

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 [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

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

2020 Programme Information

Projects [60*] 4x 15 credit weight	Unit Standards	Unit Standard Name <i>* Enrolled learners can elect to be assessed against additional recommended unit standards available. *All assessment is project based, and will incorporate the below Unit Standards and local assessment</i>	Function	Standard Credits [40]	Level
1 <u>"Diverse communities"</u> Project summary: Prepare and give a presentation on the various forms of diversity in your communities.	1304	Communicate with people from other cultures	Compulsory	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
2 <u>"Planning my future"</u> 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	Compulsory	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
3 <u>"Becoming work ready"</u> Project summary: Design a CV for a specific role of your choice.	1294	Be interviewed in a formal interview	Compulsory	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
<input type="checkbox"/> 4 <u>"Becoming financially capable"</u> 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	Choose 1 elective project	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
OR					
<input type="checkbox"/> 4 [2] <u>"Providing service to the community"</u> Project summary: Produce a plan to provide service to others in the community, implement and reflect on outcome.	57	Provide customer service	Choose 1 elective project	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

Additional Information

Phone:		Course Costs	
Location:	Offered at New Plymouth, Whanganui, Palmerston North, Timaru, Ashburton, Christchurch, Invercargill & Winton locations.	FREE	
Email:		Additional Expenses	Approximate Cost
Website:		Learners must provide their own lunch	At learner expense