

Skills for You/ Te Papa Ako Toi

New Zealand Certificate in Foundation Skills (Level 1) v2

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

Graduate Profile



This qualification is intended to assist people engaging or re-engaging with learning to prepare them for further learning and employment. It recognises the importance of core capabilities such as confidence, basic knowledge, and skills, and literacy and numeracy, in a range of simple and structured contexts.

Graduates of this programme will be able to:

- understand self-management strategies to organise personal life, maintain well-being and continue learning.
- interact positively with people from their own and other cultures, both individually and in group environments including work and community.
- reflect on progress towards achieving personal and career goals.
- organise, interpret, and communicate information using basic literacy and numeracy skills in relevant contexts.

Additional Qualifications and Pathways

Students may also gain **NCEA Level 1** if they already have achieved enough credits.

"I like how the programme helps prepare me and many others for what the future has to offer."

- "Y-Skills for You" learner, 2019

Opportunities for further study includes:

- NZ Certificate in Foundation Skills Level 2
 - NCEA Vocational Pathway
- =NCEA Level 1 and/or 2 is achievable through either pathway**

2020 Intake Dates:

3-February	20-July
9-March	24-August
28-April	12-October
2-June	16-November.

Duration:

20 weeks
[not incl. 2 weeks hols]
30 hours per week [incl. homework]

Entry Criteria:

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

Christchurch/Ashburton/ Timaru

2020 Programme Content					
Graduate Profile	Intake	Unit	Unit Standard Name	Level	Credit
Outcome 1 Understand self-management strategies to organise personal life, maintain well-being and continue learning.	Week 1-5 [10 Cr.]	496	Manage personal wellbeing v10	1	3
		548	Demonstrate knowledge of the impact of alcohol and other drugs v9	1	3
		3503	Communicate in a team or group to complete a routine task v5	1	2
		27106	Describe the terms connected with whakapapa and use [of] v4	1	2
Outcome 2 Interact positively with people from their own and other cultures, both individually and in group environments including work and community.	Week 6-10 [11 Cr.]	467	Demonstrate personal and social development through participation in adventure-based learning v5	2	3
		3501	Demonstrate knowledge of and apply listening techniques v5	1	3
		3483	Fill in a form v6	1	2
Outcome 3 Reflect on progress towards achieving personal and career goals.	Week 11-15 [10 Cr.]	497	Demonstrate knowledge of workplace health and safety requirements v8	1	3
		1293	Be interviewed in an informal, one-to-one, face-to-face interview v6	1	2
		24709	Produce a balanced budget to manage personal finances v4	1	3
		504	Produce a CV (curriculum vitae) v8	1	2
Week 16-20 [9 Cr.]	4249	Describe care and timeliness as an employee v8	1	3	
	542	Describe discrimination under the Human Rights Act 1993 and describe ways of responding to it v7	2	3	
	12355	Describe strategies for managing stress v6	2	3	
		12349	Demonstrate knowledge of time management v6	2	3
Outcome 4 Organise, interpret, and communicate information using basic literacy and numeracy skills in relevant contexts. [Embedded across GPO1-3]	Week 1-20 [20 Cr.]	26622	Write to communicate ideas for a purpose and audience v4	1	3
		26623	Use number to solve problems v4	1	4
		26624	Read texts with understanding v5	1	4
		26625	Actively participate in spoken interactions v6	1	3
		26626	Interpret statistical information for a purpose v4	1	3
		26627	Use measurement to solve problems v4	1	3
					60

Additional Information

Phone:

Location:

Email:

Website:

YMCA Southland, Canterbury,
Central, Taranaki

www.ymca.org.nz

Course Costs

FREE

Additional Expenses

Learners must provide their own lunch

Approximate Cost

At learner expense

Invercargill/ Palmerston North/ Whanganui

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Graduate Profile	Intake	Unit	Unit Standard Name	Level	Credit
Outcome 1 Understand self-management strategies to organise personal life, maintain well-being and continue learning.	Week 1-5 [10 Cr.]	3483	Fill in a form v6	1	2
		496	Manage personal wellbeing v10	1	3
		24709	Produce a balanced budget to manage personal finances v4	1	3
		27106	Describe the terms connected with whakapapa and use [of] v4	1	2
	Week 6-10 [11 Cr.]	548	Demonstrate knowledge of the impact of alcohol and other drugs v9	1	3
		467	Demonstrate personal and social development through participation in adventure-based learning v5	2	3
		3503	Communicate in a team or group to complete a routine task v5	1	2
	Week 11-15 [9 Cr.]	497	Demonstrate knowledge of workplace health and safety requirements v8	1	3
		4249	Describe care and timeliness as an employee v8	1	3
		12355	Describe strategies for managing stress v6	2	3
Outcome 3 Reflect on progress towards achieving personal and career goals.	Week 16-20 [10 Cr.]	12349	Demonstrate knowledge of time management v6	2	3
		542	Describe discrimination under the Human Rights Act 1993 and describe ways of responding to it v7	2	3
		3501	Demonstrate knowledge of and apply listening techniques v5	1	3
		504	Produce a CV (curriculum vitae) v8	1	2
		1293	Be interviewed in an informal, one-to-one, face-to-face interview v6	1	2

Course/ Outcome 4 Organise, interpret, and communicate information using basic literacy and numeracy skills in relevant contexts. <i>[Embedded across GPO1-3]</i>	Week 1-20 [20 Cr.]	26622	Write to communicate ideas for a purpose and audience v4	1	3
		26623	Use number to solve problems v4	1	4
		26624	Read texts with understanding v5	1	4
		26625	Actively participate in spoken interactions v6	1	3
		26626	Interpret statistical information for a purpose v4	1	3
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Taranaki [New Plymouth]

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Graduate Profile	Intake	Unit	Unit Standard Name	Level	Credit
Outcome 1 Understand self-management strategies to organise personal life, maintain well-being and continue learning.	Week 1-5 [12 Cr.]	548	Demonstrate knowledge of the impact of alcohol and other drugs v9	1	3
		1293	Be interviewed in an informal, one-to-one, face-to-face interview v6	1	2
		3483	Fill in a form v6	1	2
		497	Demonstrate knowledge of workplace health and safety requirements v8	1	3
		27106	Describe the terms connected with whakapapa and use [of] v4	1	2
Outcome 2 Interact positively with people from their own and other cultures, both individually and in group environments including work and community.	Week 6-10 [14 Cr.]	467	Demonstrate personal and social development through participation in adventure-based learning v5	2	3
		496	Manage personal wellbeing v10	1	3
		3503	Communicate in a team or group to complete a routine task v5	1	2
		3501	Demonstrate knowledge of and apply listening techniques v5	1	3
		12355	Describe strategies for managing stress v6	2	3
Outcome 3 Reflect on progress towards achieving personal and career goals.	Week 11-15 [9 Cr.]	542	Describe discrimination under the Human Rights Act 1993 and describe ways of responding to it v7	2	3
		4249	Describe care and timeliness as an employee v8	1	3
		12349	Demonstrate knowledge of time management v6	2	3
	Week 16-20 [5 Cr.]	24709	Produce a balanced budget to manage personal finances v4	1	3
		504	Produce a CV (curriculum vitae) v8	1	2

Outcome 4 Organise, interpret, and communicate information using basic literacy and numeracy skills in relevant contexts. <i>[Embedded across GPO1-3]</i>	Week 1-20 [20 Cr.]	26622	Write to communicate ideas for a purpose and audience v4	1	3
		26623	Use number to solve problems v4	1	4
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