

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	✓
Search for and comprehend information from texts and digital media				
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"/>
Use and communicate information from texts and digital media				
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"/>
Use literacy skills to solve problems				
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"/>
Use numeracy skills to solve problems				
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"/>
Reflect on experiences with a range of people, cultures and communities				
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"/>
Work collaboratively and effectively in a team to achieve a task or outcome				
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"/>
Develop and reflect on relevant learning and career goals				
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"/>



More Information

Gaining Programme Approvals

The combination of standards selected for this qualification meet all qualification outcomes. A separate technical specification is available on our website to help gain programme approval.

Pricing Options

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

Entry Requirements

None.

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 Standards

Instant offers single Unit Standard Delivery Packages to save you time and money. Each Delivery Package includes*:

- **Teacher's Guide**
- **Learner's Guide**
- **Assessment**
- **Assessment Schedule**
- **Sample Answers**

Any NZQA version changes published by Instant within 12 months of original purchase are provided free of charge. Any other upgrade is provided free of charge within 24 months of original purchase. All upgrades, including NZQA version upgrades, are made available at a discounted price, through the organisation or schools personalised 'Member's Library'.

Moderation Guarantee

Instant guarantees that if any assessment materials for Delivery Packages fail external moderation, we will modify and replace the Delivery Package free of charge, conditions apply.

**Assessment Only Packs do not include the Teacher's Guide and Learner's Guide*



What's the next step?

For a free quote or further queries, simply phone your Instant Representative on **0800 864 863** or visit **www.instant.org.nz**