

NZ Certificate in Foundation Skills (Level 1)

NZQA Ref 2861

Unit	Name	Cr	Outcomes covered				Totals
			1	2	3	4	
377	Demonstrate knowledge of diversity in workplaces	2		2			2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	3	3				3
526	Describe community agencies and services provided	2		2			2
543	Work in a new workplace	3		3			3
3483	Fill in a form	2				2	2
3501	Demonstrate knowledge of and apply listening techniques	3				3	3
3503	Communicate in a team or group to complete a routine task	2		2			2
4247	Describe general characteristics of peoples in New Zealand	2		2			2
4249	Describe obligations as an employee	3	3				3
7117	Develop strategies to enhance own learning	2	1		1		2
7118	Manage own learning in a programme	3	3				3
9680	Communicate within a specified organisational context	3				3	3
10780	Complete a work experience placement	3		3			
10781	Produce a plan for own future directions	3	1		2		3
10790	Converse with others	2				2	2
12349	Demonstrate knowledge of time management	3	3				3
24709	Produce a balanced budget to manage personal finances	3				3	3
26622	Write to communicate ideas for a purpose and audience	4				4	4
26623	Use number to solve problems	4				4	4
26624	Read texts with understanding	3				3	3
26625	Actively participate in spoken interactions	3				3	3
26626	Intepret statistical information for a purpose	3				3	3
26627	Use measurement to solve problems	3				3	3
IES762	Describe ways of managing and organising own day to day activities	2	2				2
IES763	Interact in work and community based settings	4		4			4
IES764	Reflect on progress towards personal and career goals	3			3		3
							0
		TOTALS	16	18	6	33	
		NEEDED	15	15	5	25	70
		DIFFERENCE	1	3	1	8	

Qualification Option 1

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3483	Fill in a form	Option B	2				2	2
3501	Demonstrate knowledge of and apply listening techniques	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 2

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3483	Fill in a form	Option B	2				2	2
9680	Communicate within a specified organisational context	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 3

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3483	Fill in a form	Option B	2				2	2
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 4

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 5

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
9680	Communicate within a specified organisational context	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 6

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 7

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
9680	Communicate within a specified organisational context	Option B	3				3	3
TOTALS				16	15	6	26	63
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	1	

Qualification Option 8

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
TOTALS				16	15	6	26	63
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	1	

Qualification Option 9

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
543	Work in a new workplace	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
9680	Communicate within a specified organisational context	Option B	3				3	3
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
TOTALS				16	15	6	26	63
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	1	

Qualification Option 10

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3483	Fill in a form	Option B	2				2	2
3501	Demonstrate knowledge of and apply listening techniques	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 11

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3483	Fill in a form	Option B	2				2	2
9680	Communicate within a specified organisational context	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 12

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3483	Fill in a form	Option B	2				2	2
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 13

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 14

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
9680	Communicate within a specified organisational context	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 15

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
10790	Converse with others	Option B	2				2	2
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
TOTALS				16	15	6	25	62
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	0	

Qualification Option 16

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
9680	Communicate within a specified organisational context	Option B	3				3	3
TOTALS				16	15	6	26	63
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	1	

Qualification Option 17

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
3501	Demonstrate knowledge of apply listening techniques	Option B	3				3	3
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
TOTALS				16	15	6	26	63
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	1	

Qualification Option 18

Unit	Name		Cr	Outcomes covered				Totals
				1	2	3	4	
12349	Demonstrate knowledge of time management	MUST DO	3	3				3
4249	Describe obligations as an employee	MUST DO	3	3				3
IES762	Describe ways of managing and organising own day to day activities	MUST DO	2	2				2
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	MUST DO	3	3				3
7117	Develop strategies to enhance own learning	MUST DO	2	1		1		2
7118	Manage own learning in a programme	MUST DO	3	3				3
526	Describe community agencies and services provided	MUST DO	2		2			2
4247	Describe general characteristics of peoples in New Zealand	MUST DO	2		2			2
377	Demonstrate knowledge of diversity in workplaces	MUST DO	2		2			2
3503	Communicate in a team or group to complete a routine task	MUST DO	2		2			2
IES763	Interact in work and community based settings	MUST DO	4		4			4
10780	Complete a work experience placement	Option A	3		3			3
10781	Produce a plan for own future directions	MUST DO	3	1		2		3
IES764	Reflect on progress towards personal and career goals	MUST DO	3			3		3
26622	Write to communicate ideas for a purpose and audience	MUST DO	4				4	4
26624	Read texts with understanding	MUST DO	3				3	3
26625	Actively participate in spoken interactions	MUST DO	3				3	3
26623	Use number to solve problems	MUST DO	4				4	4
26626	Intepret statistical information for a purpose	MUST DO	3				3	3
26627	Use measurement to solve problems	MUST DO	3				3	3
9680	Communicate within a specified organisational context	Option B	3				3	3
24709	Produce a balanced budget to manage personal finances	Option B	3				3	3
TOTALS				16	15	6	26	63
NEEDED				15	15	5	25	
DIFFERENCE				1	0	1	1	