

NEW ZEALAND CERTIFICATE IN FOUNDATION SKILLS

Level 2: NZQA REF 2862

Units, Credits and Outcomes mapping

Technical Information

Level 2, 60 credits

Entry Requirements: None

Education Pathway: Credits from this qualification may contribute to gaining NCEA level 2.

Employment Pathway: This qualification will help enable graduates to contribute effectively in their whānau and wider community, and work under general supervision in entry-level roles.

Qualification outcomes	Credits required	General Conditions for the programme
1. Search, comprehend, use and communicate information from a variety of texts and digital media relevant to the context.	25	<p>Programmes are supported by processes to ensure people are studying at an appropriate level.</p> <p>Programmes specify one or more contexts, with content clearly linked to specified destination programmes. There is evidence of clear, acceptable pathways for further study and training.</p> <p>Programmes integrate te ao Māori content informed by local iwi/hapū/whānau.</p> <p>Programmes are based on a coherent set of capabilities required for learning and self-management relating to one or more contexts and specified destination programmes.</p> <p>Programmes explicitly build relevant skills in literacy, numeracy, digital literacy, and learning.</p> <p>Graduate profile outcomes are integrated within and across the programme and not taught as individual components.</p>
2. Apply basic knowledge, including literacy and numeracy skills, to solve problems relevant to the context.	15	
3. Reflect on experiences with a range of people, cultures and communities.	5	
4. Work collaboratively and effectively in a team to achieve a task or outcome.	10	
5. Develop and reflect on relevant learning and career goals.	5	

Pathway to higher level qualifications.

- Study or training at NZQF level 3
- National Certificate in Educational Achievement (NCEA) level 2
- New Zealand Certificate in Study and Career Preparation (level 3) [Ref: 2863]

Transition Information: This qualification replaced the National Certificate in Business Administration and Computing (Level 2) [Ref: 0008]

Unit Standard Cross Reference Matrix – Qualification Outcomes

Unit	Title	OUTCOMES					Level	Credit
		1	2	3	4	5		
All of these units must be included for Outcome 1								
<i>Search, comprehend, use and communicate information from a variety of texts and digital media relevant to the context.</i>								
1280	Use graphics in communication	✓					2	2
4253	Demonstrate knowledge of job search skills	✓					2	3
8824	Research a topic using oral, visual and written sources, and evaluate the research process	✓					2	3
2989	Select, read, and assess texts to gain knowledge	✓					2	3
20332	Use the Internet for information retrieval in an organisation	✓					2	3
25073	Read texts to recognise differing points of view on a topic	✓					2	3
7127	Exercise informed choice in deciding on a major goods or service purchase	✓					2	2
28096	Evaluate and select insurance product types in relation to events for personal finances	✓	✓				2	3
28097	Evaluate and select personal banking products and services in relation to personal financial needs	✓	✓				2	3
All of these units must be included for Outcome 2								
<i>Apply basic knowledge including literacy and numeracy skills, to solve problems relevant to the context.</i>								
1277	Communicate information in a specified workplace		✓		✓		2	3
9680	Communicate within a specified organisational context		✓		✓		2	3
3492	Write a short report		✓				2	3
7123	Apply a problem solving method to a problem		✓				2	2
2784	Create and use a computer spreadsheet to solve a problem		✓				2	3
28094	Produce a balanced budget and adjust the budget to reflect changing financial circumstances		✓				2	3
Both of these units must be included for Outcome 3								
<i>Reflect on experiences with a range of people, cultures and communities.</i>								
7124	Demonstrate knowledge of one-to-one negotiation			✓			2	2
IES765	Reflect on individual and group communication situations (situations from US 1299, needs to be completed together or after 1299)			✓			2	1
Choose one of these units for outcome 3								
377	Demonstrate knowledge of diversity in the workplace			✓			2	2
10780	Complete a work experience placement			✓		✓	2	3
All of these units must be included for Outcome 4								
<i>Work collaboratively and effectively in a team to achieve a task or outcome.</i>								
9677	Participate in a team or group which has an objective				✓	✓	2	3
10791	Participate in an informal meeting				✓		2	3
1299	Be assertive in a range of specified situations				✓		2	4
All of these units must be included for Outcome 5								
<i>Develop and reflect on relevant learning and career goals.</i>								
10781	Produce a plan for own future directions	✓				✓	2	3
12383	Explore career options and their implications	✓				✓	2	3

- 1280: 1 = outcome 2 involves comprehending and using information from text and/or digital media.
- 4253: 1 = standard demonstrates ability to search, comprehend, use, and communicate text and/or digital information.
- 8824: 1 = outcome 3 demonstrates ability to search texts and/or digital media.
- 2989: 1 = standard as a whole demonstrates ability to search, comprehend and use, for text.
- 20332: 1 = outcome 4 demonstrates ability to search, comprehend and use, for digital media.
- 25073: 1 = standard as a whole demonstrates ability to comprehend, use and communicate, for text.
- 7127: 1 = standard as a whole meets requirements for text and/or digital.
- 28096: 1, 2 = standard as a whole meets requirements for text and/or digital, standard as a whole may reflect numeracy skills to solve a contextualised problem.
- 28097: 1, 2 = standard as a whole meets requirements for text and/or digital, standard as a whole may reflect numeracy skills to solve a contextualised problem.

- 1277: 2, 4 = outcome 2 uses literacy skills to solve problems (enquiries), outcome 2 may provide evidence of working collaboratively.
- 9680: 2, 4 = outcome 3 uses literacy skills to solve problems (enquiries), outcome 2 may provide evidence of working collaboratively.
- 3492: 2 = standard as a whole demonstrates literacy skills, which may be contextualised.
- 7123: 2 = standard as a whole meets outcome, may include literacy and numeracy skills.
- 2784: 2 = standard as a whole meets requirements.
- 28094: 2 = standard as a whole meets requirements.

- 377: 3 = standard as a whole encourages reflection on experiences people/cultures in the workplace.
- 7124: 3 = outcome 1 allows for reflection of experiences in one-to-one negotiations (at least two instances), rest of standard allows for problem-solving via negotiation.
- 10780: 3, 5 = outcome 3 allows for reflection of experience on a work placement, including potential links to career goals.
- IES765: 3 = standard as a whole allows reflection on individual and group communication situations.

- 9677: 4, 5 = standard as a whole demonstrates ability to work collaboratively in a team to achieve an objective, also links to development of goals.
- 10791: 4 = outcome 2 allows for allows for group communication.
- 1299: 4 = outcome 3 includes the ability to communicate assertively in a small group.

- 10781: 1, 5 = standard as a whole demonstrates ability to develop and reflect on relevant learning and career goals. Standard as a whole allows for search and use of information.
- 12383: 1, 5 = standard as a whole demonstrates ability to develop and reflect on relevant learning and career goals. Standard as a whole allows for search and use of information.