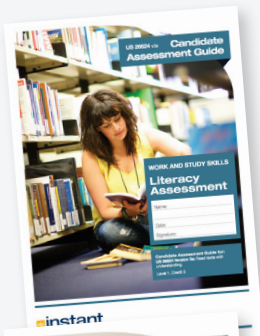




LITERACY & NUMERACY

atc **instant**
EDUCATION SOLUTIONS



Literacy Units - for NCEA Level 1

26622	Write to communicate ideas for a purpose and audience	4 Cr
26624	Read texts with understanding	3 Cr
26625	Actively participate in spoken interactions	3 Cr



Numeracy Units - for NCEA Level 1

26623	Use number to solve problems	4 Cr
26626	Interpret statistical information for a purpose	3 Cr
26627	Use measurement to solve problems	3 Cr

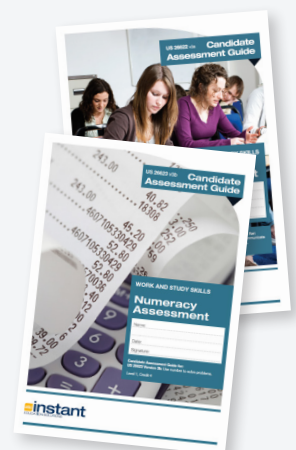
Set of 3 (Literacy or Numeracy sets) available for a discounted price

Each pack contains...

Candidate's Assessment Guide: The candidate's assessment guide contains a summary of the requirements for the unit, and advice for gathering evidence. For learners who require more guidance, a section is provided that contains key learning points related to the unit.

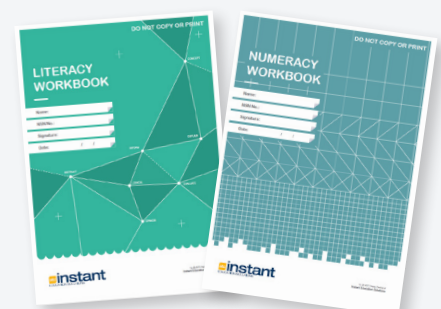
Tutor's Assessment Guide: The tutor's assessment guide provides a simple graphical overview of the steps involved in working with candidates to gather evidence for the unit. There are useful tips for sources of evidence, and a set of 'sample answers' that give an indication of the type of evidence that tutors need to gather.

Required Assessment documentation.



Numeracy and Literacy Workbooks

These workbooks contain learning and exercises designed to provide evidence towards Level 1 NCEA numeracy and literacy credits. The practical based workbooks provide an alternative to more academic-based study.



Recommended Sources of Evidence for Literacy Units

266-	Unit	Title	L	C
22	1273	Express ideas in writing and write an original story	1	4
	1277	Communicate information in a specified workplace	2	3
	1279	Write in plain English	3	3
	3488	Write business correspondence for a workplace	2	3
	3491	Write a report	3	4
	3492	Write a short report	2	3
	3494	Write minutes for a formal meeting	3	3
	10792	Write formal personal correspondence	1	3
	11095	Write a business correspondence to convey complex ideas and information	3	3
24	2970	Independently read texts about life experiences which relate to a personal identified interest	1	3
	2989	Select, read, and assess texts to gain knowledge	2	3
	2990	Read texts to research information	3	4
	25060	Read texts for practical purposes	1	2
	25073	Read texts to recognise differing points of view on a topic	2	3
25	1277	Communicate information in a specified workplace	2	3
	1285	Make inquiries and complete practical transactions	1	4
	1293	Be interviewed in an informal, one-to-one, face-to-face interview	1	2
	1294	Be interviewed in a formal interview	2	2
	1296	Interview in an informal situation	3	3
	1297	Conduct an interview in a formal situation	4	5
	1304	Communicate with people from other cultures	3	2
	1312	Give oral instructions in the workplace	3	3
	3503	Participate and communicate in a team or group to complete a routine task	1	2
	9677	Participate in a team or group which has an objective	2	3
9705	Give and respond to feedback on performance	3	3	

Recommended Sources of Evidence for Numeracy Units

266-	Unit	Title	L	C
23	64	Perform calculations for the workplace	1	2
	24697	Perform income-related calculations for personal financial management	1	1
	24709	Produce a balanced budget to manage personal finances	1	3
	28089	Demonstrate understanding of personal financial goal setting	1	3
	28094	Produce a balanced budget and adjust the budget to reflect changing financial circumstances	2	3
	28098	Evaluate options to increase personal income	3	3
	28100	Develop a plan to achieve long-term personal financial goals(s)	3	4
	28101	Plan a long-term personal financial investment portfolio	3	4
	28103	Analyse and select personal house financing and purchase options	3	4
26	28089	Demonstrate understanding of personal financial goal setting	1	3
	28094	Produce a balanced budget and adjust the budget to reflect changing financial circumstances	2	3
27	64	Perform calculations for the workplace	1	2

For more information...

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visit www.instant.org.nz

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