

# NEW ZEALAND CERTIFICATE IN FOUNDATION SKILLS - Level 1: NZQA REF 2861

## Units, Credits and Outcomes mapping

### Technical Information

#### Level 1, 60 credits

**Entry Requirements:** None

**Education Pathway:** Credits from this qualification may contribute to gaining NCEA level 1.

**Employment Pathway:** This qualification will help enable graduates to participate effectively in their whānau and wider community, and work in structured entry-level roles.

| Qualification outcomes  | Credits required | General Conditions for the programme  |
|---|------------------|---|
| 1. Understand self-management strategies to organise personal life, maintain well-being and continue learning.                                  | 15               | Programmes are supported by processes to ensure people are studying at an appropriate level.  |
| 2. Interact positively with people from their own and other cultures, both individually and in group environments including work and community. | 15               | 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.   |
| 3. Reflect on progress towards achieving personal and career goals.   | 5                | Programmes integrate te ao Māori content informed by local iwi/hapū/whānau.   |
| 4. Organise, interpret, and communicate information using basic literacy and numeracy skills in relevant contexts.                              | 25               | <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> |

#### Pathway to higher level qualifications.

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

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

## Unit Standard Cross Reference Matrix – Qualification Outcomes

| Unit  | Title   | OUTCOMES |   |   |   |   | Level | Credit |
|---|---|----------|---|---|---|---|-------|--------|
|   |   | 1        | 2 | 3 | 4 | 5 |       |        |
| <b>All of these units must be included for Outcome 1</b>              |   |          |   |   |   |   |       |        |
| <i>Self-management strategies to organise personal life</i>           |   |          |   |   |   |   |       |        |
| 12349   | Demonstrate knowledge of time management                                  | ✓        |   |   |   |   | 2     | 3      |
| 4249  | Describe care and timeliness as an employee                               | ✓        |   |   |   |   | 1     | 3      |
| IES762  | Describe ways of managing and organising own day to day activities        | ✓        |   |   |   |   | 1     | 2      |
| <i>Self-management strategies to maintain personal well-being</i>     |   |          |   |   |   |   |       |        |
| 496   | Manage personal wellness  | ✓        |   |   |   |   | 1     | 3      |
| <i>Self-management strategies to continue learning</i>                |   |          |   |   |   |   |       |        |
| 7117  | Produce a plan to enhance own learning                                    | ✓        |   | ✓ |   |   | 2     | 2      |
| 7118  | Manage own learning programme   | ✓        |   |   |   |   | 2     | 3      |
| <b>All of these units must be included for Outcome 2</b>              |   |          |   |   |   |   |       |        |
| <i>Interaction with own and other cultures (supporting knowledge)</i> |   |          |   |   |   |   |       |        |
| <i>Community environments (supporting knowledge)</i>                  |   |          |   |   |   |   |       |        |
| 526   | Describe community services   |          | ✓ |   |   |   | 1     | 2      |
| 4247  | Describe general characteristics of peoples in New Zealand                |          | ✓ |   |   |   | 2     | 2      |
| 377   | Demonstrate knowledge of diversity in the workplace                       |          | ✓ |   |   |   | 2     | 2      |
| <i>Interaction in group environment</i>                               |   |          |   |   |   |   |       |        |
| 3503  | Participate and communicate in a team or group to complete a routine task |          | ✓ |   |   |   | 1     | 3      |
| <i>Interaction in individual/group environment (work/community)</i>   |   |          |   |   |   |   |       |        |
| IES763  | Interact in work and community based settings                             |          | ✓ |   |   |   | 1     | 4      |
| <b>Complete one of these units for Outcome 2</b>                      |   |          |   |   |   |   |       |        |
| <i>Interaction in individual and group environment (work)</i>         |   |          |   |   |   |   |       |        |
| 543   | Work in a new workplace   |          | ✓ |   |   |   | 1     | 3      |
| 10780   | Complete a work experience placement                                      |          | ✓ |   |   |   | 2     | 3      |
| <b>Both of these units must be included for Outcome 3</b>             |   |          |   |   |   |   |       |        |
| 10781   | Produce a plan for own future directions                                  | ✓        |   | ✓ |   |   | 2     | 3      |
| IES764  | Reflect on progress towards personal and career goals                     |          |   | ✓ |   |   | 2     | 3      |
| <b>All of these units must be included for Outcome 4</b>              |   |          |   |   |   |   |       |        |
| <i>Using literacy skills</i>  |   |          |   |   |   |   |       |        |
| 26622   | Write to communicate ideas for a purpose and audience                     |          |   |   | ✓ |   | 1     | 4      |
| 26624   | Read texts with understanding   |          |   |   | ✓ |   | 1     | 3      |
| 26625   | Actively participate in spoken interactions                               |          |   |   | ✓ |   | 1     | 3      |
| <i>Using numeracy skills</i>  |   |          |   |   |   |   |       |        |
| 26623   | Use number to solve problems  |          |   |   | ✓ |   | 1     | 4      |
| 26626   | Interpret statistical information for a purpose                           |          |   |   | ✓ |   | 1     | 3      |
| 26627   | Use measurement to solve problems   |          |   |   | ✓ |   | 1     | 3      |
| <b>5 credits from these units must be included for Outcome 4</b>      |   |          |   |   |   |   |       |        |
| <i>Using literacy and/or numeracy skills</i>                          |   |          |   |   |   |   |       |        |
| 3483  | Fill in a form  |          |   |   | ✓ |   | 1     | 2      |

| Unit  | Title   | OUTCOMES |   |   |   |   | Level | Credit |
|-------|---|----------|---|---|---|---|-------|--------|
|       |   | 1        | 2 | 3 | 4 | 5 |       |        |
| 10790 | Converse with others                                    |          |   |   | ✓ |   | 1     | 2      |
| 3501  | Demonstrate knowledge of and apply listening techniques |          |   |   | ✓ |   | 1     | 3      |
| 9680  | Communicate within a specified organisational context   |          |   |   | ✓ |   | 2     | 3      |
| 24709 | Produce a balanced budget to manage personal finances   |          |   |   | ✓ |   | 1     | 3      |

- **12349:** 1 = standard as a whole demonstrates the time management aspect of self-management strategies to organise personal life.
- **4249:** 1 = standard demonstrates self-management in terms of the working aspect of personal life.
- **496:** 1 = standard as a whole demonstrates self-management strategies to maintain well-being.
- **7117:** 1, 3 = this standard demonstrates understanding of personal well-being factors (outcome 2). Provides goals (outcome 3) to enable reflection. Standard demonstrates reflection though the identification of factors that affect the ability to learn (outcome 1).
- **7117 & 7118:** 1 = these two standards combine to demonstrate self-management strategies to continue learning.
- **526:** 2 = standard as a whole demonstrates knowledge of community services agencies and the ability to match these to different situations.
- **4247:** 2 = standard as a whole demonstrates ability to describe different cultures of people in New Zealand. The ability to identify and understand cultural differences provides the basis for positive interactions with people from other cultures.
- **377:** 2 = standard demonstrates ability of learners to describe interpersonal/workplace relationships in a diverse workplace. The learner is also required to describe strategies to support positive workplace relationships (ER 1.4).
- **3503:** 2 = standard demonstrates ability of learners to interact in a group.
- **543:** 2 = standard demonstrates ability of learners to work in a workplace, which will involve interaction with others (outcome 3). The 'new workplace' aspect supports the employment pathway of the qualification, i.e. learners able to work in entry-level roles.
- **10780:** 2 = standard requires reflection on existing ability of learners to interact in a workplace (outcome 2). The learner is also required to demonstrate timeliness which supports personal self-management (ER 1.4). The 'work experience placement' aspect supports the employment pathway of the qualification, i.e. learners able to work in entry-level roles. Standard requires reflection on the work placement (outcome 3).
- **10781:** 1, 3 = standard overall identifies goals related to future directions which can include career related goals. Standard demonstrates reflection though the preparation of a personal profile (outcome 1). Depending on the goals of the learner it may also demonstrate personal management in terms of self-management for goals related to continuing learning (outcome 2, 3).
- **266 literacy units:** 4 = the three standards cover literacy skills in range of contexts (naturally occurring evidence).
- **266 numeracy units:** 4 = the three standards cover numeracy skills in range of contexts (naturally occurring evidence).
- **3483, 10790, 3501, 9680, 24709:** 4 = these standards cover different aspects of literacy and numeracy and provide options for learners to complete the qualification outcome in a choice of contexts.

## Unit Standard Cross Reference Matrix – ALTERNATIVE UNIT STANDARD OPTIONS

The following unit standards are additional optional choices for inclusion within the qualification. Overall credit values may fluctuate as a result.

| Unit  | Title  | OUTCOMES |   |   |   |   | Level | Credit |
|---|--|----------|---|---|---|---|-------|--------|
|   |  | 1        | 2 | 3 | 4 | 5 |       |        |
| <b>All of these units must be included for Outcome 1</b>                |  |          |   |   |   |   |       |        |
| <i>Self-management strategies to organise personal life</i>             |  |          |   |   |   |   |       |        |
| 7120  | Demonstrate knowledge of note taking             | ✓        |   |   |   |   | 1     | 2      |
| <i>Self-management strategies to maintain personal well-being</i>       |  |          |   |   |   |   |       |        |
| 548   | Demonstrate knowledge of Alcohol and other drugs | ✓        |   |   |   |   | 1     | 2      |
| <i>Reflect on progress towards achieving personal and career goals.</i> |  |          |   |   |   |   |       |        |
| 504   | Produce a CV                                     |          |   | ✓ |   |   | 1     | 2      |