

3.11. ADD-ON: INTERACTIVE PDF RESOURCE

- a. Interactive PDF resources are an optional add-on for select licences.

4. Terms of Payment

4.1. For the purchase of individual Delivery Packages, payment in full must be made by the 20th of the month following the date on which the goods are invoiced by IES.

- a. The Licensee shall be liable to meet the full cost of all additional freight charges and all government levies or taxes due on the product.

4.2. For the purchase of Annual Licences, refer to Appendix 2 for payment terms for Secondary Schools and Appendix 4 for payment terms for Training Establishments.

4.3. Instant Education Solutions may charge the Customer interest on any overdue amount (payable by the Customer immediately on demand) at the rate of 1.5 per cent per month, or the maximum rate permitted by relevant Laws, whichever is

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lower. Such interest shall accrue on a daily basis from the Due Date until the date of actual payment of the overdue amount, whether before or after judgment. The Customer shall pay the interest together with the overdue amount.

- 4.4.** All Licensees shall be liable to pay in full the costs associated with debt collection, including (but not limited to) debt collection agency fees and tribunal or court costs, in the event that the invoice is unpaid and is made the subject of a formal debt collection process by IES.

5. Right of Return

- 5.1.** Delivery Packages sold in hard-copy and CD-ROM format are sold with a fourteen day right of return provided that the Delivery Package is returned in full and in a reusable condition. The Delivery Package may not be copied, stored or otherwise reproduced or distributed in any form by the Licensee if the fourteen day right of return is to be exercised.
- 5.2.** Delivery Packages downloaded from the on-line library, shipped via email, or accessed via the Switch e-learning platform, may not be returned or refunded. In exceptional situations where a refund is given, the Delivery Package must be deleted from all storage mediums and may not be used, copied, stored, or otherwise reproduced or distributed by the licensee.

6. Free Upgrades

- 6.1.** Free upgrades are offered at the sole discretion of IES. We are in no way obliged to provide or continue to provide free upgrades of Delivery Packages to licensees.
- 6.2.** Any free additional or subsequent upgrades must be downloaded from the Instant website and will not be provided in either hard-copy or CD-ROM format. If the Licensee wishes to purchase a hard-copy CD-ROM format of the upgrade (of the same NZQA version) then an additional standard cost will apply.
- 6.3.** This free upgrade offer does not apply to any add-ons, including the Switch e-learning resource, individual student packs, and interactive PDF resources.
- 6.4. Additional requirements for free upgrades for Standard, National and Contractor Licensees:**
- The Licensee shall be entitled to an upgrade of a specific Delivery Package, free of charge, if:
- NZQA publish a new version of the specific Unit Standard or Achievement Standard within twelve months of the date of purchase of the Delivery Package and
 - IES, at their sole discretion, upgrades the specific Delivery Package to the new NZQA version within that twelve months and

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c. The licensee redeems the free upgrade within twelve months of the date of the initial purchase of the specific Delivery Package.

6.5. All other upgrades, including those outside this twelve months post-purchase period, will incur the relevant cost for the upgrade which may be altered from time to time by IES at their sole discretion.

6.6. IES may, at its sole discretion, enable a paid-up client who is registered on the website to download additional or subsequent upgrades of a Delivery Package for the same NZQA version via its on-line library for a period of up to twenty-four months from the date on which a new or upgraded Delivery Package has been purchased by that client. All other upgrades, including those outside this twelve months post-purchase period, will incur the relevant cost for the upgrade which may be altered from time to time by IES at their sole discretion.

6.7. Additional requirements for free upgrades for Annual Licensees

The Licensee will have access to any upgrades published by IES at their sole discretion due to NZQA changes, moderation or internal quality control, provided that their licence is current.

7. Product Quality

Our Delivery Packages are designed to support teaching and formal assessment.

7.1. IES warrants that reasonable efforts have been made to ensure that the Delivery Packages are of a suitable quality for commercial sale.

This warranty is the sole warranty provided by IES and the Licensee's sole remedy and replaces all other warranties or conditions, expressed or implied, including but not limited to any implied warranties or conditions for fitness for a particular purpose, to the extent permitted by law.

In particular, it is explicitly stated that NO guarantee is given that the materials will pass moderation by external standard setting or moderation monitoring authorities on every occasion.

7.2. Moderation Guarantee

In the event that assessment materials purchased by the Licensee fail to comply with the requirements of relevant external standard setting or moderation monitoring authorities, IES will modify and replace the Delivery Package free of charge, provided that:

- a. the Licensee, when using these materials, has internal moderation and quality control systems in place that comply with the requirements of the NZQA accreditation that the institution holds to teach and assess the materials in the jurisdiction where they are delivered;
- b. the Delivery Package is for the current version of the assessment standard

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authorised by the external standard setting or moderation monitoring authorities;

- c. no alterations have been made to the assessment materials. IES may ask the licensee for confirmation that no alterations have been made to the assessment prior to fulfilling our requirements under the moderation guarantee;
- d. the Licensee supplies IES with an electronic copy of the report from the external standard setting or moderation monitoring authorities that notifies the failure of the materials to meet the standard and specifies the areas that require remedial attention;
- e. the Licensee supplies IES with an electronic copy of the assessment materials sent for moderation.

7.3. Only a download from the online website library (or access via the Switch e-learning platform in some situations) will be made available free of charge. If the Licensee wishes to purchase a hard-copy of CD-ROM format of the upgrade (of the same NZQA version) then an additional standard cost will apply.

7.4. Additional moderation guarantee requirements for all Licensees

The licensee must download the modified Delivery Package described in this section within one month of it being published by IES to be eligible to receive the modified Delivery Package at no cost.

8. Copyright

- 8.1.** The material contained in all Delivery Packages, in its published format or altered by the licensee, is owned by IES and ownership of the copyright is NOT transferred as part of the purchase of any Delivery Package or accessed as part of any agreement.
- 8.2.** All Delivery Packages must not be altered in any way unless specific written permission is given to the licence holder by IES, or the licensee is using specific products that allow for variation as stated within these terms and conditions, or an unlock password has been provided by IES.
- 8.3.** All copyright statements and brand identification tags must be retained in the material at all times unless specific permission has been given to the licence holder. This applies irrespective of whether the material was supplied as hard-copy, electronic or web based course content.

9. Distribution of Delivery Packages

- 9.1.** The Delivery Package may not be copied or on-sold or distributed or gifted or emailed or duplicated or scanned or shared or otherwise made available by any means to any other person or organisation or party other than the Licensee

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without the express written permission of the Manager of IES, except in accordance with the terms of this licence. This restriction includes invoicing IES products to third-party users.

9.2. No Licensee is permitted to make the contents of a Delivery Package, in full or in part, available to any other person or organisation other than that of the Licensee.

9.3. Potential Licensees who are unable to comply with these licence terms, or may be reasonably expected to have foreseen that they could not have done so, must request a variation to their licence conditions. Such agreements will be priced on a case-by-case basis, and there is no obligation on IES to agree to any such arrangement. All such agreements must be documented in writing and have appropriate proof of authorisation by the Manager of IES.

9.4. All licensees, regardless of licence type, may only use their Delivery Packages with learners who are:

- a. Resident in New Zealand (including New Zealand citizens, permanent residents, or others who are legally entitled to reside or study in New Zealand)
- b. New Zealand citizens who are living overseas
- c. enrolled in the organisation

Licensees who wish to use their materials with learners (including online learning materials) who do not meet this criteria must obtain approval in writing from the Manager of IES.

9.5. Any other distribution arrangement not covered in this agreement must be agreed upon by both parties in writing and a customised licence agreement put in place.

10. No Assignment

10.1. The Licensee may not subcontract or otherwise assign their rights, obligations and responsibilities under this Agreement to any other party.

11. Continuity

11.1. IES agrees not to assign its rights under the Annual Licence without first securing a covenant from the Assignee as to the continuity of the terms of this agreement for the remainder of the Licensee's Annual Licence term.

12. Contractors

12.1. All contractors, who teach learners who are not formally enrolled in their organisation, must obtain a signed contractors licence (or an exemption agreement signed by the IES manager) for each specific Delivery Package they teach to non-enrolled learners.

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13. Disclaimer and Limitation to Liability

13.1. IES does not make any warranty or assume any legal liability or responsibility for the accuracy, currency, or completeness of any information contained in any Delivery Package.

13.2. IES is not liable to a Licensee for any loss or damage whatsoever or howsoever caused arising directly or indirectly in connection with these conditions, the Delivery Package, its use, and other application. In particular, IES excludes liability for any consequential loss or damage which may arise in respect of the Delivery Package or its use or for loss of profit, data, business revenue, goodwill, or anticipated savings.

These exclusions of liability apply to all liability whether in contract and/or tort (including negligence) or otherwise. If notwithstanding these provisions, IES becomes liable for loss or damage that would otherwise have been excluded, the parties agree that such liability is limited to the amount of the licence fee paid by the Licensee for the Delivery Package.

14. NZQA Copyright

Some Delivery Packages may include documents from NZQA. These are copyright to the New Zealand Qualifications Authority and have been reproduced with permission.

15. Consent to Receive Electronic Messages

15.1. As a term of this licence the Licensee hereby explicitly grants permission to IES to contact them, or their employees, by means of the use of electronic messages for the purpose of providing services which form a part of this licence including general after-sales services. These services include, but are not limited to, providing information on:

- quotations
- updates to the products and services
- new products or services
- the client's web library
- the activities of customer representatives in your region that are intended to maintain contact with clients and keep clients informed of the relevant developments.

15.2. The Licensee, excluding Licensees who have bought under Annual Licences and Switch subscribers, may unsubscribe from the electronic messaging services at any time by e-mailing IES at instant@instant.org.nz and clearly stating each of the email address(es) that they wish to be unsubscribed from the electronic message services. Address(es) so specified will be removed within five working days.

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15.3. A choice to unsubscribe from the electronic message services will not affect the Licensee's continued entitlement to use any products or services for which they hold a valid and current licence. A choice to unsubscribe from the electronic messaging services will remove any obligation from IES to provide any information to the Licensee in any other form, or by any other means of transmittal, whether bought as a component of this licence or not, or to provide the Licensee or their employees, with access to any web library or electronic file download facilities.

15.4. IES shall not be liable for any consequential issues arising from the decision of the Licensee to unsubscribe from the electronic messaging service, including, but without limitation, any issues arising from the use of products or services that are out of date with respect to moderation or academic requirements.

15.5. Licensees who have bought under an Annual Licence must receive electronic messages for the duration of the licence agreement to allow access to information related to Delivery Package version status and usage.

16. Uncontrollable Events

16.1. Neither IES nor the Licensee will be in default under this agreement if an obligation cannot be performed because of an uncontrollable event.

16.2. Where IES or the Licensee is affected by an uncontrollable event they must:

16.2.1. notify the other party of:

- a. the nature of the circumstances giving rise to the uncontrollable event;
- b. the extent of that party's inability to perform; and
- c. the likely duration of that non-performance

16.2.2. take all reasonable steps to remedy, or reduce the impact of, the uncontrollable event as soon as possible.

16.3. If IES or the Licensee is unable to perform an obligation under this agreement for 20 business days or more because of an uncontrollable event, both parties must seek to agree to what extent, if any, the obligation in question can be varied and or continued by the affected party.

16.4. Failing agreement, IES or the Licensee may terminate this agreement after giving the other at least 20 business days prior written notice. In such cases, reimbursement, if any, will be negotiated on a case by case basis.

17. Dispute Resolution

17.1. No party in this agreement will commence any court or arbitration proceedings relating to any dispute arising out of or related to this agreement, unless the party has first complied with this Dispute Resolution clause.

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- 17.2.** Any dispute arising during the course of this agreement will be dealt with between the Manager of IES and the School or Training Establishment Administrator (or another person selected by the School or Training Establishment to deal with the dispute).
- 17.3.** The party that claims a dispute has arisen must give written notice to the other party specifying the nature of the dispute. The party receiving details of the dispute must then reply to the other party in writing. All reasonable effort must be made to resolve the dispute between the parties.
- 17.4.** If the dispute is not resolved between the parties, either party may refer this dispute to mediation. The mediation will be conducted in accordance with the terms of the LEADR New Zealand Incorporated Standard Mediation Agreement. The mediation fee will be shared equally between the parties.
- 17.5.** If mediation is unsuccessful, the party who raised the dispute may choose how to further proceed with the dispute.

18. Definitions

‘CONTENT’ includes but is not limited to text, definitions, questions, audio, video, electronic books, diagrams, formatting, computer files (such as MS Excel or MS Access files), images, interactive content, or any other material supplied in a Delivery Package by IES.

‘CONTRACTOR’ means a person or organisation [NZQA accredited or non-accredited] that uses, or intends to use, Instant Delivery Packages with learners who are not enrolled in their own organisation.

‘DELIVERY PACKAGE’ (also referred to as Delivery Packs) means the content and format and container for the materials supplied under this Agreement. Delivery packages may consist of an individual assessment, teaching or learning material, interactive pdf electronic files, online resources, supplementary materials, or any combination or permutation of the above. Materials can be supplied in secure electronic PDF format and/or e-learning format and/or hard copy format and/or any other educational format dependent upon the product or service purchased, and Licence agreement entered into. Materials supplied may or may not relate to NZQA Unit Standards and/or NZQA Achievement Standards.

‘DOMESTIC LEARNER’ means any learner who is legitimately studying in New Zealand, or any New Zealander who is studying overseas.

‘INSTANT EDUCATION SOLUTIONS’ is a trading name of Apostolic Training Centres Limited, a private charitable company registered with the New Zealand Companies Office, [913506], and also registered in New Zealand as a Private Training Establishment by the New Zealand Qualifications Authority pursuant to the Education Amendment Act 1990. ATC New Zealand, Apostolic Training Centres and ATC have a similar meaning.

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'LICENSEE' is any organisation or person who purchases any Delivery Package(s) under either a Standard, National, National Customisation, Annual, or Contractor user licence.

Any person buying on behalf of an organisation is deemed to be acting as a representative of the organisation unless agreed in writing with IES. As a result, the organisation owns the rights to use the Delivery Package, not the person.

'ONLINE LEARNING SYSTEM' refers to any internet based system used for the purposes of storing, accessing, distributing, and teaching of Instant Education Solutions Delivery Packages in electronic form (excluding the Switch e-learning platform). This includes but is not limited to Intranet systems, MOOCs, Google Drive, Google Classrooms, use on Apple, Android, on any other mobile devices, Moodle, Moodle docs, Wikispaces or any other web based learning technologies. The definition of Online Learning System does not include the Switch e-learning platform.

'OWNED AND OPERATED' - A delivery site is deemed to be owned and operated by an organisation if the delivery site is registered by NZQA as a:

- a) Main office (with a registered Education Organisation Number) OR
- b) Delivery site (with a registered Location and Number)

All learning centres that are not at the same location as the main office must be listed as an additional delivery site on the NZQA website (with a registered Location and Number). This includes teen parenting units, trade academies, and alternative education centres. Exceptions may be made to this requirement upon agreement in writing by the organisation and the manager of IES.

'SECONDARY SCHOOL' means any school offering classes from Year 9 to Year 13. It also includes Area Schools, Composite Schools (Yr 1-15) and any special character schools or charter schools registered with NZQA.

'UNCONTROLLABLE EVENT' means an unpredictable event that is beyond the reasonable control of the party affected by the event (including where the Licensee has failed to make due payment because of an unpredictable event beyond their reasonable control). An uncontrollable event does not include any risk or event that the party claiming could have prevented or overcome by taking reasonable care.

'UPGRADE' means any changes to a Delivery Package due to an NZQA version change, NZQA moderation feedback, or any internal changes made by IES.

'USE' means use of the content of the Delivery Package by learners enrolled in the educational institution, and teachers employed by that institution, provided that such use is in the format permitted by that type of licence, and the nature and extent of distribution is in accordance with the terms of that type of licence.

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Appendix 1: Additional Conditions for a Standard Licence for Secondary Schools

1. Customisation of Technology and Computing Delivery Packages

1.1. This section applies to selected Delivery Packages in the following domains only:

- Business Administration (Unit Standard)
- Computing (Unit Standard)
- Technology (Achievement Standard)

1.2. Licensees may customise any delivery package mentioned in 1.1 upon provision of an unlock password supplied by IES. This password will be supplied, upon agreement to these conditions, prior to the Delivery Packages being downloaded. Any customisation is at the own cost and capability of the licensee.

Only the following customisations may be made:

- 1.2.1. alterations for the purposes of uploading material on a secure online learning system
- 1.2.2. rearranging, editing, adding, or removing content in order to make it suitable for the organisation's learning needs

The following customisations are prohibited unless authorised by IES in writing:

- 1.2.3. deleting any references to IES
- 1.2.4. adding any organisational logos or references
- 1.2.5. changing content by more than 20% total.

1.3. The following notice must be inserted into any altered teaching or learning material:

This learning material is based on content provided by Instant Education Solutions and is copyrighted by Instant Education Solutions. Parts of this material have been altered by the licensee's organisation in order to make it more suitable for the organisation's specific learning needs. Instant Education Solutions does not take any responsibility for the accuracy and legitimacy of any information contained within this learning material.

1.4. Any alterations to assessments will automatically void the moderation guarantee. IES will ask the licensee for confirmation that the assessment has not been altered before fulfilling our requirements under the moderation guarantee.

1.4.1. If an achievement standard assessment has been altered, the licensee **must** remove the NZQA QAAM approval from the assessment (unless the specific alteration is permitted in the assessment). This is a condition of the QAAM approval process.

1.4.2. In situations where the assessment has been altered, the licensee must insert the following into all altered assessment documents:

Appendix 1: Additional Conditions for a Standard Licence

This assessment is based on content provided by Instant Education Solutions and is copyrighted by Instant Education Solutions. As this assessment has been altered, Instant Education Solutions provides no guarantee that it meets moderation requirements either through independent moderation or through the NZQA QAAM approval process.

- 1.5.** The reproduction of content in any alternative form, including the alteration of layout and graphics, shall not void the copyright held by IES in the materials or derivatives of them. Under no circumstances may the licensee use, sell, or give original or altered Delivery Packages to any person or organisation other than those specified in the licence agreement.

Appendix 2: Additional Conditions for Secondary Schools with a Annual Licence

1. Purpose of Licence

This agreement allows an NZQA registered secondary school to access the full library of Instant Delivery Packages (including all unit standards and achievement standards, hereafter called the 'IES Library') up to the number of standards specified in this agreement. Variations to this licence agreement may be made at any stage, in writing, as agreed between both parties.

2. Terms of Licence and Payment of Fees

- 2.1. The annual license minimum term is 36 (thirty six) months from the date of signing this license agreement. This licence may be extended after 36 months after both parties have agreed in writing on any altered terms, fees, and other relevant conditions.
- 2.2. The annual fee is calculated based on the number of Delivery Packages the licensee has been granted access to according to the details specified in this agreement.
- 2.3. The license fee is to be paid annually. The date of payment will be based on the date the license agreement commenced and its subsequent anniversaries.
- 2.4. The Licensee may only reduce the number of Delivery Packages accessed in their Member's Library on the anniversary date of this agreement and must be agreed in writing between both parties before any reduction takes place.
- 2.5. The Licensee may increase the number of delivery packages accessed under their license agreement at any time for an additional cost. Any revised agreement must be confirmed in writing by the Licensee and IES. By signing a revised agreement in writing, the Licensee agrees to the new annual fee based on the date the revised license agreement commenced.
- 2.6. All annual licence fees must be paid in full by the Licensee by the 20th of the following month of the invoice date.

3. Determination of Annual Fee

The annual fee is calculated based on the type of Secondary School, the number of learners enrolled at the Licensee's Secondary School, and the total number of Delivery Packages the Licensee wants access to.

In particular, the Licensee is required to provide the following information as required by IES each year before the anniversary date of the agreement so that the annual fee can be calculated:

- 3.1. Whether a Licensee is deemed a Secondary Area School or a Secondary School by the Ministry of Education and the New Zealand Qualifications Authority.

Appendix 2: Additional Conditions for Secondary Schools with a Annual Licence

- 3.2.** The total number of students (full-time or otherwise) enrolled at the Licensee's school as of the renewal date of the licence.
- a. For schools that have large fluctuations in their student enrolments in any one year the license fee may be negotiated in writing between both parties.
- 3.3.** All revised annual fees must be paid in full by the Licensee by the 20th of the following month of the invoice date.

4. Transfer of all Delivery Packages

Any existing Instant Delivery Packages purchased by the Licensee under any other licence is rescinded upon the signing of this agreement (this means that your rights of usage and ownership are permanently withdrawn). These Delivery Packages must be deleted from all storage mediums and may not be used, stored, or redistributed by the licensee.

- 4.1.** Any Delivery Packages that the Licensee previously purchased and still wishes to use must be reordered under the terms of the Annual License.
- a. A discount may be applied to the price of the initial first year of a License Agreement on a case by case basis. The discount will be considered based on the number of current Delivery Packages previously purchased by the Licensee prior to signing the agreement. Current Delivery Packages exclude Delivery Packages that require the Licensee to upgrade due to an NZQA version change or internal IES upgrades.

5. Delivery Packages

The Licensee is permitted to have access to the number of Delivery Packages from the IES Library as specified in the Annual License Agreement.

- 5.1.** Delivery Packages may be added to Licensee's Member's Library by the Licensee at any time during the licence year. Once a Delivery Package is added it is deemed 'added' to the total number of Delivery Packages licensed to the school.
- 5.2.** Delivery Packages can only be removed from the Licensee's Member's Library by the Licensee at the anniversary date of signing this agreement. Once a Delivery Package has been removed, the Licensee has no rights to use the Delivery Package in any manner. Any hard-copies or electronic forms of the material must also be removed from circulation or deleted. The number of Delivery Packages that can be removed at any one time will be stipulated in writing and agreed by both parties.
- 5.3.** Access to additional Delivery Packages, beyond the total number specified in the Annual License Agreement, may be granted based on an agreement in writing between both parties. This agreement will be deemed as a variation to the current

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Appendix 2: Additional Conditions for Secondary Schools with a Annual Licence

license agreement.

- 5.4. Any NZQA or internal version changes of Delivery Packages will be provided free of charge to the Licensee once published by IES, provided that the Licence Agreement is current. Access to version changes will be available by the School Administrator downloading the free upgrade from the Licensee's Member's Library.
- 5.5. IES reserves the right to remove any Delivery Packages from its IES Library at any time.
- 5.6. IES reserves the right to add or not add any Delivery Packages to the IES Library as it sees necessary. Requests for certain Delivery Packages to be added to the IES Library will not necessarily be granted.
- 5.7. IES reserves the right to provide Delivery Packages that contain assessment material only or teaching material only. Provision of Delivery Packages that contain assessments and teaching material will be provided at the sole discretion of IES.
- 5.8. Some teaching resources provided by IES may constitute more value than one Delivery Package. In this case, these resources will be identified as such and adding these to the library will result in the equivalent of two or more Delivery Packages being added to the Licensee's library.
- 5.9 Any Delivery Package that expires (due to the NZQA version no longer being valid for assessment and reporting) will still be deemed 'added' to the total number of Delivery Packages licensed to the licensee. Any changes to the licensee's Member's Library must be implemented according to clause 5.2. It is the licensee's responsibility to ensure that their library is updated on each anniversary date.

6. Access to Delivery Packages

- 6.1. A Licensee may only have access to Delivery Packages by accessing them through their Member's Library stored on the IES website. Any teacher that is registered with the Licensee may create a user's account within the website and access the Delivery Packages that have been added by the School Administrator(s).
- 6.2. Hard-copies of folders and workbooks may be purchased individually at an additional cost outside this licence. Any registered user within the Licensee's school may purchase these. Any hard-copies sold under an Annual License may only be used in accordance with the terms and conditions of this agreement.

7. Customisation of Technology and Computing Delivery Packages

This section applies to selected Delivery Packages in the following domains only:

- Business Administration (Unit Standard)
- Computing (Unit Standard)

Appendix 2: Additional Conditions for Secondary Schools with a Annual Licence

- Technology (Achievement Standard)

7.2. Licensees may customise any delivery package mentioned in 7.1 upon provision of a PDF password supplied by IES. This password will be supplied, upon agreement to these conditions, prior to the delivery package being downloaded. Only the follow customisations may be made:

7.2.1. alterations for the purposes of uploading material on a local intranet (with no public access)

7.2.2. rearranging, editing, adding, or removing content in order to make it suitable for the organisation's learning needs

7.3. The following notice must be inserted into any altered teaching or learning material:

This learning material is based on content provided by Instant Education Solutions and copyrighted to Instant Education Solutions. Parts of this material have been altered by the licensee's organisation in order to make it more suitable for the organisation's specific learning needs. IES does not take any responsibility for the accuracy and legitimacy of any information contained within this learning material.

7.4. Any alterations to assessments will automatically void the moderation guarantee. IES will ask the licensee for confirmation that the assessment has **not** been altered before fulfilling our requirements under the moderation guarantee.

7.4.1. If an achievement standard assessment has been altered, the licensee **must** remove the NZQA QAAM approval from the assessment (unless the specific alteration is permitted in the assessment). This is a condition of the QAAM approval process.

7.4.2. In situations where the assessment has been altered, the licensee must insert the following into all altered assessment documents:

This assessment is based on content provided by Instant Education Solutions and is copyrighted to Instant Education Solutions. As this assessment has been altered, Instant Education Solutions provides no guarantee that it meets moderation requirements either through independent moderation or through the NZQA QAAM approval process.

7.5. The reproduction of content in any alternative form, including the alteration of layout and graphics, shall not void the copyright held by IES in the materials or derivatives of them. Under no circumstances may the licensee use, sell, or give original or altered Delivery Packages to any person or organisation other than those specified in the licence agreement.

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Appendix 2: Additional Conditions for Secondary Schools with a Annual Licence

8. School Administrator

Once an Annual License agreement has been signed, the Licensee will inform IES of their designated School Administrator(s). The School Administrator is granted access by IES to add, on behalf of the Licensee, the Delivery Packages to be accessed during the term of the agreement.

9. Termination

9.1. Termination by Licensee: Termination of this License agreement may only be made at the end of the initial 36 (thirty-six) month licence period. (Refer to 2.1 for licence extension information.)

9.2. If the Licensee does not give notice of termination until after their licence period has ended or wants to extend their licence for a limited period of time, they will be charged a pro-rata daily rate for the use of their annual licence until written notification of termination is received by IES from the Licensee. The price of the pro rata charge will be that of the standard annual licence price at the time of termination, not the price that the Licensee agreed to at the start of the licence term.

9.3. Termination by IES:

- a. IES reserves the right to terminate this agreement upon notice if the Licensee breaches any terms of this license agreement. Any breach of this agreement shall cause the Licensee to forfeit their rights to have access to and use any Delivery Packages accessed under this license in any form and to any extent whatsoever. In such an event the Licensee shall not be entitled to a refund, reimbursement, or compensation for loss arising from the breach or the forfeiture of their rights under this license agreement.
- b. IES reserves the right to alter or terminate this agreement due to any compliance notice or legislation that could reasonably prevent IES from providing services to the Licensee as agreed upon in this agreement. In such cases, reimbursement, if any, will be negotiated on a case by case basis.

9.4. Once this license is terminated, regardless of the reason why it was terminated, all rights of usage of the Licensee are terminated and all electronic copies of Delivery Packages (including altered Delivery Packages) must be destroyed unless agreed in writing by both parties. Any paper copies of Delivery Packages must be returned to IES or destroyed. IES may ask for written notification that this has occurred.

9.5. If the Licensee does not give notice of termination until after their licence period has ended, they will be charged a pro-rata daily rate for the delay in notification until written notification is received by IES. The price of the pro rata charge will be that of the annual licence price at the time of termination, not the price that they had at the start of the licence.

Appendix 3: Additional Conditions for National Licence with Customisation Rights

1. Customisation of Delivery Packages

- 1.1.** The licensee is permitted to make alterations to any Delivery Package according to the following conditions. Sections 8.2 and 8.3 of the Terms and Conditions of Sale and Use are rescinded and replaced with the conditions in this agreement.

1.2. Formatting

The licensee is permitted to present the Delivery Package in formatting of their choice. Instant Education Solutions must be acknowledged in each Delivery Package that has had its formatting altered by inserting the following.

This learning material is based on content provided and copyrighted by Instant Education Solutions.

1.3. Alteration to Teaching Material

The Licensee may alter any knowledge content that appears in any Delivery Package purchased under this agreement provided that the following acknowledgement is inserted into all documents created.

This learning material is based on content provided by Instant Education Solutions and is copyrighted to Instant Education Solutions. Parts of this material have been altered by the licensee's organisation in order to make it more suitable for the organisation's specific learning needs. IES does not take any responsibility for the accuracy and legitimacy of any information contained within this learning material.

1.4. Assessments

- a. Any alterations to an assessment will automatically void the moderation guarantee. IES will ask the licensee for confirmation that the assessment has not been altered before fulfilling our requirements under the moderation guarantee.
- b. If an achievement standard assessment has been altered, the licensee must remove the NZQA QAAM approval from the assessment (unless the specific alteration is permitted in the assessment conditions). This is a condition of the QAAM approval process.
- c. In situations where an assessment has been altered, the licensee must insert the following into all altered assessment documents:

This assessment is based on content provided by Instant Education Solutions and copyrighted to Instant Education Solutions. As this assessment has been altered, Instant Education Solutions provides no guarantee that it meets moderation requirements either through independent moderation or through the NZQA QAAM approval process.

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Appendix 3: Additional Conditions for National Licence with Customisation Rights

1.5. Intellectual Property

The reproduction of the content in any alternative form, including the alteration of layout or graphics, shall not void the copyright held by IES in the materials or derivatives of them. Under no circumstances may the licensee use, sell, or give original or altered Delivery Packages to any person or organisation other than those specified in the licence agreement.

Appendix 4: Additional Conditions for Annual National Licence

1. Purpose of Agreement

This agreement allows an NZQA registered National Training Establishment to access the full library of Instant Delivery Packages (including all unit standards and achievement standards, hereafter called the 'IES Library') up to the number of standards specified in this agreement. Variations to this license agreement may be made at any stage, in writing, as agreed between both parties.

2. Terms of License and Payment of Fees

- 2.1. The annual license minimum term is 36 (thirty six) months from the date of signing this license agreement. This licence may be extended after 36 months after both parties have agreed on any altered terms, fees, and other relevant conditions.
- 2.2. The annual fee is calculated based on the number of Delivery Packages the licensee has been granted access to according to the details specified in this agreement.
- 2.3. The license fee is to be paid annually. The date of payment will be based on the date the license agreement commenced and its subsequent anniversaries.
- 2.4. The Licensee may only reduce the number of delivery packages accessed in their Member's Library on the anniversary date of this agreement and must be agreed in writing between both parties before any reduction takes place
- 2.5. The Licensee may increase the number of delivery packages accessed under their license agreement at any time for an additional cost. Any revised agreement must be confirmed in writing by the Licensee and IES. By signing a revised agreement in writing, the Licensee agrees to the new annual fee based on the date the revised license agreement commenced.
- 2.6. All annual license fees must be paid in full by the Licensee by the 20th of the following month of the invoice date.

3. Transfer of all Delivery Packages

Any existing Instant Delivery Packages purchased by the Licensee under any other license is rescinded upon the signing of this agreement (this means that your rights of usage and ownership are permanently withdrawn). These Delivery Packages must be deleted from all storage mediums and may not be used, stored, or redistributed by the licensee.

- 3.1. Any Delivery Packages that the Licensee previously purchased and still wishes to use must be reordered under the terms of the Annual Licence.
 - a. A discount may be applied to the price of the initial first year of a License Agreement on a case by case basis. The discount will be considered based on the number of current Delivery Packages purchased by the Licensee prior to signing the agreement. Current Delivery Packages exclude Delivery

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Appendix 4: Additional Conditions for Annual National Licence

Packages that require the Licensee to upgrade due to an NZQA version change or internal IES upgrade.

4. Delivery Packages

The Licensee is permitted to have access to the number of Delivery Packages from the IES Library as specified in the Annual License Agreement.

- 4.1. Delivery Packages may be added to Licensee's Member's Library by the Licensee at any time during the license year. Once a Delivery Package is added it is deemed 'added' to the total number of Delivery Packages licensed to the Training Establishment.
- 4.2. Delivery Packages can only be removed from the Licensee's Member's Library by the Licensee at the anniversary date of signing this agreement. Once a Delivery Package has been removed, the Licensee has no rights to use the Delivery Package in any manner. Any hard-copies or electronic forms of the material must also be removed from circulation or deleted. The number of Delivery Packages that can be removed at any one time will be stipulated in writing and agreed by both parties.
- 4.3. Access to additional Delivery Packages, beyond the total number specified in the Annual License Agreement, may be granted based on an agreement in writing between both parties. This agreement will be deemed as a variation to the current license agreement.
- 4.4. Any version changes of Delivery Packages will be provided free of charge to the Licensee once published by IES, provided that the License Agreement is current. Access to version changes will be available by the School Administrator downloading the free upgrade from the Licensee's Member's Library.
- 4.5. IES reserves the right to remove any Delivery Packages from its IES Library at any time.
- 4.6. IES reserves the right to add or not add any Delivery Packages to the IES Library as it sees necessary. Requests for certain Delivery Packages to be added to the IES Library will not necessarily be granted.
- 4.7. IES reserves the right to provide Delivery Packages that contain assessment material or teaching material only. Provision of Delivery Packages that contain both assessment and teaching material will be provided at the sole discretion of IES.
- 4.8. Some teaching resources provided by IES may constitute more value than one Delivery Package. In this case, these resources will be identified as such and adding these to the library will result in the equivalent of two or more Delivery Packages being added to the Licensee's library.

Appendix 4: Additional Conditions for Annual National Licence

5. Alterations to Delivery Packages

5.1. The licensee is permitted to make alterations to any Delivery Package according to the following conditions. Sections 8.2 and 8.3 of the standard Delivery Package Terms and Conditions are rescinded and replaced with the conditions in this agreement.

5.2. Formatting

The licensee is permitted to present the Delivery Package in formatting of their choice. Instant Education Solutions must be acknowledged in each Delivery Package that has had its formatting altered.

This learning material is based on content provided and copyrighted by Instant Education Solutions.

5.3. Alterations to Teaching Material

The Licensee may alter any knowledge content* that appears in any Delivery Package purchased under this agreement provided that the following acknowledgement is inserted into all documents created.

This learning material is based on content provided by Instant Education Solutions and is copyrighted to Instant Education Solutions. Parts of this material have been altered by the licensee's organisation in order to make it more suitable for the organisation's specific learning needs. IES does not take any responsibility for the accuracy and legitimacy of any information contained within this learning material.

5.4. Assessment

- a. Any alterations to an assessment will automatically void the moderation guarantee. IES will ask the licensee for confirmation that the assessment has not been altered before fulfilling our requirements under the moderation guarantee.
- b. If an achievement standard assessment has been altered, the licensee must remove the NZQA QAAM approval from the assessment (unless the specific alteration is permitted in the assessment conditions). This is a condition of the QAAM approval process.
- c. In situations where an assessment has been altered, the licensee must insert the following into all altered assessment documents:

This assessment is based on content provided by Instant Education Solutions and is copyrighted to Instant Education Solutions. As this assessment has been altered, Instant Education Solutions provides no guarantee that it meets

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moderation requirements either through independent moderation or through the NZQA QAAM approval process.

5.5. Intellectual Property

The reproduction of the content in any alternative form, including the alteration of layout or graphics, shall not void the copyright held by IES in the materials or derivatives of them. Under no circumstances may the licensee use, sell, or give original or altered Delivery Packages to any person or organisation other than those specified in the licence agreement.

6. Access to Delivery Packages

- 6.1. A Licensee may only have access to Delivery Packages by accessing them through their Member's Library stored on the IES website. Any tutor/teacher that is registered with the Licensee may create a user's account within the website and access the Delivery Packages that have been added by the Training Administrator(s).
- 6.2. Hard-copies of folders and workbooks may be purchased individually at an additional cost outside this licence. Any registered user within the Licensee's organisation may purchase these. Any hard-copies sold under an Annual Licence may only be used in accordance with the terms and conditions of this agreement.

7. Training Administrator

Once an Annual License agreement has been signed, the Licensee will inform IES of their designated Training Administrator(s). The Training Administrator is granted access by IES to add, on behalf of the Licensee, the Delivery Packages to be accessed during the term of the agreement.

8. Termination

- 8.1. **Termination by Licensee:** Termination of this License agreement may only be made at the end of the initial 36 (thirty-six) month licence period. (Refer to 2.1 for licence extension information.)
- 8.2. If the Licensee does not give notice of termination until after their licence period has ended or wants to extend their licence for a limited period of time, they will be charged a pro-rata daily rate for the use of their annual licence until written notification of termination is received by IES from the Licensee. The price of the pro rata charge will be that of the standard annual licence price at the time of termination, not the price that the Licensee agreed to at the start of the licence term.

Appendix 4: Additional Conditions for Annual National Licence

8.3. Termination by IES:

IES reserves the right to terminate this agreement upon notice if the Licensee breaches any terms of this license agreement. Any breach of this agreement shall cause the Licensee to forfeit their rights to have access to and use any Delivery Packages accessed under this license in any form and to any extent whatsoever. In such an event the Licensee shall not be entitled to a refund, reimbursement, or compensation for loss arising from the breach or the forfeiture of their rights under this license agreement.

IES reserves the right to alter or terminate this agreement due to any compliance notice or legislation that could reasonably prevent IES from providing services to the Licensee as agreed upon in this agreement. In such cases, reimbursement, if any, will be negotiated on a case by case basis.

- 8.4.** Once this license is terminated, regardless of the reason why it was terminated, all rights of usage of the Licensee are terminated and all electronic copies of Delivery Packages (including altered Delivery Packages) must be destroyed unless agreed in writing by both parties. Any paper copies of Delivery Packages must be returned to IES or destroyed. IES may ask for written notification that this has occurred.

ORDER FORM

DELIVERY DETAILS:

PURCHASE ORDER NUMBER: _____ ORDER DATE: ____/____/____ (dd,mm,yy)

NAME: _____

ORGANISATION: _____ DEPARTMENT: _____

PHONE #: _____ EXT: _____ E-MAIL: _____

STREET / PO BOX: _____

TOWN / CITY: _____

POST CODE: _____

COUNTRY: _____

SPECIAL NOTES: (including billing details if different from above):
I would like to purchase the following resources:

STD #	TITLE	PRODUCT TYPE *	QTY	PRICE	LINE TOTAL

ALL catalogue or quoted prices exclude sales taxes, customs duties, international or domestic delivery charges, and are denominated in New Zealand dollars
(\$NZ). These costs will be additional charges.

PURCHASE AGREEMENT:

1. I have read and agree to the licence terms for the products I have ordered. (A copy is available at www.instant.org.nz.)
2. I understand that I am buying a licence to use the products and will not own the copyright in any form.
3. I agree to pay the invoice upon demand and not later than the 20th of the month following purchase. I understand that I will be liable to pay any debt collection costs in the event that an unpaid invoice is eventually referred to a debt collection agency.

I accept these terms and conditions:

Signed _____ date: ____/____/____

* PRODUCT TYPE CODES

DELIVERYPAK:

FCD: First purchase of this item (Folder and CD)

CDO: First purchase of this item (CD only)

FCDUP: Upgrade to a new version (Folder and CD)

CDUP: Upgrade to a new version (CD only)

Workbooks: (clients must also purchase the current teacher edition of the DeliveryPak)