New Zealand Certificate Solutions

CONTENTS

2020/2021

atc **instant**
EDUCATION SOLUTIONS

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.

Standard Licence	Standard Licences are for NZQA registered Private Training Establishments. Delivery Packages are purchased or upgraded individually as needed. Once a Private Training Establishment reaches a certain size, they qualify for a National Licence.

National Licence options allow PTEs, ITPs and ITOs total flexibility when designing specific learning programmes. There are three types of National Licence Options available.

National Licence	Delivery Packages are purchased or upgraded individually as needed.
National Licence with Customisation Rights	Delivery Packages are purchased or upgraded individually as needed. However, each Delivery Package can be customised to the organisation's unique learning needs.
Annual National Licence with Customisation Rights	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 or contact us on 0800 864 863

Keep up to date on new units via our FACBOOK and Instagram page:
@instanteducationsolutions

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.

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	✓
Organising your personal life				
12349	Demonstrate knowledge of time management	2	3	☐
4249	Describe obligations as an employee	1	3	☐
IES762	Describe ways of managing and organising own day-to-day activities	1	2	☐
Maintaining personal well-being				
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	1	3	☐
30910	Develop strategies to respond to cyberbullying	1	2	☐
Strategies for continued learning				
7117	Develop strategies to enhance own learning	2	2	☐
7118	Manage own learning in a programme	2	3	☐
Interaction with your own and other cultures and community environments				
526	Describe community agencies and services provided	1	2	☐
9680	Communicate within a specified organisational context	2	3	☐
377	Demonstrate knowledge of diversity in workplaces	2	2	☐
Interact in a group environment				
3503	Communicate in a team or group to complete a routine task	1	2	☐
Interact in work and community based settings				
IES763	Interaction in work and community based settings	1	4	☐
Interaction in an individual and group environment				
543	Work in a new workplace	1	3	☐
10780	Complete a work experience placement	2	3	☐
Reflect on progress towards achieving personal and career goals				
10781	Produce a plan for own future directions	2	3	☐
IES764	Reflect on progress towards personal and career goals	2	3	☐

For a complete certificate solution, visit **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	✓
Using literacy skills				
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	☐
Using numeracy skills				
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	☐
Use literacy and/or numeracy skills to organise, interpret, and communicate information				
3483	Fill in a form	1	2	☐
10791	Participate in an informal meeting	2	3	☐
3501	Demonstrate knowledge of and apply listening techniques	1	3	☐
9677	Communicate in a team or group which has an objective	2	3	☐
24709	Produce a balanced budget to manage personal finances	1	3	☐

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

Unit #	Title	Level	Credit	✓
Literacy				
1285	Make enquiries and complete practical transactions	1	2	☐
1293	Be interviewed in an informal, one-to-one, face-to-face interview	1	2	☐
3483	Fill in a form	1	2	☐
3501	Demonstrate knowledge of and apply listening techniques	1	3	☐
56	Respond orally to customer enquiries	1	2	☐
10791	Participate in an informal meeting	2	3	☐
10792	Write formal personal correspondence	1	3	☐
7121	Demonstrate skills to search and select information	1	2	☐
504	Produce a CV (curriculum vitae)	1	2	☐
9680	Communicate within a specified organisational context	2	3	☐
Numeracy				
24697	Perform income-related calculations for personal financial capability	1	2	☐
24705	Interpret and confirm accuracy of financial documents for personal financial capability	1	2	☐
24709	Produce a balanced budget to manage personal finances	1	3	☐
12358	Demonstrate knowledge of purchasing household consumables	1	3	☐
64	Perform calculations for a specified workplace	1	2	☐
18743	Produce a spreadsheet from instructions using supplied data	1	2	☐

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	☐
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	☐
29871	Use the internet and common digital devices and software to gather information and connect with other users and devices	2	7	☐
25073	Read texts to recognise differing points of view on a topic	2	3	☐
Use and communicate information from texts and digital media				
1280	Use graphics in communication	2	2	☐
7127	Exercise informed choice in deciding on a major goods or service purchase	3	2	☐
28096	Demonstrate understanding of insurance products for personal financial capability	2	3	☐
28097	Analyse and select banking products and services in relation to personal finances	2	3	☐
Use literacy skills to solve problems				
1277	Communicate information in a specified workplace	2	3	☐
3492	Write a short report	2	3	☐
7123	Apply a problem-solving method	2	3	☐
9680	Communicate within a specified organisational context	2	3	☐
Use numeracy skills to solve problems				
29770	Use the main features and functions of a spreadsheet application for a purpose	2	3	☐
28094	Produce a balanced household budget and adjust the budget to reflect changing financial circumstances	2	3	☐
Reflect on experiences with a range of people, cultures and communities				
377	Demonstrate knowledge of diversity in workplaces	2	2	☐
7124	Demonstrate knowledge of one-to-one negotiation	2	2	☐
10780	Complete a work experience placement	2	3	☐
IES765	Reflect on individual and group communication situations	2	1	☐
Work collaboratively and effectively in a team to achieve a task or outcome				
1299	Be assertive in a range of specified situations	2	4	☐
9677	Communicate in a team or group which has an objective	2	3	☐
10791	Participate in an informal meeting	2	3	☐
Develop and reflect on relevant learning and career goals				
10781	Produce a plan for own future directions	2	3	☐
12383	Explore career options and their implications	2	3	☐

For a complete certificate solution, visit **www.instant.org.nz/foundation2**

New Zealand Certificate in

Study and Career Preparation

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

* 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**

New Zealand Certificate in
Skills for Living for Supported Learners

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

Skills for Working (optional strand)

Unit #	Title	Level	Credit	✓
29309	Plan a personal work pathway	1	4	☐
29310	Apply basic skills and practices in a work place context	1	8	☐
29311	Act in accordance with the basic rights amd responsibilities needed for work	1	8	☐

For a complete certificate solution, visit **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. Note: These options include the Business Administration and Technology Unit Standards that expire at the end of December 2022. We will be updating the options for the Certificate by the end of Term 1, 2021.

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

For a complete certificate solution, visit **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	✓
Word Processing				
29769	Use the main features and functions of a word processing application for a purpose	2	3	☐
Spreadsheets				
29770	Use the main features and functions of a spreadsheet application for a purpose	2	3	☐
Presentation				
29771	Use the main features and functions of a presentation application for a purpose	2	2	☐
Data Management and Digital Devices				
29772	Manage files and folders using digital devices	2	2	☐
29780	Configure and use contemporary and emerging digital devices	2	3	☐
29783	Implement basic security when using digital devices and software	2	3	☐
Graphics/Images				
29773	Produce digital images for a range of digital media	2	3	☐
29778	Use the main features and functions of a schematic diagram application to create diagrams	2	2	☐
Desktop Publishing				
29774	Use the main features and functions of a desktop publishing application to create documents	2	3	☐
Web Development				
29775	Use the main features and functions of a web authoring and design tool to create a website	2	3	☐
29776	Use the main features and functions of an HTML editor to create a website	2	4	☐
Database				
29777	Use the main features and functions of a database application to create and test a database	2	3	☐
Internet and Digital Communication				
29781	Use the internet and common digital devices and software to gather information and connect with other users and devices	2	7	☐
Hardware and Software				
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes	2	5	☐
Computer Support				
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems	2	2	☐

For a complete certificate solution, visit **www.instant.org.nz/comp2**

New Zealand Certificate in
Computing
Intermediate User

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	Cred-it	✓
Word Processing				
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	3	4	☐
Spreadsheets				
29786	Produce a spreadsheet for organisational use	3	3	☐
Databases				
29787	Produce and use a database to provide a solution for organisational use	3	3	☐
Web Development				
29788	Develop and evaluate an interactive website for organisational use	3	5	☐
Presentations				
29789	Use a presentation application to produce an interactive multimedia presentation	3	3	☐
Project				
29790	Apply digital tools to create and monitor a project plan	3	3	☐
29793	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief	3	5	☐
Digital Media				
29791	Capture and prepare digital media for integration into other applications	3	2	☐
Desktop Publishing				
29792	Use a desktop publishing application to produce documents	3	4	☐
Security and Ethics				
29794	Implement security solutions when using digital tools	3	5	☐
29795	Apply ethical behaviour when using digital tools	3	5	☐
Teamwork and Collaboration				
29796	Collaborate effectively with others in a digital environment	3	7	☐
Digital Devices and Data Management				
29772	Manage files and folders using digital devices	2	2	☐
29780	Configure and use contemporary and emerging digital devices	2	3	☐
29797	Synchronise data across digital devices and multiple platforms	3	2	☐
Computer Support				
29798	Troubleshoot, fix and escalate a range of common hardware and software problems	3	3	☐
Graphics and Images				
29778	Use the main features and functions of a schematic diagram application to create diagrams	2	2	☐

For more information, visit **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.
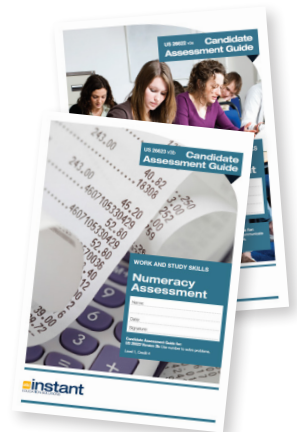
Recommended Sources of Evidence for Literacy Units

266-	Unit #	Title	L	Cr
22	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	2989	Select, read, and assess texts on a topic	2	3
	2990	Read texts to research information	3	4
	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 goal(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
26	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
27	64	Perform calculations for a specified workplace	1	2

For more information, visit **www.instant.org.nz/literacynumeracy**

E-PACKS

PAPERLESS PDFs

PAPERLESS
Eliminate the need for printing and photocopying.

Store documents in the Cloud, on your server or E-Learning Platform.

FLEXIBLE LEARNING
Students access, complete, and email assessment tasks/activities electronically.

Teachers mark, add comments and highlight text within assessments electronically.

BYOD
Compatible with most BYOD devices.

Creates opportunities for 'Flipped' Classrooms.

Note: E-Packs are currently <u>NOT</u> compatible with a Google 'classroom' environment.

E-Packs are supplied in PDF format**. For further information and a demonstration on how E-Packs can work for you, go to **www.instant.org.nz/e-packs**

*** Additional reader apps may be required for interactive capability. Not suitable for Google Classrooms.*

Per Student includes...

No minimum order quantities

Printed Learner's Guide and Assessment

Additional printed Teacher Guides available

Electronic Sample Answers

Assessment Marking Service add-on options

INTRODUCING
PER STUDENT OPTIONS

"Maximum flexibility for your learning needs"

instant
EDUCATION SOLUTIONS

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