



# New Zealand Certificate Solutions

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# New Zealand Certificates

*Total Flexibility – Choose the solution that is right for you.*

Programme Approval can be a time consuming process: creating content and ensuring graduate outcomes are adhered to. At Instant Education Solutions, we have done the hard work for you. We have identified potential programme solutions using a unit standard/module approach. However, we don't assume that one solution fits all. Everyone is different and we understand that. So we have left the choice entirely up to you!

**You may want to take a hold of and run with our 100% solution.** We have a number of programme options for you to choose from for each qualification. Select the one that fits you the best. **Or maybe you want something more tailored to your unique needs?** No problem; simply identify the set of units/modules that work for you, or even just select individual units you think best suits your learners' needs. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

Unit Standards and/or IES modules take the guesswork out of quality assurance and ensure you are fit for purpose when it comes to moderation. If the shoe fits – wear it! We have even created a programme approval document to further help reduce time with preparing your programme application.

Our customer representative team are here to help you. Contact us now to help you prepare for success into the future.

## Licensing Options

Instant offers flexible licencing dependant on the following factors: the type of organisation purchasing, the number of students enrolled, the number of delivery sites, whether or not you wish to use the materials for E-Learning, and the level of customisation needed.

<b>Standard Licence</b>	Standard Licences are for NZQA registered Private Training Establishments. Delivery Packages are purchased or upgraded individually as needed. Once a Private Training Establishments reaches a certain size, they qualify for a National Licence.
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National Licence options allow PTEs, ITPs and ITOs total flexibility when designing specific learning programmes. There are three types of National Licence Options available.

<b>National Licence</b>	Delivery Packages are purchased or upgraded individually as needed.
<b>National Licence with Customisation Rights</b>	Delivery Packages are purchased or upgraded individually as needed. However, each Delivery Package can be customised to the organisation's unique learning needs.
<b>Annual National Licence with Customisation Rights</b>	PTEs, ITPs and ITOs have total flexibility with developing their curriculum using Instant's extensive range of resources. Delivery Packages can be customised to the organisation's unique learning needs with our best value package available.

## Pricing Options

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

## Gaining Programme Approval

The combination of standards selected for each qualification meets all graduate outcomes. Separate programme specifications are available on our website to help gain programme approval. The specifications map each standard/module to the graduate outcomes and are ready to be copied straight into your programme approval application.

## Product Quality

The quality of Instant's products and services is something we pride ourselves on. Every resource or service developed is carefully thought through and crafted to provide students with the best chance of success. Our resource developers are experienced writers in their fields of expertise and work hard to develop high quality assessments. The assessments created are not only pragmatic, but also technically competent.

Our product development process requires that the writer's work undergo a number of quality assurance checks and measures to ensure each outcome and grading requirement is covered correctly. Each assessment, where possible, is independently moderated. Also, all our teaching material is rigorously reviewed. This ensures that a complete and accurate learning package is delivered to you.

## New Zealand Certificate Matrix

*(By level and subject area)*

	FOUNDATION SKILLS	STUDY AND CAREER PREPARATION	COMPUTING	BUSINESS ADMINISTRATION & TECHNOLOGY
L1	NEW ZEALAND CERTIFICATE IN FOUNDATION SKILLS L1 (REF: 2861)			
L2	NEW ZEALAND CERTIFICATE IN FOUNDATION SKILLS L2 (REF: 2862)		NEW ZEALAND CERTIFICATE IN COMPUTING L2 (REF: 2591)	
L3		NEW ZEALAND CERTIFICATE IN STUDY AND CAREER PREPARATION L3 (REF: 2863)	NEW ZEALAND CERTIFICATE IN COMPUTING L3 (REF: 2592)	NEW ZEALAND CERTIFICATE IN BUSINESS ADMINISTRATION AND TECHNOLOGY (REF: 2452)

For full terms and conditions visit our website: [www.instant.org.nz](http://www.instant.org.nz) or contact us on **0800 864 863**

Every attempt has been made to ensure this brochure is accurate at the time of printing. For the latest and most up to date information, please visit our website [www.instant.org.nz](http://www.instant.org.nz).

# New Zealand Certificate in Foundation Skills

Level

1

Credits

60

Programme  
Options

18

NZQA Ref

2861

## 18 Programme Options

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

If these 18 options do not suit your unique needs then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

Unit #	Title	Level	Credit	✓
<b>Organising your personal life</b>				
12349	Demonstrate knowledge of time management	2	3	<input type="checkbox"/>
4249	Describe obligations as an employee	1	3	<input type="checkbox"/>
IES762	Describe ways of managing and organising own day-to-day activities	1	2	<input type="checkbox"/>
<b>Maintaining personal well-being</b>				
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	1	3	<input type="checkbox"/>
30910	Develop strategies to respond to cyberbullying	1	2	<input type="checkbox"/>
<b>Strategies for continued learning</b>				
7117	Develop strategies to enhance own learning	2	2	<input type="checkbox"/>
7118	Manage own learning in a programme	2	3	<input type="checkbox"/>
<b>Interaction with your own and other cultures and community environments</b>				
526	Describe community agencies and services provided	1	2	<input type="checkbox"/>
4247	Describe general characteristics of peoples in New Zealand	2	2	<input type="checkbox"/>
377	Demonstrate knowledge of diversity in workplaces	2	2	<input type="checkbox"/>
<b>Interact in a group environment</b>				
3503	Communicate in a team or group to complete a routine task	1	2	<input type="checkbox"/>
<b>Interact in work and community based settings</b>				
IES763	Interaction in work and community based settings	1	4	<input type="checkbox"/>
<b>Interaction in an individual and group environment</b>				
543	Work in a new workplace	1	3	<input type="checkbox"/>
10780	Complete a work experience placement	2	3	<input type="checkbox"/>
<b>Reflect on progress towards achieving personal and career goals</b>				
10781	Produce a plan for own future directions	2	3	<input type="checkbox"/>
IES764	Reflect on progress towards personal and career goals	2	3	<input type="checkbox"/>

For a complete certificate solution, visit [www.instant.org.nz/foundation1](http://www.instant.org.nz/foundation1)

**Choose from...**

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

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

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

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

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

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

# New Zealand Certificate in Foundation Skills

Level

2

Credits

60

Programme  
Options

2

NZQA Ref

2862

## Two Programme Options

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

If these two options do not suit your unique needs then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

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

For a complete certificate solution, visit [www.instant.org.nz/foundation2](http://www.instant.org.nz/foundation2)



# New Zealand Certificate in Study and Career Preparation

Level

**3**

Credits

**60**

Programme  
Options

**5**

NZQA Ref

**2863**

## Five Programme Options

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

If these five options do not suit your unique needs then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

Unit #	Title	Level	Credit	✓
<b>Identify and apply knowledge obtained from a variety of specialised sources</b>				
IES766*	Contextualised project - plan, complete, evaluate	3	22	<input type="checkbox"/>
2990	Read texts to research information	3	4	<input type="checkbox"/>
11097	Listen actively to gain information in an interactive situation	3	3	<input type="checkbox"/>
<b>Manage own learning and work effectively as an individual and as a team-member</b>				
9681	Contribute within a team or group which has an objective	3	3	<input type="checkbox"/>
30906	Plan and engage in an activity intended to benefit the community	3	6	<input type="checkbox"/>
11101	Collaborate within a team which has an objective	4	5	<input type="checkbox"/>
<b>Solve problems and communicate clearly</b>				
1279	Write in plain English	3	3	<input type="checkbox"/>
1304	Communicate with people from other cultures	3	2	<input type="checkbox"/>
1307	Speak to a known audience in a predictable situation	3	3	<input type="checkbox"/>
3491	Write a report	3	4	<input type="checkbox"/>
9696	Apply a problem-solving model	3	4	<input type="checkbox"/>
11816	Respond to customer enquiries by writing in a range of contexts	3	4	<input type="checkbox"/>
9695	Examine problem-solving models and explain associated techniques	4	3	<input type="checkbox"/>
9704	Manage interpersonal conflict	4	4	<input type="checkbox"/>
<b>Evaluate opportunities and develop plans for study and career pathways</b>				
4251	Plan a career pathway	3	3	<input type="checkbox"/>
12360	Describe and explain emerging patterns of work	3	3	<input type="checkbox"/>
30911	Demonstrate knowledge of a specified workplace	3	3	<input type="checkbox"/>

\* or at the provider's discretion choose units that make up 20 credits contextualised to the learner that meets qualification outcome 1.

For a complete certificate solution, visit [www.instant.org.nz/study&career](http://www.instant.org.nz/study&career)

# New Zealand Certificate in Skills for Living for Supported Learners

Level

1

Credits

55-75

Programme  
Options

2

NZQA Ref

2853

## Two Programme Options

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

Unit #	Title	Level	Credit	✓
<b>Demonstrate self-management of day to day living situations</b>				
29298	Maintain routines and commitments	1	8	<input type="checkbox"/>
29299	Access and use facilities and services in the community	1	4	<input type="checkbox"/>
<b>Maintain personal safety, health and well-being</b>				
29300	Maintain hauora - personal health and well-being	1	4	<input type="checkbox"/>
29301	Demonstrate strategies to ensure personal safety	1	4	<input type="checkbox"/>
<b>Participate and interact in everyday situations</b>				
29302	Demonstrate interpersonal skills in familiar contexts	1	4	<input type="checkbox"/>
29303	Demonstrate behaviours appropriate to different types of relationships and contexts	1	4	<input type="checkbox"/>
29304	Describe elements of own culture, basic rights and responsibilities of being a citizen of Aotearoa	1	4	<input type="checkbox"/>
<b>Participate in planning a future pathway to achieve personal goals</b>				
29305	Carry out a plan to achieve personal goals	1	4	<input type="checkbox"/>
<b>Apply problem-solving strategies to resolve day to day issues</b>				
29306	Apply problem solving strategies to resolve day to day issues	1	5	<input type="checkbox"/>
<b>Apply literacy and numeracy skills required for day to day living</b>				
29307	Apply literacy skills in a range of day to day contexts	1	5	<input type="checkbox"/>
29308	Apply numeracy skills in a range of day to day contexts	1	5	<input type="checkbox"/>

## Skills for Working (optional strand)

Unit #	Title	Level	Credit	✓
29309	Plan a work pathway	1	4	<input type="checkbox"/>
29310	Apply basic skills and practices in a work place context	1	8	<input type="checkbox"/>
29311	Act in accordance with the basic rights and responsibilities needed for work	1	8	<input type="checkbox"/>

For a complete certificate solution, visit [www.instant.org.nz/supportedlearning](http://www.instant.org.nz/supportedlearning)



# New Zealand Certificate in Business Administration and Technology

Level  
**3**

Credits  
**60**

Programme  
Options

**5+**

NZQA Ref  
**2452**

## 5+ Programme Options

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

There are several other possible ways to combine units to make a total of 60 (or more) credits. If the suggested options do not suit your unique needs, then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

Unit #	Title	Level	Credit	✓
<b>General</b>				
121	Demonstrate and apply knowledge of office equipment and administration processes	2	5	<input type="checkbox"/>
122	Provide office reception services	3	5	<input type="checkbox"/>
123	Use office information, copying, and telecommunication systems	3	5	<input type="checkbox"/>
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace	3	2	<input type="checkbox"/>
3494	Write minutes for a formal meeting	3	3	<input type="checkbox"/>
9681	Contribute within a team or group which has an objective	3	3	<input type="checkbox"/>
29795	Apply ethical behaviour when using digital tools	3	5	<input type="checkbox"/>
29796	Collaborate effectively with others in a digital environment	3	7	<input type="checkbox"/>
<b>Spreadsheets</b>				
29786	Produce a spreadsheet for organisational use	3	3	<input type="checkbox"/>
<b>Word Processing</b>				
108	Apply text processing skills to produce business documents	3	5	<input type="checkbox"/>
112	Produce business or organisational information using word processing functions	3	5	<input type="checkbox"/>
12886	Customise software features and create document templates for generic text and information management	3	6	<input type="checkbox"/>
12887	Integrate text and images and manage multiple files for generic text and information management	3	6	<input type="checkbox"/>
<b>Databases</b>				
29787	Produce and use a database to provide a solution for organisational use	3	3	<input type="checkbox"/>
<b>Desktop Publishing</b>				
29792	Use a desktop publishing application to produce documents	3	4	<input type="checkbox"/>
<b>Data integration (word processing, spreadsheet, and database)</b>				
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	3	4	<input type="checkbox"/>

For a complete certificate solution, visit [www.instant.org.nz/busadmin3](http://www.instant.org.nz/busadmin3)

# New Zealand Certificate in Computing

User Fundamentals

Level

2

Credits

40

Programme  
Options

6+

NZQA Ref

2591

## 6+ Programme Options

There are six possible options to achieve exactly 40 credits for the graduate outcomes of this qualification. Download the matrix of these options from our website link below.

There are many possible options resulting in more than 40 credits. If these options do not suit your unique needs, then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

Unit #	Title	Level	Credit	✓
<b>Word Processing</b>				
29769	Use the main features and functions of a word processing application for a purpose ( <i>MS OFFICE 365 WORD 2016</i> )	2	3	<input type="checkbox"/>
<b>Spreadsheets</b>				
29770	Use the main features and functions of a spreadsheet application for a purpose ( <i>MS OFFICE 365 EXCEL 2016</i> )	2	3	<input type="checkbox"/>
<b>Presentation</b>				
29771	Use the main features and functions of a presentation application for a purpose ( <i>MS OFFICE 365 POWERPOINT 2016</i> )	2	2	<input type="checkbox"/>
<b>Data Management and Digital Devices</b>				
29772	Manage files and folders using digital devices ( <i>WINDOWS 10, ANDROID</i> )	2	2	<input type="checkbox"/>
29780	Configure and use contemporary and emerging digital devices ( <i>WINDOWS 10, ANDROID, IOS</i> )	2	3	<input type="checkbox"/>
29783	Implement basic security when using digital devices and software	2	3	<input type="checkbox"/>
<b>Graphics/Images</b>				
29773	Produce digital images for a range of digital media ( <i>GIMP</i> )	2	3	<input type="checkbox"/>
29778	Use the main features and functions of a schematic diagram application to create diagrams ( <i>DRAW.IO</i> )	2	2	<input type="checkbox"/>
<b>Desktop Publishing</b>				
29774	Use the main features and functions of a desktop publishing application to create documents ( <i>MS OFFICE 365 PUBLISHER 2016</i> )	2	3	<input type="checkbox"/>
<b>Web Development</b>				
29775	Use the main features and functions of a web authoring and design tool to create a website ( <i>BLUEGRIFFON</i> )	2	3	<input type="checkbox"/>
29776	Use the main features and functions of an HTML editor to create a website ( <i>HTML5 &amp; CSS3</i> )	2	4	<input type="checkbox"/>
<b>Database</b>				
29777	Use the main features and functions of a database application to create and test a database ( <i>MS OFFICE 365 ACCESS 2016</i> )	2	3	<input type="checkbox"/>
<b>Internet and Digital Communication</b>				
29781	Use the internet and common digital devices and software to gather information and connect with other users and devices	2	7	<input type="checkbox"/>
<b>Hardware and Software</b>				
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes	2	5	<input type="checkbox"/>
<b>Computer Support</b>				
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	2	2	<input type="checkbox"/>

For a complete certificate solution, visit [www.instant.org.nz/comp2](http://www.instant.org.nz/comp2)

# New Zealand Certificate in Computing

Intermediate User

Level

**3**

Credits

**61**

Programme  
Options

**1**

NZQA Ref

**2592**

## One Programme Option

There is one possible option to achieve the graduate outcomes of this qualification (based on unit standards available from Instant Education Solutions). If this option does not suit your unique needs, then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme will meet the required qualification outcomes.

Unit #	Title	Level	Credit	✓
<b>Word Processing</b>				
29785	Use a word processing application to integrate images, spreadsheet and database data into documents ( <i>Office 365/2016 Word, Excel, Access</i> )	3	4	<input type="checkbox"/>
<b>Spreadsheets</b>				
29786	Produce a spreadsheet for organisational use ( <i>Office 365/2016 Excel</i> )	3	3	<input type="checkbox"/>
<b>Databases</b>				
29787	Produce and use a database to provide a solution for organisational use ( <i>Office 365/2016 Access</i> )	3	3	<input type="checkbox"/>
<b>Web Development</b>				
29788	Develop and evaluate an interactive website for organisational use ( <i>HTML5 &amp; CSS3; Notepad++</i> )	3	5	<input type="checkbox"/>
<b>Presentations</b>				
29789	Use a presentation application to produce an interactive multimedia presentation ( <i>Office 365/2016 PowerPoint</i> )	3	3	<input type="checkbox"/>
<b>Project</b>				
29790	Apply digital tools to create and monitor a project plan ( <i>Microsoft Office 2016 Project Professional</i> )	3	3	<input type="checkbox"/>
29793	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief	3	5	<input type="checkbox"/>
<b>Digital Media</b>				
29791	Capture and prepare digital media for integration into other applications ( <i>GIMP</i> )	3	2	<input type="checkbox"/>
<b>Desktop Publishing</b>				
29792	Use a desktop publishing application to produce documents ( <i>Office 365/2016 Publisher</i> )	3	4	<input type="checkbox"/>
<b>Security and Ethics</b>				
29794	Implement security solutions when using digital tools	3	5	<input type="checkbox"/>
29795	Apply ethical behaviour when using digital tools	3	5	<input type="checkbox"/>
<b>Teamwork and Collaboration</b>				
29796	Collaborate effectively with others in a digital environment	3	7	<input type="checkbox"/>
<b>Digital Devices and Data Management</b>				
29772	Manage files and folders using digital devices ( <i>Windows 10, Android, iOS</i> )	2	2	<input type="checkbox"/>
29780	Configure and use contemporary and emerging digital devices ( <i>Windows 10, Android, iOS</i> )	2	3	<input type="checkbox"/>
29797	Synchronise data across digital devices and multiple platforms ( <i>Windows 10, Android, iOS</i> )	3	2	<input type="checkbox"/>
<b>Computer Support</b>				
29798	Troubleshoot, fix and escalate a range of common hardware and software problems ( <i>Windows 10</i> )	3	3	<input type="checkbox"/>
<b>Graphics and Images</b>				
29778	Use the main features and functions of a schematic diagram application to create diagrams ( <i>DRAW.IO</i> )	2	2	<input type="checkbox"/>

For more information, visit [www.instant.org.nz/comp3](http://www.instant.org.nz/comp3)



# LITERACY & NUMERACY

## 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.

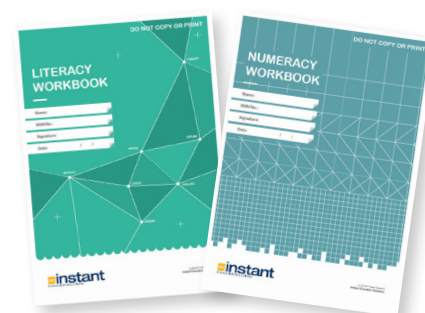
## Numeracy and Literacy Workbooks

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.

## Literacy Toolkit

The Literacy Toolkit then provides a resource which can support teachers to embed literacy within the learning content of this unit and in context with the qualification. The Toolkit contains 'tools', such as suggested activities and specific examples from the unit standard which can help develop the literacy skills of learners.

The aim of the Toolkit is to provide a starting point for teachers, and teachers may need to alter and/or supplement these activities to accommodate the specific literacy needs of their students in completing the qualification.



## Recommended Sources of Evidence for Literacy Units

266-	Unit #	Title	L	Cr
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 business correspondence to convey complex ideas and/or 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 on a topic	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 enquiries and complete practical transactions	1	2
	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 informal situations	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	Communicate in a team or group to complete a routine task	1	2
	9677	Communicate in a team or group which has an objective	2	3
	9705	Give feedback on performance in the workplace	3	3

## Recommended Sources of Evidence for Numeracy Units

266-	Unit #	Title	L	Cr
23	64	Perform calculations for a specified workplace	1	2
	24697	Perform income-related calculations for personal financial capability	1	2
	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 household 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	Create a long-term personal financial investment portfolio	3	4
	28103	Analyse and select personal financing options for purchasing a property	3	4
	28089	Demonstrate understanding of personal financial goal setting	1	3
26	28094	Produce a balanced household budget and adjust the budget to reflect changing financial circumstances	2	3
27	64	Perform calculations for a specified workplace	1	2

For more information, visit [www.instant.org.nz/literacynumeracy](http://www.instant.org.nz/literacynumeracy)

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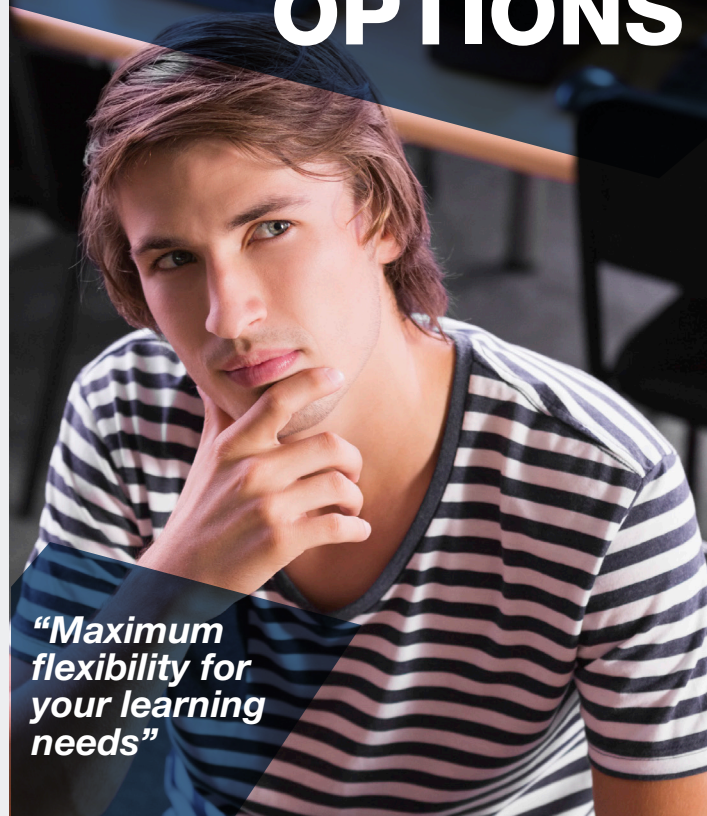
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