



(2853) New Zealand Certificate in Skills for Living for supported learners

Providing equal opportunities for students who have a range of multiple and/or complex learning needs

to engage with learning that is relevant to them
to develop essential life skills
to improve literacy and numeracy skills
to build self confidence

For students who are working between levels 1 - 2 of the New Zealand Curriculum.

NZQF
NEW ZEALAND QUALIFICATIONS FRAMEWORK
TĀTAURUA HERETOHU MĀTAURANGA O AOTEAROA

School Logo goes here

Under Part 20 of the Education Act 1989
2853
The New Zealand Certificate in Skills for Living for supported learners
(CORE) Level 1

This is to certify that on (3rd July 2019)

has met the requirements of the SPEC programme leading to the above qualification
and was awarded this qualification by _____ School

Principal - _____
Signed: _____ Date: _____ National Student Number _____

Skills for Living Qualification Outcomes students will be able to:

- Demonstrate self-management of day to day living situations
- Maintain personal safety, health and well-being.
- Participate and interact in everyday situations.
- Participate in planning a future pathway to achieve personal goals.
- Apply problem-solving strategies to resolve day to day issues.
- Apply literacy and numeracy skills required for day to day living



55-75 Credit NZ Level 1 Qualification

Information

Kia ora,

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

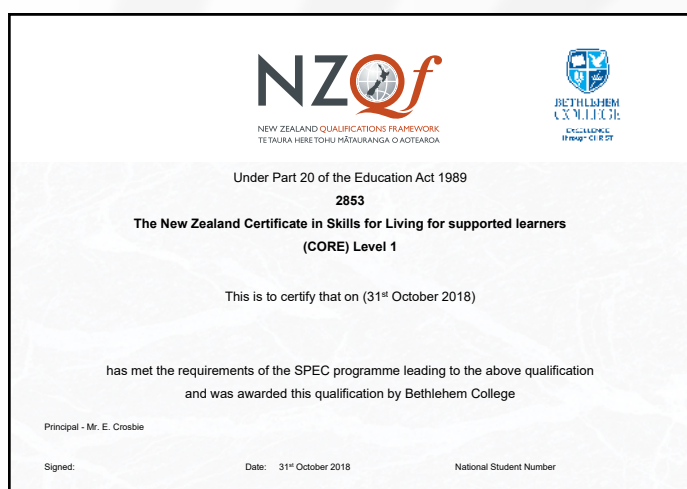
As a practising teacher for over 28 years, and in my latter days a Deputy Principal, I have been involved with young people who require an alternative approach for them to achieve success at school.

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 Skills for Living for supported learners. This new qualification provides a relevant and credible alternative for young people who are not able to achieve NCEA because they work at Level 1 - 2 of the New Zealand curriculum.

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 working towards independent living.

Carolyn Baines

Programme Developer and Quality Assurance Manager (SPEC)



1. Who is this qualification for?
2. Future Pathways
3. Frequently asked questions...
4. Qualification Explained
5. Detail of the qualification
6. Detail of the qualification continued
7. Programme components and costs
8. Headway Environment
9. Headway Life Skills
10. Headway Leisure
11. Headway Vocational
12. The GPO Tracking Record Book
13. Ready for Work (Optional Work Strand)
14. How does it make a difference?
15. Membership
16. Training Opportunities Term 3 & 4, 2019

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



1

Level

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

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

Future Pathways



The New Zealand Certificate in Skills for Living for supported learners 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, supported employment and preparing young people to become contributing citizens.

The qualification focuses on:

- communication skills
- personal safety and well being
- ability to relate well to other people
- continuing to develop literacy and numeracy skills
- developing confidence and independence
- being able to plan and break tasks down into manageable parts
- learn how to problem-solve
- good work habits and independence

These skills are all transferable and essential for life long learning, moving forward into a more independent adult world.

Frequently asked questions...

I want to deliver the NZ Certificate in Skills for Living for supported learners 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 Skills for Living for supported learners Level 1 and the NZQA approved SPEC programme. This person will be responsible for the upskilling of 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 we need to allocate to run the qualification?

3. The qualification is split, with the CORE part worth 55 credits. However the time allocation (550 notional hours) is doubled for this qualification to acknowledge that the learner will require an extended timeframe to complete it. So the core part of the qualification will need approximately 1100 notional hours allocated. Some schools introduce the qualification in Year 9, as the students have been identified as working at Level 1 - 2 of the New Zealand curriculum, and are likely to remain so until they leave school. The Optional Strand of Skills for Work is worth 20 credits (200 notional hours which is doubled to 400 notional hours to acknowledge the learner requiring an extended timeframe).

Can the credits be used towards NCEA?

NO

4. The SPEC programme has been NZQA approved using portfolio evidence. We do not use unit standards for this qualification. The NZC levels for the Skills for Living are between levels 1 to 2.

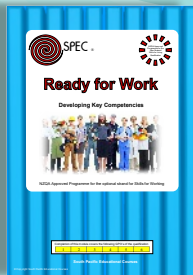
NCEA is gained by students who largely function at Level 6 of the NZC.

New Zealand Certificate in Skills for Living for Supported Learners

55-75 credits (1100 hours Core + 400 hours for Work)

NZQA approved SPEC programme

Supporting Key Competencies & Personalised Learning

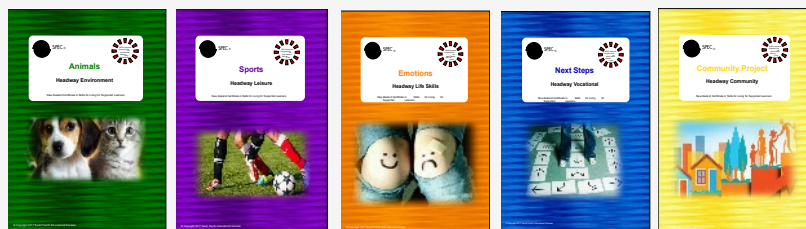


Optional Work Strand

The Ready for Work course provides a framework to prepare young people for work.



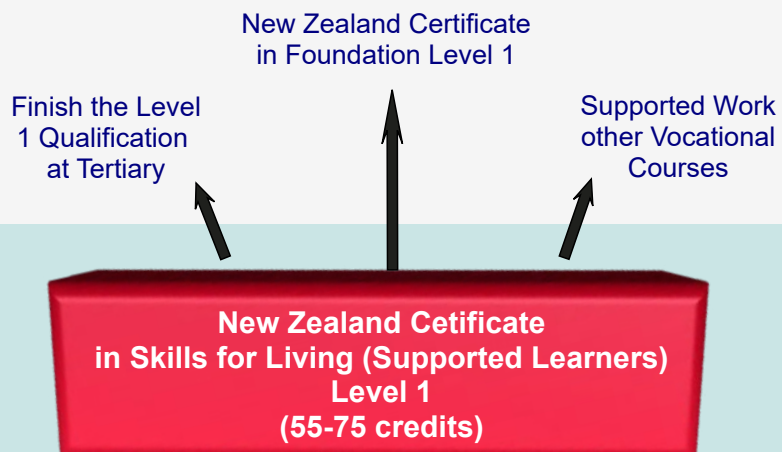
The Tracking book is used to record the competencies a student demonstrates.



CORE part of the qualification

There are 54 different modules to choose from.
11 Headway modules need to be completed to achieve the CORE

Progression Pathways



The Detail of the Qualification

www.nzqa.govt.nz Qualification - 2853

Qualification Title

New Zealand Certificate in Skills for Living for Supported Learners (Level 1)
with an optional strand for Skills for Working

Qualification Type	Certificate Level 1
Credits	55 - 75
Subject Area	Mixed Field Programmes » Social Skills Programmes » Social and Interpersonal Skills Programmes

Strategic Purpose Statement

This qualification is an entry level qualification intended for people who require specialised support with their Learning. They are people with learning disabilities, including those with an intellectual disability. Graduates will be able to self-manage participation in social, cultural, family/whanau and community contexts, with supervision and/or be encouraged to seek further skills and knowledge to improve their educational and employment pathway.

There is an optional strand for those candidates who wish to gain specific skills and knowledge required for the workplace.

This qualification recognises the aspirations and cultural identities of the disabled communities, and that of Māori and Pasifika.

This qualification allows the Aotearoa New Zealand community, employers and educational institutions to recognise the graduate's potential to enhance their participation in the community, as a contributing citizen.

Graduate profile

In social, cultural, family/whanau and community contexts, graduates of this qualification will be able to:

- Demonstrate self-management of day to day living situations
- Maintain personal safety, health and well-being
- Participate and interact in everyday situations
- Participate in planning a future pathway to achieve personal goals
- Apply problem-solving techniques strategies to resolve day to day issues
- Apply literacy and numeracy skills required for day to day living

The Detail of the Qualification contin.....

Graduates of the Skills for Working (optional strand) will be able to:

- Apply basic skills required to plan a work pathway
- Apply basic skills and practices required to carry out tasks in a work context
- Act in accordance with the basic rights, responsibilities and requirements needed for work

Education pathways

This qualification may lead to: -New Zealand Certificate in Foundation Skills (Level 1) or other qualifications on the New Zealand Qualifications Framework at levels one and two.

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	2853
Status	Current
Created	August 2015

Programme components and costs

The New Zealand Certificate in Skills for Living for supported learners

NZQA approved SPEC Programme

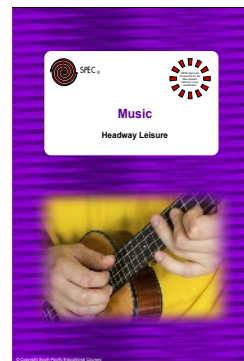
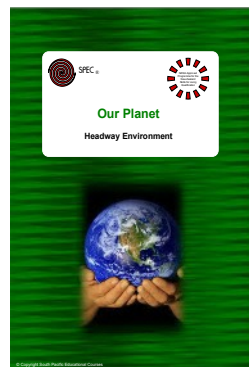
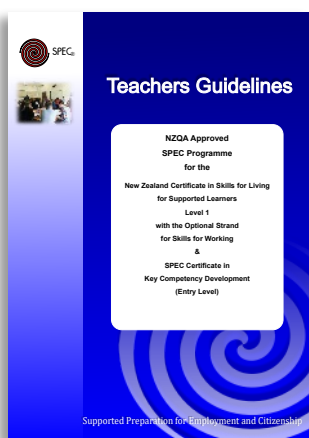
Cost per student \$180.45 (2 - 4 year programme for 2020)

Foundation Teachers Guidelines = \$175

Mandatory requirement - one off cost)

Headway Modules = \$15.45

(11 x per student over 2 - 4 years)



GPO Tracking Book = \$10.50

(1 x per student)



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

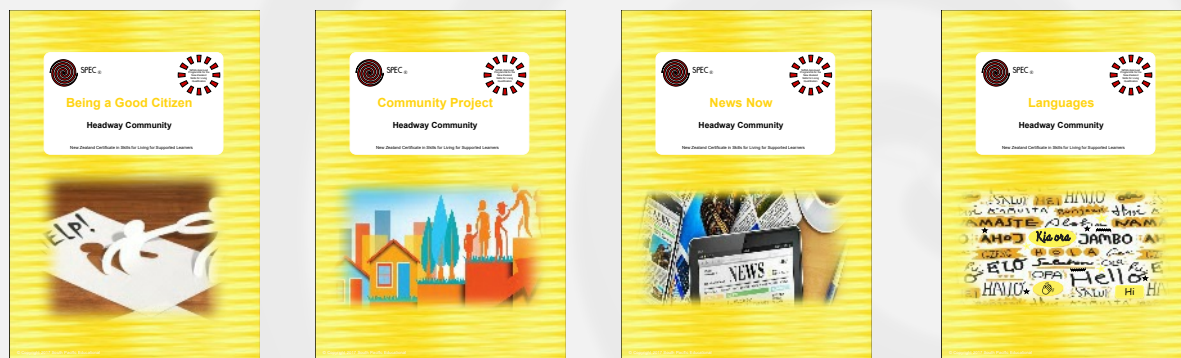
Headway Environment



The Headway programme consists of five board areas:

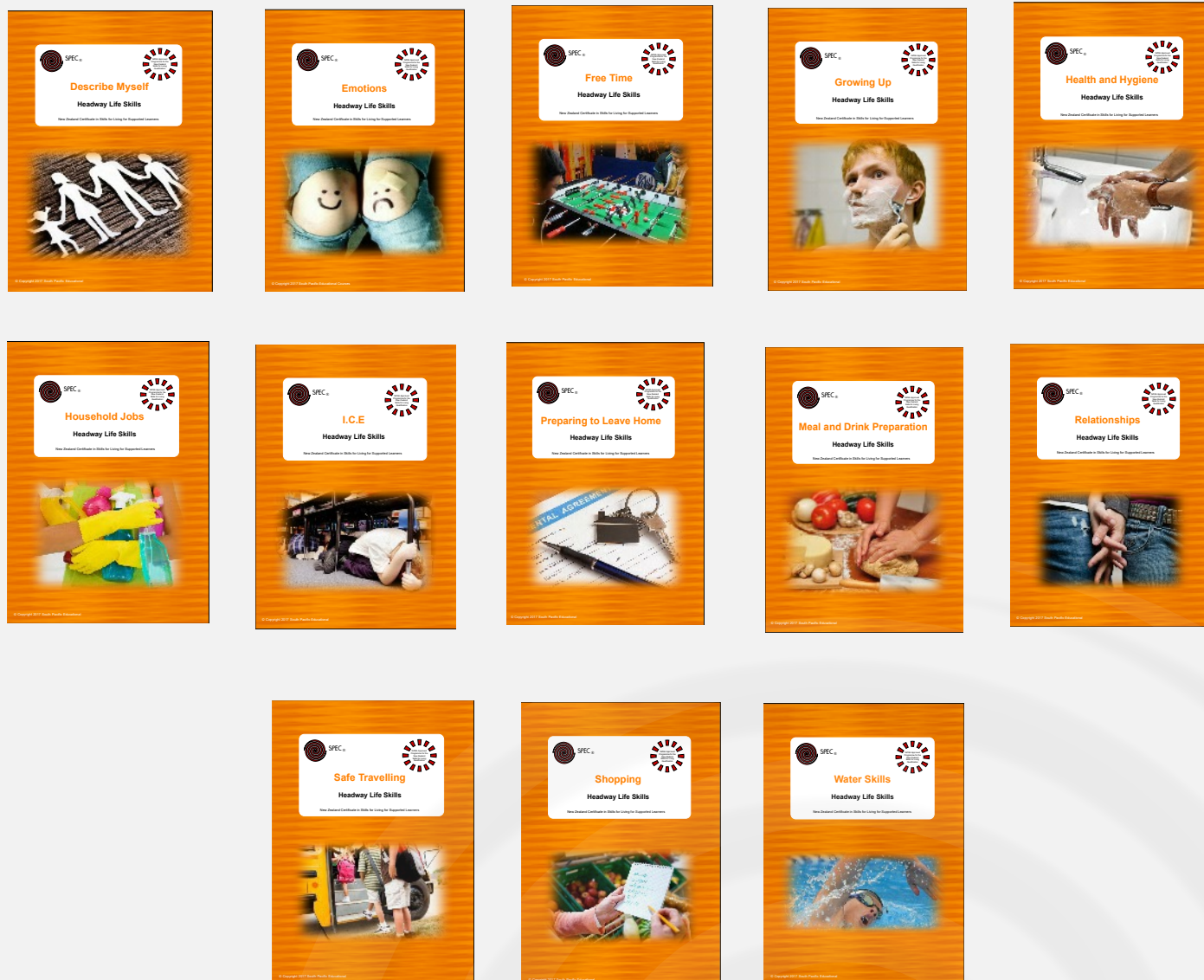
Environment, Life Skills, Leisure, Vocational, Community

Headway Community



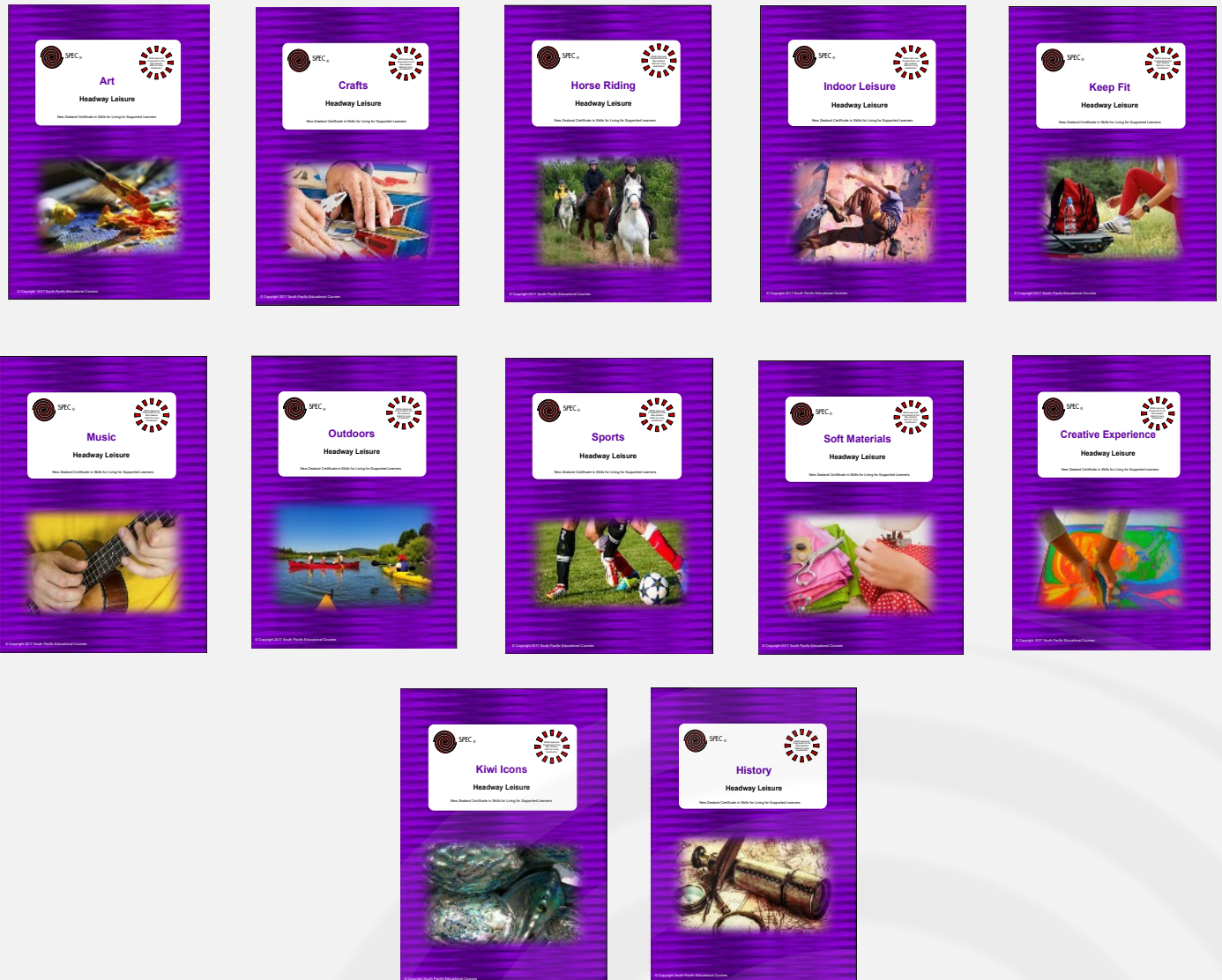
More titles coming soon.....

Headway Life Skills



The modules are often selected to support the student's individual learning plan and the goals set within that.

Headway Leisure



New modules are written each year, responding to the school's requests.

There are 24 tasks in each module and students are required to complete a minimum of 8 per module towards the qualification.

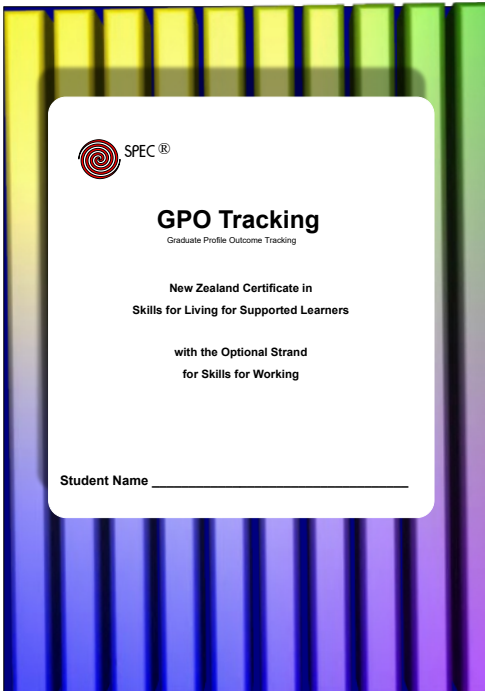
Headway Vocational



A Learning Goal is set for each of the eight tasks.

The Learning goal may be linked to the topic, but more often than not, the goal is linked into one or more of the six Graduate Profile Outcomes of the qualification itself.

The GPO Tracking Record Book



This is called the GPO Tracking Record book.

GPO stands for Graduate Profile Outcome.

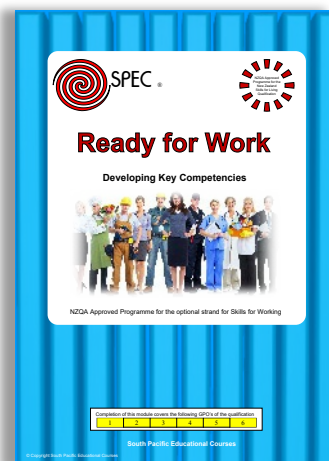
The Skills for Living Level 1 qualification has six Graduate profile Outcomes.

1. Demonstrate self management of day to day living situations
12 credits
2. Maintain Personal safety, health and well being -
8 credits
3. Participate and interact in everyday contexts.
16 credits
4. Participate in planning a future pathway to achieve personal goals
4 credits
5. Apply problem solving strategies to resolve day to day issues
in their community contexts -
5 credits
6. Apply everyday literacy required for day to day living
5 credits
Apply everyday numeracy required for day to day living
5 credits

Ready for Work (Optional Work Strand)

The Ready for Work programme covers:

Prepare for your work place - Roles and responsibilities, timing of the day and reliability, what to do if you are sick, appropriate excuses and not so appropriate excuses, how to get to work and what to wear, what to do for breaks.



Working relationships - How to greet a range of people you work with, knowing names of co-workers and their roles and responsibilities working as part of a team, what their role is, what their responsibility is, following instructions, carrying out jobs with minimal supervision, how and when to get help. Complete a supported work placement.

Work Review - What did you learn? Evidence you collected, who you worked with and how you got on, self reflection on self management, any new skills with regard to tools or work skills, the safety rules at your work place, things you liked about your placement and things you didn't like.

Employee and Employer - Roles and responsibilities of an employee, roles and responsibilities of an employer, what is in a contract, who to go to for help.

Health and Safety - Demonstrate safety procedures for fire/earthquake etc, understand the rules for your workplace, show you can follow procedures for accidents/injuries, show you can keep your work area safe.

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.

Up until now we have been trying to make everyone fit the NCEA box, and for those students who are working at Levels 1 - 2 of the New Zealand curriculum this is an unrealistic goal. The new qualification provides a relevant and purposeful pathway for young people who require ongoing support.

In our experience which spans ten years of working with young people on the SPEC programme, students continue to surprise us with their talents, skills and attributes by being able to follow their passions and Interests, and being able to work in a learning style that brings out the best in them.

Membership

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, positive well being and social development.

Through our pedagogy and approved programmes we enable people to enhance their self-confidence, raise self esteem, nurture their passions and interests, and ensure they have the skills needed for further study, and/or a more independent life post school.

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, and support Skype sessions that provide ongoing professional development. The exciting teenage relevant resources motivate students, with every individual student feeling valued and included. Lastly, however the most important Ingredient to this success recipe, is the facilitator, who is vibrant and a think outside the square type of person.



Professional Development

Please go to the Training link for the latest PD sessions



South Pacific Educational Courses Limited

Ph: (06) 877 7410 - 027 252 2598

carolyn@spec.org.nz

sarah@spec.org.nz

www.spec.org.nz