

Ready2Work/ Kia rite mo te mahi

New Zealand Certificate in Foundation Skills (Level 2)

THIS PROGRAMME IS DELIVERED UNDER SUBCONTRACTED AGREEMENT WITH NATIONAL COUNCIL OF YMCAS NEW ZEALAND.

Graduate Profile

This programme equips youth aged 16-19 with knowledge and skills required to navigate in this diverse and dynamic 21st century. The programme consists of four courses which help learners develop basic capabilities and competencies to pursue pathways into employment or further education.



Graduates of this programme will be able to:

- Work independently to gain critical insight of the bicultural (and diverse) nature of NZ communities and regions.
- Successfully communicate with people from diverse backgrounds.
- Gain better understanding of own career interests and goals
- Develop a plan to meet these goals AND/OR complete a work-placement.
- Reflect on own performance.
- Prepare for the NZ workforce including writing a CV, preparing for interviews and employer expectations.
- Learn how to solve practical financial problems.
- Learn important interpersonal and interactional skills.
- Develop research, critical thinking and digital literacy skills.
- Independently solve real-life problems within the context of work and employment.

Additional Qualifications and Pathways

Students may also gain **NCEA Level 2** if they have achieved 20 prior [NCEA-approved] Literacy/ Numeracy credits.

Opportunities for further study includes:

- Internal: NCEA Vocational Pathway [Choice of Primary Industries, Service Industries or Social & Community Services strands]
- External: Jobseeker support/ Level 3+ programme enrolment support

Intake Dates*

Term 1	Term 2	Term 3	Term 4
• 28 Jan	• 13 May	• 19 Aug	• 4 Nov
• 25 Feb	• 22 July	• 23 Sept	
• 1 April	* Learners may commence study before/ between these dates by enrolling in the ACE 'Y-Launch' short-course		

Duration:

20 weeks
Full-Time
[incl. hols]

Entry criteria:

- 16-19 years of age [15 yrs. with exemption certificate]
- NZ citizen or permanent resident
- Not enrolled elsewhere
- Subject to Literacy/ Numeracy Assessment

2019 Programme Information

Contents	Unit	Unit Standard Name	Credit	Level	✓ Compulsory
✓ Course 1 Project summary: Prepare and give a presentation on the various forms of diversity in your communities and the communication opportunities and challenges it brings particularly in the work-context.	1304	Communicate with people from other cultures	2	3	✓
	1307	Speak to a known audience in a predictable situation	3	3	✓
	2989	Select, read, and assess texts on a topic	3	2	✓
	8824	Research a topic using oral, visual and written sources, & evaluate the research process	3	2	☐
	9677	Communicate in a team or group which has an objective	3	2	☐
	29771	Use the main features and functions of a presentation application for a purpose	2	2	☐
✓ Course 2 Project summary: Produce a short-term and long-term career and/or study plan.	10780	Complete a work experience placement	3	2	✓
	10781	Produce a plan for own future directions	3	2	✓
	12382	Describe the significance of one's work within an employing organisation	2	2	✓
	12383	Explore career options and their implications	3	2	✓
	62	Maintain personal presentation and a positive attitude in a workplace involving customer contact	3	2	☐
	377	Demonstrate knowledge of diversity in workplaces	2	2	☐
	12349	Demonstrate knowledge of time management	3	2	☐
✓ Course 3 Project summary: Design a CV for a specific role of your choice.	1294	Be interviewed in a formal interview	2	2	✓
	4252	Produce a personal targeted CV (curriculum vitae)	2	2	✓
	4253	Demonstrate knowledge of job search skills	3	2	✓
	29769	Use the main features and functions of a word processing application for a purpose	3	2	✓
	1979	Describe employment agreements	3	2	☐
☐ Course 4 Project summary: Produce a plan to manage your personal income and expenditures	24695	Explain taxation and other deductions relating to personal income	2	2	✓
	28093	Describe the financial responsibilities and consequences of tertiary study funding options	3	2	✓
	28094	Produce a balanced household budget and adjust the budget to reflect changing financial circumstances	3	2	✓
	28097	Analyse and select banking products and services in relation to personal finances	3	2	✓
	24699	Make an informed decision relating to personal income & explain its impacts	2	2	☐
	OR				
☐ Course 4 Project summary: Hold a fundraising event and implement a service delivery plan to provide service to customers.	57	Provide customer service	2	2	✓
	28145	Interact with customers in a service delivery context	2	2	✓
	28146	Prepare for and handle payment transactions in a service delivery context	4	3	✓
	10791	Participate in an informal meeting	3	2	☐
	20666	Demonstrate basic knowledge of contamination hazards & control methods used in a food business	3	2	☐
⇒ With Elective 1 Option: 40 Prescribed Credits + [min] 20 elective credits ⇒ With Elective 2 Option: 37 prescribed Credits + [min] 23 elective credits We will support you to make your elective choices.			60 [of 74]		

Additional Information

Phone:
Location:
Email:
Website:

www.ymca.org.nz

Course Costs

FREE

Additional Expenses

Learners must provide their own lunch

Approximate Cost

At learner expense