

Ready2Work/ Kia Rite Mo Te Mahi

New Zealand Certificate in Foundation Skills (Level 2) v2

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 Literacy/ Numeracy credits.
- Additional level 2 credits can be selected to gain NCEAL2 if required

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

2022 Intake Dates:

31 January	4 July
7 March	22 August
11 April	26 September
30 May	14 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

Additional Information

Phone: 04 568 9622
Location: Gisborne, New Plymouth, Palmerston North & Whanganui
Email: National@ymca.org.nz
Website: www.ymca.org.nz

Course Costs

FREE

Additional Expenses

Learners must provide their own lunch

Approximate Cost

At learner expense

2022 Programme Information

Projects	Unit Standards	Unit Standard Name <i>*these credits do not count towards NCEA L2, however additional credits** can be selected if required</i>	Function	Standard Credits	Level
1 “Diverse communities” Project summary: Prepare and give a presentation on the various forms of diversity in your communities.	1304	Communicate with people from other cultures v9	Compulsory	2	3
	1307	Speak to a known audience in a predictable situation v8		3	3
	2989	Select, read, and assess texts on a topic v6		3	2
	NZCF2-1 (Non-DAS)	Use digital tools to access and communicate information for a particular purpose		2*	2
	NZCF2-2 (Non-DAS)	Communicate information and reflect on challenges for others in the community		5*	2
	8824	Research a topic using oral, visual and written sources, and evaluate the research process	Elective	3**	2
	29771	Use the main features and functions of a presentation application for a purpose add credits		2**	2
	9677	Communicate in a team or group which has an objective		3**	2
2 “Planning my future” Project summary: Produce a short-term and long-term career and/or study plan.	62	Maintain personal presentation and a positive attitude in a workplace involving customer contact v9	Compulsory	3	2
	10781	Produce a plan for own future directions v6		3	2
	12382	Describe the significance of one's work within an employing organisation v5		2	2
	12383	Explore career options and their implications v8		3	2
	NZCF2-3 (Non-DAS)	Identify career options and describe the type of work and expectations or workplaces related to these career options		4*	2
	12349	Demonstrate knowledge of time management	Elective	3**	2
	377	Demonstrate knowledge of diversity in workplaces		2**	2
3 “Becoming work ready” Project summary: Design a CV for a specific role of your choice.	1294	Be interviewed in a formal interview v7	Compulsory	2	2
	4252	Produce a personal targeted CV (curriculum vitae) v8		2	2
	4253	Demonstrate knowledge of job search skills v7		3	2
	29769	Use the main features and functions of a word processing application for a purpose v1		3	2
	NZCF2-4 (Non-DAS)	Explore online CV templates and produces own CV		1*	2
	NZCF2-5 (Non-DAS)	Research information related to work, and prepare for a formal interview		4*	2
		1979	Describe employment agreements	Elective	3**
<input type="checkbox"/> 4 “Becoming financially capable” Project summary: Produce a plan to gain skills to enhance employability, implement and reflect on outcome of plan.	24695	Explain taxation and other deductions relating to personal income v3	Choose 1 elective project	2	2
	28093	Describe the financial responsibilities and consequences of tertiary study funding options v3		3	2
	28094	Produce a balanced household budget and adjust the budget to reflect changing financial circumstances v3		3	2
	28097	Analyse and select banking products and services in relation to personal finances v2		3	2
	NZCF2-6 (Non-DAS)	Work in groups to research and communicate future income related plans or goals using the internet		4*	2
		24699	Make an informed decision relating to personal income and explain its impacts <i>(Expiring - last day for assessment is 31/12/2022)</i>	Elective	3**
OR					
<input type="checkbox"/> 4 [2] “Providing service to the community” Project summary: Produce a plan to provide service to others in the community, implement and reflect on outcome.	57	Provide customer service v9	Choose 1 elective project	2	2
	28145	Interact with customers in a service delivery context v1		2	2
	28146	Prepare for and handle payment transactions in a service delivery context v1		4	3
	10791	Participate in an informal meeting v5		3	2
	NZCF2-7 (Non-DAS)	Provide a service to a community group or volunteer at a workplace		4*	2
		10780	Complete a work experience placement	Elective	3**