



(2861) New Zealand Certificate in Foundation Skills Level 1

Providing opportunities to

'get students back on track!'

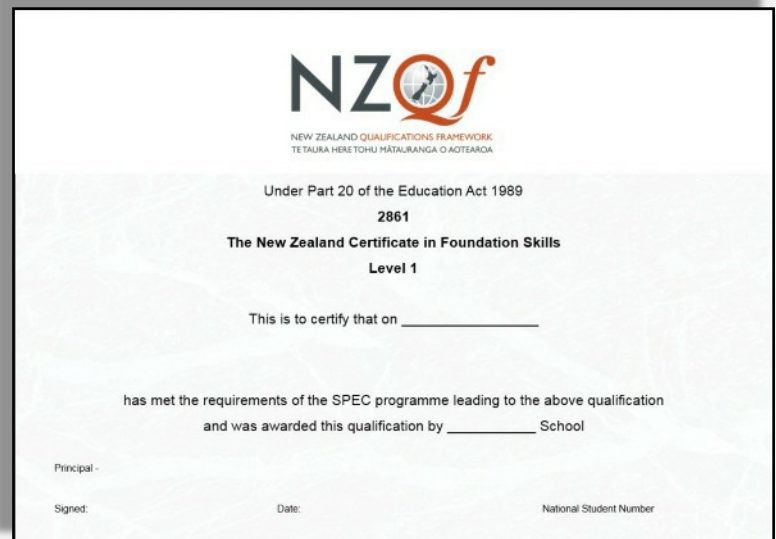
to re-engage with learning

to improve literacy and numeracy skills

to build self confidence

For students who are working between

levels 3 - 5 of the New Zealand Curriculum.



Foundation Qualification Outcomes students will be able to:

Understand self-management strategies to organise personal life, maintain well being and continue learning.

15 credits

Interact positively with people from their own and other cultures, both individually and in group environments including work and community.

15 credits

Reflect on progress towards achieving personal and career goals

5 credits

Organise, interpret, and communicate information using basic literacy and numeracy skills in relevant contexts.

25 credits



60 Credit NZ Level 1 Qualification

Information



Kia ora,

My passion has always been to focus on students who struggle to achieve in education.

As a practising teacher for over 28 years, and in my latter days a Deputy Principal, I have been involved with young people who require an alternative approach for them to achieve success at school.

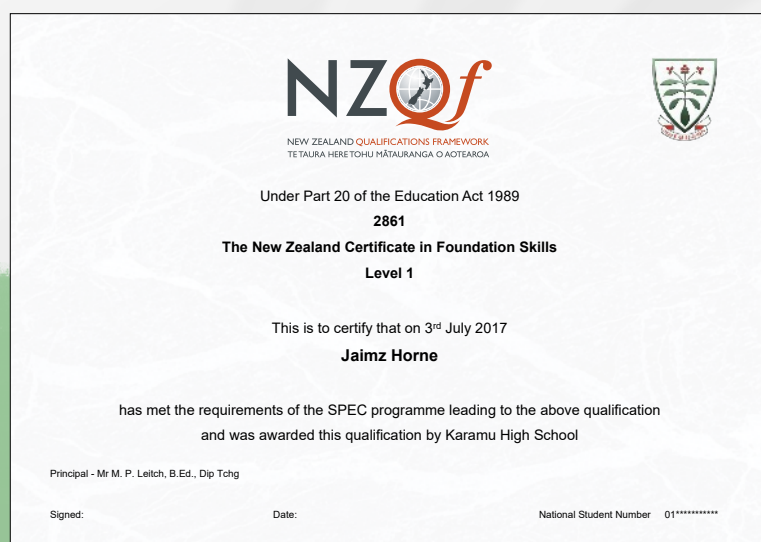
I left the classroom in September 2007 to start writing resources that are now NZQA approved and provide a programme for the new New Zealand Certificate in Foundation Skills Level 1.

This new qualification provides a relevant and credible alternative for young people who are struggling to achieve NCEA. It provides them a realistic opportunity to re-engage with learning.

With a focus on developing competencies, this new qualification provides the opportunity to develop all the types of skills needed for life-long learning, further learning and for employment.

Carolyn Baines

Programme Developer and Quality Assurance Manager (SPEC)



1. Who is this qualification for?
2. Future Pathways
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7. Programme components and cost
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NZC

6

NCEA Level 1

Strategic Purpose statement/ Te rautaki o te tohu

NCEA Level 1 is an open-field qualification, which qualifies learners with basic knowledge and skills aligned to **Level 6 of the National Curriculum** and literacy and numeracy capabilities for life, employment and further study.

for Students working
at levels 6 of the NZC

5

The New Zealand Certificate in Foundation Skills Level 1

To gain this New Zealand Qualification through the SPEC programme you must complete the following:

- The Specific Preparation for Employment and Citizenship Level 1 Book.
- Your choice of TWO Interest Modules.
- GPO Tracking Record Booklet.

for Students working
at levels 3-5 of the NZC



4

3

2

The New Zealand Certificate in Skills For Living Level 1

To gain this New Zealand Qualification through the SPEC programme you must complete the following:

To gain the CORE:

- 11 Headway Modules.
- GPO Tracking Record Booklet.



To gain the qualification with the CORE & optional strand for Skills for Working

for Students working
at levels 1-2 of the NZC
and require support

- Ready for Work book.
- 11 Headway Modules.
- GPO Tracking Record Booklet.

1

Level

Future Pathways



The New Zealand Certificate in Foundation Skills Level 1 can provide an alternative pathway and qualification to NCEA Level 1.

This qualification focuses on developing competencies needed for life long learning to include further study or employment.

According to Business New Zealand, the top 10 skills employers look for are:

- communication skills
- customer service skills - in person, on the phone, and online
- ability to work well in a team
- literacy and numeracy skills
- confidence learning about and using computers and technology
- planning and organisational skills
- initiative and a can-do attitude
- problem-solving skills
- good work habits and independence
- health and safety skills.

These skills are all transferable, which means that they are useful in most jobs.

So even if you don't have a lot of job-specific skills, you may already have transferable skills that employers look for.

I want to deliver the NZ Certificate in Foundation Skills Level 1 qualification. What do I need to do?

1. The school will need to become a SPEC member. This requires the school to sign an agreement with South Pacific Educational Courses, that they will allocate a teacher to become the SPEC Co-ordinator for the school. The named person will oversee the delivery and ensure the quality assurance procedures are followed. The trained teacher will attend an initial professional development session for the New Zealand Certificate in Foundation Skills Level 1 and the NZQA approved SPEC programme. This person will be responsible for the upskilling other staff involved, and will be the point of contact between the school and SPEC.
2. The school will also need to apply for NZQA Accreditation to deliver the approved programme leading to the New Zealand qualification.
This is done electronically by the school's principal's nominee. It requires information about staffing, resources, time allocation, a letter from SPEC and the teacher's CV'.
Details can be found on the SPEC website.
Please email carolyn@spec.org.nz for further information.

How many hours will need to be allocated to run the qualification?

3. A 60 credit qualification equates to 600 notional hours of work.
Many schools offer this on two options lines over a two year period. Many schools start students in year 10, finishing the qualification in year 11. Some schools are looking to introduce the qualification in year 9, so students are prepared for NCEA.
Students would continue with other NCEA subjects to make up their full school programme during this time.

Can students also gain credits towards NCEA through the Foundation qualification?

YES

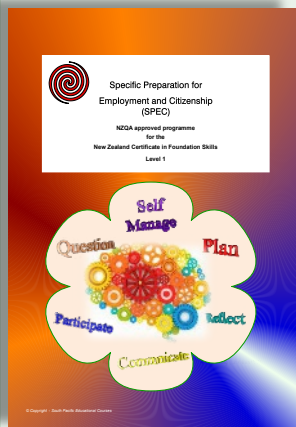
4. Currently it is possible to use unit standards from the Core Generic selection that match the outcomes of the Foundation qualification.
Credits gained through unit standards assessment can be used towards NCEA.
See page 13.

New Zealand Certificate in Foundation Skills Level 1

Can be achieved through the
NZQA approved SPEC programme

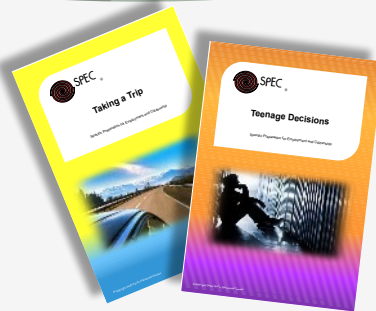
Developing Key Competencies & Personalised Learning

Specific Preparation
for Employment
and Citizenship

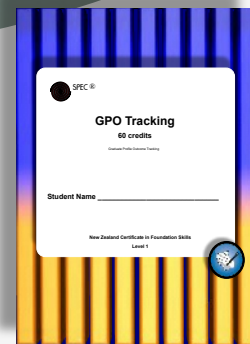


This programme
covers the following
topics

- Work prep and goal setting
- Community
- Independent living
- Sports, fitness and leisure
- Maori Culture
- Digital Technology
- Numeracy
- Environment
- Arts



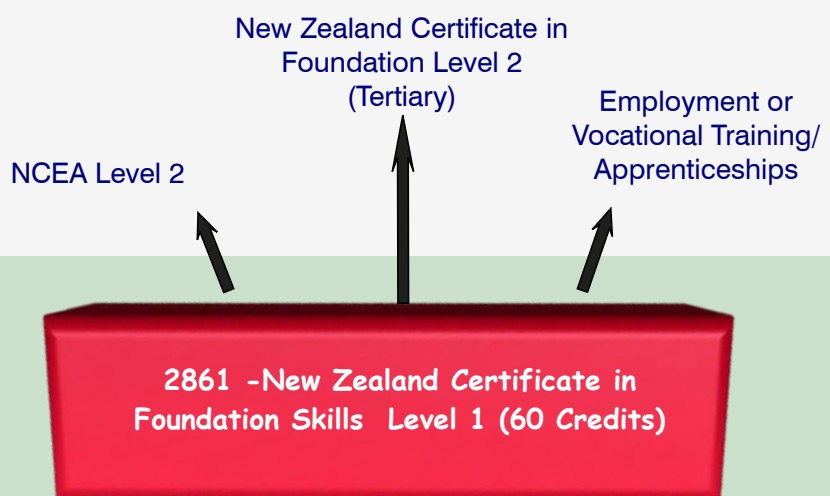
Students must also
complete TWO of the
Interest Modules



Tracking book to record
how the student
has demonstrated and met
the GPO's

In addition students can
gain credits towards NCEA

Progression Pathways



The Detail of the Qualification

www.nzqa.govt.nz Qualification - 2861

Qualification Title

New Zealand Certificate in Foundation Skills Level 1

Qualification Type	Certificate Level 1
Credits	60
Subject Area	Mixed Field Programme - General Education Programmes - General Education Programmes not elsewhere classified

Strategic Purpose Statement

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.

Graduate profile

Graduates of this qualification will be able to:

- understand self-management strategies to organise own 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

Education Pathways

Credits from this qualification may contribute to gaining the National Certificate of Educational Achievement (NCEA) (Level 1) (ref: 0928).

What this actually means is that if unit standards or achievement standards are used in addition to the approved programme, those credits can contribute towards NCEA. This does not mean the whole 60 credits gained from this qualification can be used.

Holders of this qualification will be able to progress to study or training in industry or sector-focused qualifications at NZQF Level 2, and/or NCEA (Level 2) (Ref: 0973) and/or New Zealand Certificate in Foundation Skills (Level 2) (Ref: 2862)

Some Students may be able to progress directly to study or training at NZQF Level 3.

Employment pathways

To find out more about employment opportunities click on the Careers NZ logo, then the provider who offers this qualification and follow that link to "What jobs can I do".

Entry Requirements	Not available
Education Organisation	New Zealand Qualifications Authority
Developed By	New Zealand Qualifications Authority
Quality Assured By	New Zealand Qualifications Authority
Number	2861
Status	Current
Created	December 2015

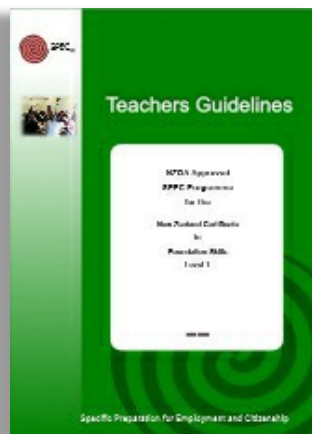
Programme Components and cost per student

The New Zealand Certificate in Foundation Skills Level 1

NZQA approved SPEC Programme

Cost per student \$82.95 (2 year programme for 2020)

Foundation Teachers Guidelines = \$175
(one off cost)



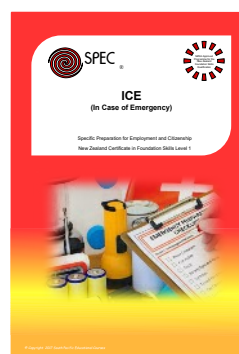
SPEC Level 1 Book = \$27.95 (Mandatory
(1 x per student))



GPO Tracking Book = \$10.50
(1 x per student)



Interest Modules = \$22.25
(Student completes 2 x modules)



For SPEC Members only.
to order resources see www.spec.org.nz

SPEC annual membership fees

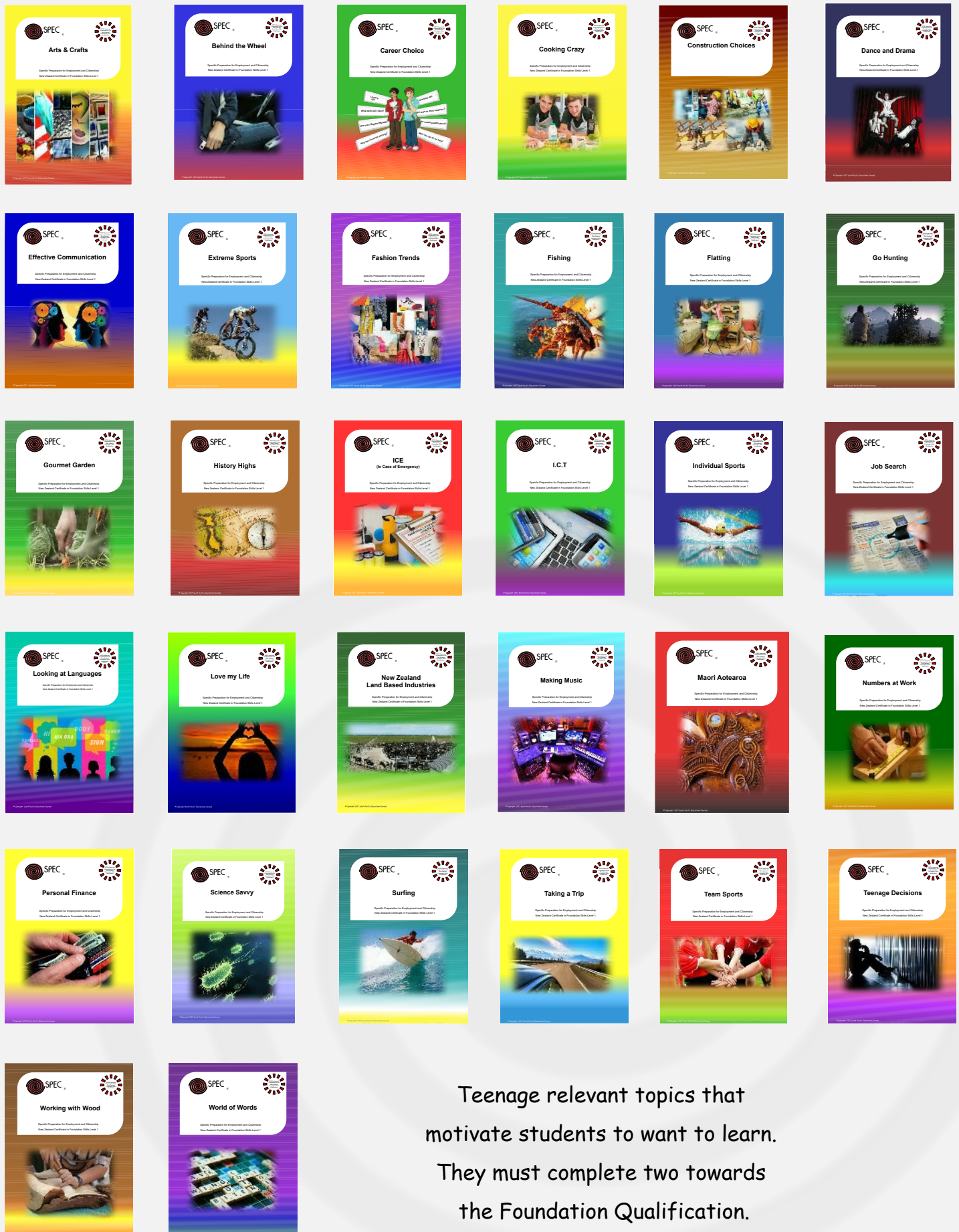
Schools with total roll of 300 + = \$570 +GST

Schools with total roll of 300 - = \$450 +GST

Discretionary fee for small area schools or up to 5 students = \$270 +GST

This fee is by negotiation only with the SPEC Office

Mainstream interest module titles



Teenage relevant topics that motivate students to want to learn. They must complete two towards the Foundation Qualification.

How to Use an Interest Module

The Interest Modules are a component of the NZQA approved SPEC programme for the New Zealand Certificate in Foundation Skills Level 1.

Interest modules can also be used as a stand alone resource as a way of introducing students to a self directed approach to learning, with a focus of Key Competency development.

The modules are a great way of re-engaging students and an exciting framework for generating evidence for Literacy, numeracy and other credits.

The advantage of introducing an Interest Module first is that it gets the students immediately 'hooked in' as they often choose something they are passionate about. The Interest modules are written with a focus on a theme e.g. Effective Communication, Flatting, Extreme Sports.

They have 6 tasks which have a range of between 3 - 5 activities.

There is a choice of activities in a task.

Students must complete two plans and two reviews for each of the Interest Modules they choose.

Students may easily spend 6 months or more on completing one module.



Notes for Students

The SPEC programme provides opportunities for you to develop and demonstrate the following Key Competencies:

- Manage your own time and show how you can improve learning (Manage Self).
- Work alongside and co-operatively with others (Relating to Others).
- Transfer skills and work outside in the wider community. (Participate and Contribute)
- Problem Solve showing you can use your initiative sensibly (Thinking).
- Communicate effectively. (Use languages, symbols and texts)

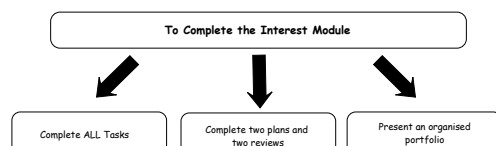
We will be assessing how you:

- take more responsibility for your own learning.
- negotiate your tasks with your teacher.
- set relevant learning goals (Learning Goals).
- agree what evidence you will generate.
- reflect on your task telling us what you have learned.
- explain how you demonstrated one or more of the Key Competencies.

You **MUST** complete all the Tasks in this module.

Your **MUST** provide two detailed plans with a timeframe.

You **MUST** provide two detailed reviews to include how you demonstrated the Key Competencies.



1. Measuring and Timing

Task 1

Explore at least six different everyday activities that you may have to use some kind of measuring/timing skills. Produce a wall display, power point or other form to present your findings.

Task 2

Choose a cooking activity to demonstrate your ability to use a form of measuring that is new to you. Record in detail what you had to measure/weight/time, and the new skill you learnt.

Task 3

Design a new look for your own bedroom. Accurately measure your room and then list all the jobs you will need to think about. This may include wall papering, painting, laying new flooring etc. Produce a chart showing your measurements and costs of materials.



Task 4

Explore how many different sports use measurement and timing. Make a list of at least six different sports and explain how measurement and timing is used in each one.

Task 5

Everyday medicines use measurement and timing. This is a serious health and safety issue. Discuss with others and present a report on the importance of being able to follow the instructions carefully. Show you can accurately measure in millilitres.

Identify what sort of evidence you have generated	Page reference

This is to verify that this task has been successfully completed and there is sufficient evidence to support the key competencies and content of the task.

Signed by Tutor _____

Signed by Student _____ Date _____

The SPEC Level 1 Workbook



Specific Prep for Employment & Citizenship
Work Prep and Goal Setting
My Community
Independent Living
Sports, Fitness and Leisure
Environmentally Friendly
Cultural Experience
Māori Culture
The Arts
Digital Technology
Everyday Numeracy

There are 10 sections in this workbook.

Each section has three tasks, A, B and c.

Each tasks is made up of several smaller activities.

Students may choose which activities they complete.

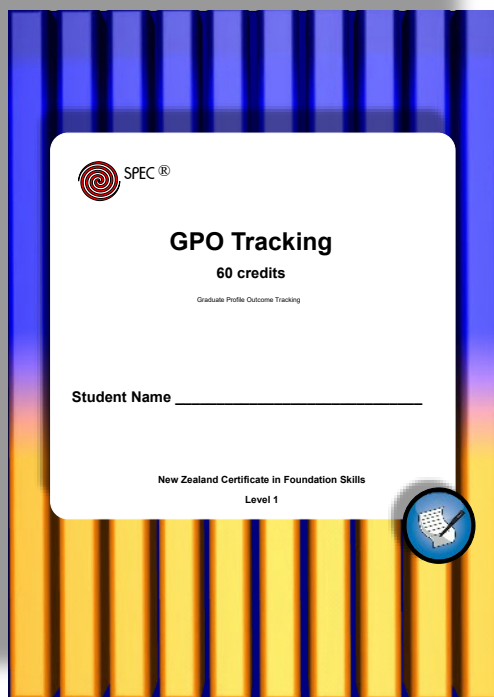
Students must complete a total of 8 tasks, 3 of which must come from Section 1 -
Work Prep and Goal Setting.

Students must complete 8 plans showing their intended Learning Goal and small steps to
complete the task.

Students must generate sufficient evidence to show that the task has been completed,
the learning goal has been achieved and the competencies they have demonstrated.

The student must also complete 8 reviews and the relevant pages of the GPO tracking book.

The GPO Tracking Record Book



This is called the GPO Tracking Record book.

GPO stands for Graduate Profile Outcome.

The Foundation Skills Level 1 qualification has four Graduate profile Outcomes.

1. Understand self-management strategies to organise own person life, maintain well-being and continue learning.
15 credits
2. Interact positively with people from their own and other cultures, both individually and in group environments including work and Community.
15 credits
3. Reflect on progress towards personal and career goals.
5 credits
4. Organise, interpret, and communicate information using basic literacy and numeracy skills in relevant contexts.
25 credits

How does it make a difference?

There are some key factors that have a positive impact on a student's learning:

1. Choice. Being able to choose their topics of interest.
2. A negotiated approach working with a teacher who becomes a facilitator of learning, rather than directing it.
3. Being able to be part of setting their Learning Goals.
4. A focus on the development of competencies of the individual.
5. Being able to work in a learning style that showcases the student.
6. Accommodating a flexible time frame.
7. Being able to provide a variety of evidence and the building up of portfolios.
8. The feel good factor. Everyone feels valued, not judged against others.
9. Problems encountered provide fantastic learning opportunities.
10. Being able to carry out tasks in 'real life, practical' situations, provides a relevance and a better opportunity to showcase skills.
11. A student's confidence grows, they start to see progress in their own self management, their relationships with others, their ability to reflect and review what they have learnt, and their ability to plan their next steps, looking to further learning or future pathways.

In the current climate of increasing mental health issues, students sometimes just need a break. Finding their passion and being able to drive literacy and numeracy through their passion, can be the key to success.

We have so many success stories around the country of students who were on the brink of being stood down, becoming truants and missing out of their school work, displaying undesirable behaviours, now flourishing, succeeding, 'getting back on track' with a sense of purpose and a pathway for the future.

Credit usage explained

The following 60 credits can only be used towards the NZ Certificate in Foundation Skills Qualification Level 1

Understand self-management strategies to organise personal life, maintain well being and continue learning. **15 credits**

Interact positively with people from their own and other cultures, both individually and in group environments including work and community. **15 credits**

Reflect on progress towards achieving personal and career goals **5 credits**

Organise, interpret, and communicate information using basic literacy and numeracy skills in relevant contexts. **25 credits**

These 29 credits can be used towards NCEA Level 1 and the **24 Level 2** ones towards NCEA Level 2

7117 - Produce a plan to enhance own learning	Level 2	2 credits
7118 - Manage own learning programme	Level 2	3 credits
7123 - Apply a problem solving method to a problem	Level 2	2 credits
7124 - Demonstrate knowledge of one to one negotiation	Level 2	2 credits
9677 - Participate in a team or group which has an objective	Level 2	3 credits
10791 - Participate in an informal meeting	Level 2	3 credits
4253 - Demonstrate knowledge of job search skills	Level 2	3 credits
504 - Produce a CV	Level 1	2 credits
10781 - Produce a plan for own future directions	Level 2	3 credits
1978 - Describe basic employment rights and responsibilities	Level 1	3 credits
10780 - Complete a work experience placement	Level 2	3 credits

Credits continued.....

7117 - Produce a plan to enhance own learning	Level 2	2 credits
7118 - Manage own learning programme	Level 2	3 credits
7123 - Apply a problem solving method to a problem	Level 2	2 credits
7124 - Demonstrate knowledge of one to one negotiation	Level 2	2 credits
9677 - Participate in a team or group which has an objective	Level 2	3 credits
10791 - Participate in an informal meeting	Level 2	3 credits

The above credits are generic and could be used in any of the tasks the students choose.

The following credits can be covered in the mandatory section of the SPEC Level 1 workbook.

4253 - Demonstrate knowledge of job search skills	Level 2	3 credits
504 - Produce a CV	Level 1	2 credits
10781 - Produce a plan for own future directions	Level 2	3 credits
1978 - Describe basic employment rights and responsibilities	Level 1	3 credits
10780 - Complete a work experience placement	Level 2	3 credits

It is the school's responsibility to enter, use and assess the unit standards, as additional credits to the 60 that are gained from the Foundation qualification.

Do the students have to gain credits through unit standards to be awarded the New Zealand Certificate in Foundation Skills Level 1.

NO

NZQA approved the SPEC programme to be assessed through portfolio evidence. To gain the qualification students must successfully complete:

8 tasks from the SPEC Level 1 workbook

2 Interest module workbooks

The GPO tracking Record Book.

It is usual for each component to be submitted individually to an external moderation meeting.

These meetings are held twice a year in centres around New Zealand. SPEC is responsible for organising the meeting, however it is the teachers from the schools delivering the programme who actually moderate each other's work.

There are three simple steps to becoming a SPEC Member.

1. Attend an initial professional development day. Look on the website to view the venues and dates. Use the booking form to secure your place. The school will be invoiced.
2. Print the Membership Form from the website. Read and agree to the Terms and Conditions. Complete the required details and scan/email to sarah@spec.org.nz.
3. Order the resources you require (The Teacher's Guideline is a mandatory resource) and get started.

The SPEC Membership entitles you to:

- Ongoing support from the SPEC Team and SPEC Excellence Schools.
- Two free SPEC verification meeting per year for your ongoing Professional Learning Development. You can also request a Skype/Facetime session for support in Term's 1, 2 or 3.
- Certificates are gifted from SPEC to the student for modules submitted for SPEC members.
- Newsletters will be emailed to the SPEC Co-ordinator every term and updated information posted on the SPEC website.
- Entitles you to run any of the SPEC NZQA Approved Programmes leading to the New Zealand qualifications. (Please note you will also be required to apply to NZQA to be able to deliver either or both of the New Zealand qualifications).

One of the core values of our organisation is the promotion of personalised learning, developing Key Competencies resulting in personal growth and social development.

Through our pedagogy and approved programmes we enable people to enhance their self-confidence, raise self esteem and nurture passion, and ensure they have the skills needed for further study, employment and life.

We pride ourselves on providing high quality NZQA approved programmes that now lead to Level 1 New Zealand Qualifications.

The success of the SPEC programmes is largely due to the network of support available to schools across the whole country, along with the face to face verification meetings that provide ongoing professional development. The exciting teenage relevant resources motivate students, with every individual student feeling valued and included.



Professional Development

Please go to the Training link to find the PD sessions.



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