



SPEC<sup>®</sup>

## [2861] New Zealand Certificate in Foundation Skills Level 1

An effective intervention to re-engage learners



South Pacific Education Courses

Tēnā koe,

South Pacific Educational Courses has been assisting schools since 2008.

The NZQA approved programmes lead to two New Zealand qualifications.

The information in this handout is about **[2861] New Zealand Certificate in Foundation Skills Level 1**.

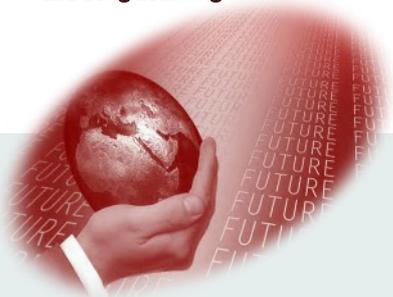
On page 4 you can see that the qualification is aimed at young people who are struggling to achieve NCEA Level 1, possibly because of their low literacy/numeracy levels, or because they have a high level of non attendance and gaps in their learning, or are generally disengaged.

Students who embark upon the programme learn to love learning, which leads to a greater self confidence, self motivation and self esteem. Many have gone on to achieve NCEA Level 2, or moved into a tertiary setting to complete the New Zealand Certificate in Foundation Skills Level 2, or find employment.

The SPEC ethos and principles embrace the inclusion principle of the NZC and ensures all students are given the opportunity to achieve and be valued. The SPEC programme embraces diversity, respects and responds to the different learning styles and needs of students. Our aim is to engage students in relevant and meaningful learning outcomes that will lead them to further learning, training and/or work and empower them to take control of their own lives.

The programme provides a framework to develop the skills needed for vocational pathways, and life-long learning by focusing on competency development. SPEC programmes are holistic, relevant, and can be individualised, challenging students to plan ahead and develop self motivation and self-management.

### Life Long Learning



Mauria te pono - Believe in Yourself

### South Pacific Educational Courses

Email: [carolyn@spec.org.nz](mailto:carolyn@spec.org.nz)

Ph: +64 6 877 7410 M: +64 (0)27 252 2598

[www.spec.org.nz](http://www.spec.org.nz)



Students engage in all aspects of their learning, from the planning and decision making to the end result. They are encouraged to follow a passion or particular interest providing a crucial starting point, where students build on their strengths that are often connected to a rangatira, someone they respect and would like to aspire to. Students are encouraged to negotiate their own learning goals, and work in a learning style in which they can effectively show case their skills. There is a flexible time frame as some learners will take more time than others to achieve their goals.

There is a strong focus on facilitation of learning, rather than a teacher directed approach, and this is one of the points of difference, and a key to the success of this programme.

It is important to note that this is a **New Zealand qualification**, not just a programme.

The progression chart (page 4) shows where the Foundation Level 1 qualification sits in terms of curriculum levels.

The work undertaken at this level could help develop the necessary literacy and numeracy levels required to progress to NCEA.

Many schools are starting to offer the Foundation programme to students who are already struggling in Year 9 and 10. By offering this effective intervention students 'get back on track' with their learning.

Although this handout focuses on the Foundation Qualification at Level 1, you can also see that there is a fit for purpose supported qualification for those students who are working around Levels 1-2 of the New Zealand curriculum.

**Email: [carolyn@spec.org.nz](mailto:carolyn@spec.org.nz) to book a free information session.**

### 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 5-6 of the National Curriculum** and literacy and numeracy capabilities for life, employment and further study.

for Students working at levels 6 of the NZC

### 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



### 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:

- 11 Headway Modules.
- GPO Tracking Record Booklet.

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



# Progression Pathways



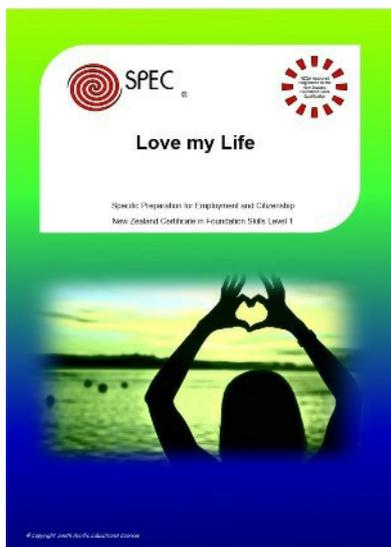
This qualification can be achieved through the NZQA approved SPEC programme, and the NZQA approved School. The external moderation is carried out via zoom meetings with other SPEC schools.

The New Zealand certificate in Foundation Skills Level 1 is a qualification in its' own right and is recorded on a student's Record of Learning.

The outcomes of the qualification are skills and attributes that employers are wanting from young people who leave school and enter the world of work.

# SPEC - South Pacific Educational Courses - The Programme

**Requirements for the  
[2861] the New Zealand  
Certificate in Foundation Studies  
Level 1- 60 credits**



Complete two Interest Modules  
of your choice.  
You can find the full range on  
[www.spec.org.nz](http://www.spec.org.nz)

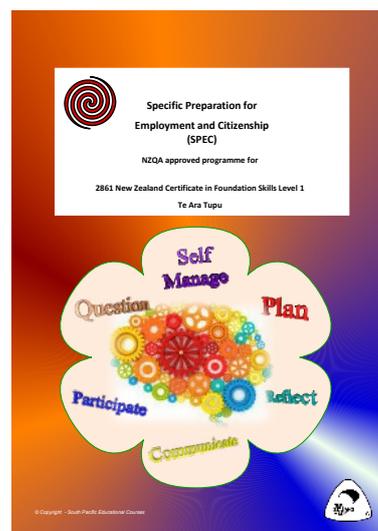


**Foundation Qualification Outcomes  
Students will be able to:-**

1. Identify and develop self-management and resilience strategies to organise personal life, maintain well being and continue learning.
2. Interact appropriately with people from their own and other cultures, individually and in group environments including work and community.
3. Apply basic skills in literacy and numeracy and digital technology as well as a range of other literacies, in structured and familiar contexts.
4. Identify leadership qualities of a rangatira, and reflect on how these relate to their own strengths, personal goals and future pathways.

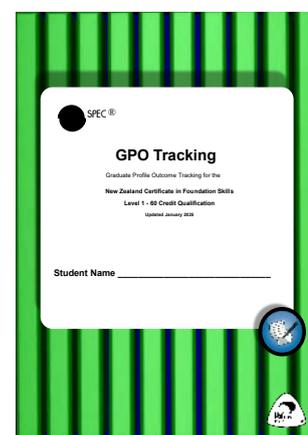
**SPEC Level 1 Workbook**

Complete 8 tasks.

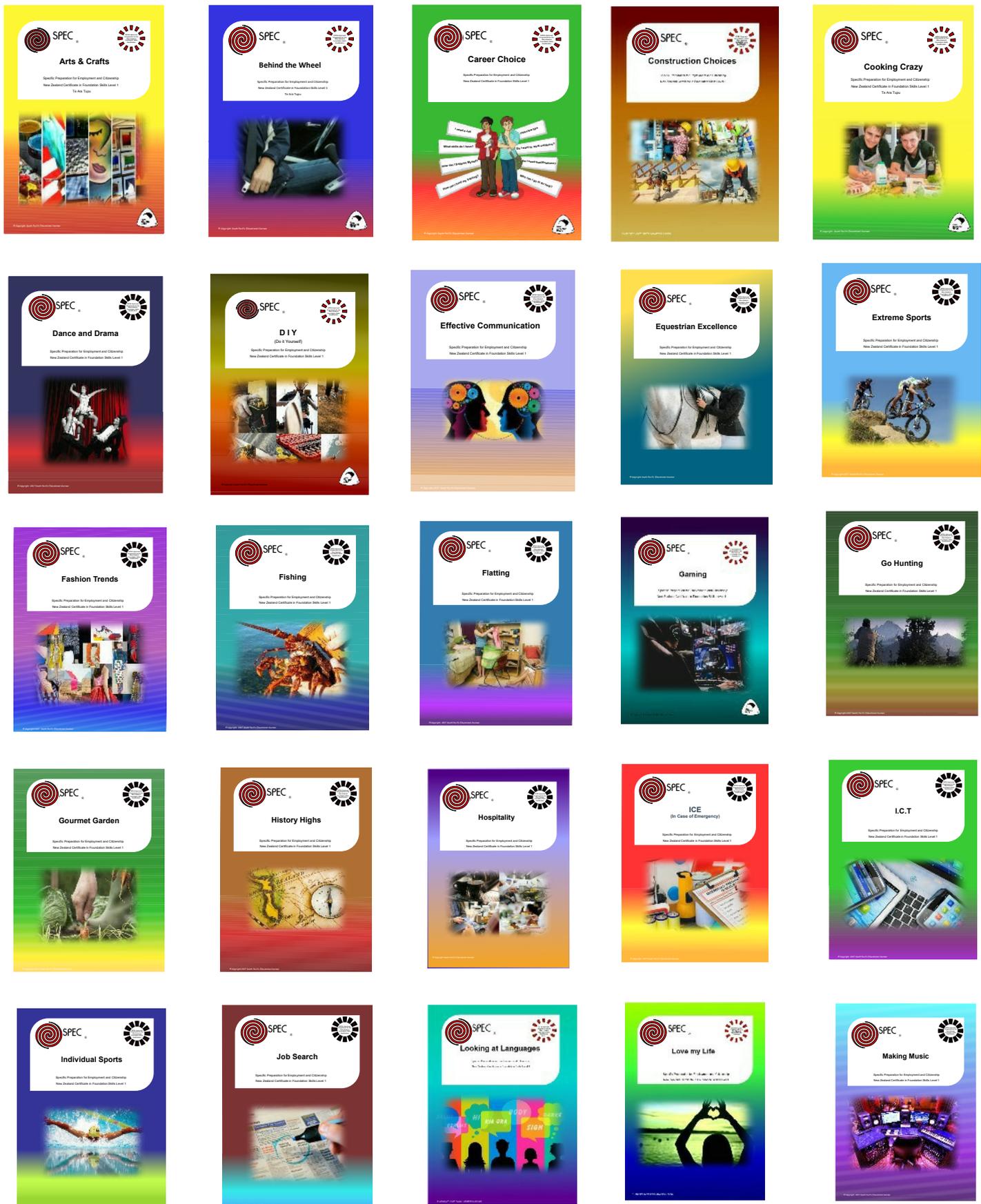


**GPO Record book**

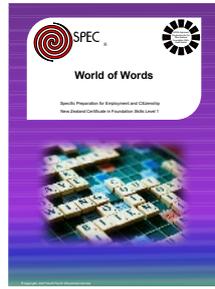
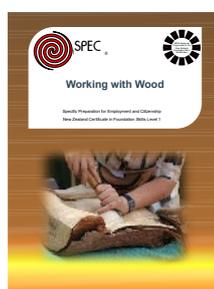
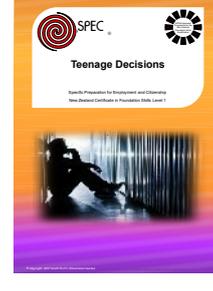
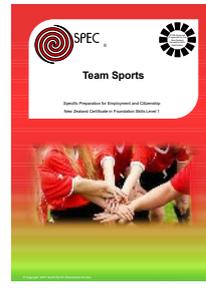
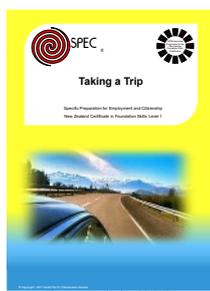
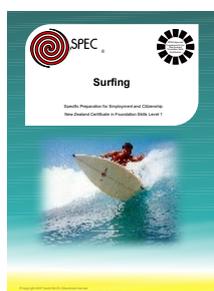
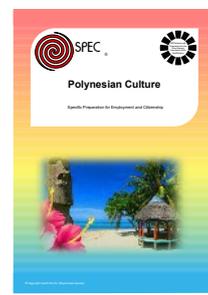
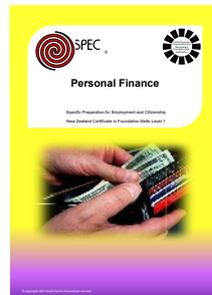
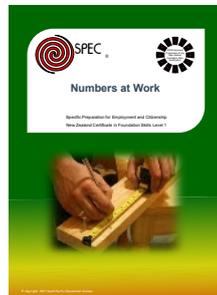
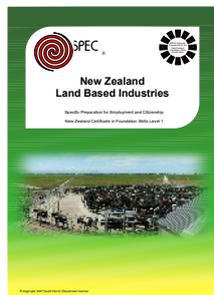
for the tracking of  
Graduate  
Profile outcomes



# Interest Module Titles



# Interest Module Titles contin....



# Why Offer the Foundation Qualification Level 1?

## **The Strategic purpose of this qualification?**

The purpose of this qualification is to provide people with focused skills, capabilities, knowledge and attributes needed to engage or re-engage with learning.

Graduates will be able to operate in familiar, structured environments.

The qualification acknowledges the primacy of Te Tiriti o Waitangi in programme delivery and design.

This qualification may be suitable for students who need to develop their literacy and /or numeracy skills and who are working at levels 3-5 of the New Zealand curriculum.

## **Is this a credible qualification?**

**Yes** - This is a Level 1 qualification. NCEA has a specific subject focus and the Foundation qualification has a competency focus. The two really compliment each other, and for students who are struggling with NCEA, this provides a relevant effective alternative that can assist in 'getting them back on track' with their learning and prepare them for work.

## **How long does this qualification take to complete?**

This depends on how much time schools allocate to the qualification per academic year.

It is a 60 credit qualification and that means that 600 notional hours of work must be allocated.

In a high school this would equate to two option lines over a two year period. Some schools decide to offer this qualification over Year 10 and year 11.

## **Can the credits gained in the Foundation qualification be used towards NCEA Level 1?**

Schools using the SPEC programme for the Foundation qualification can achieve the qualification without having to use unit standards to achieve the credit total of 60 credits. NZQA approved SPEC criteria for the qualification using portfolio assessments as a measure of achievement.

It is possible however, to use unit standards as an additional assessment for the SPEC work a student completes. These standards would be administered and assessed by the school. Those of you who work with unit standards know that specific evidence is required in order to achieve the credits. This is determined by the standard.

# The Qualification Certificate

 Te Taura Here Tohu Mātauranga o Aotearoa New Zealand Qualifications & Credentials Framework	School Logo goes here (Insert school logo)
Under Subpart 2 of Part 5 of the Education and Training Act 2020,	
<b>The New Zealand Certificate in Foundation Skills (Level 1)</b> [Ref: 2861]	
This is to certify that on (insert date)	
<b>Student Name</b> (Insert Name)	
met the requirements of the SPEC programme leading to the qualification above and was awarded it by _____ <b>School</b> (insert approved school)	
Principal - Signed Issued on Date/Month/Year	National Student Number xxxxxxxxxxxx

The qualification is recorded on a student's Record of Learning.

**The most noticeable improvement that teachers share is the personal growth they see in a student.**

The shy, withdrawn and disengaged person becomes vibrant, conscientious, focused, and able to demonstrate self-management skills, and a real willingness to challenge themselves. They become motivated and able to work with a range of other people co-operatively.

SPEC organises zoom moderation meetings where groups of teachers from all over the country meet twice a year to moderate each others work. This provides an opportunity to network with others, share good practice and ensure there is a consistency across the whole country. Teacher's feedback shows they value the meetings and comment that it provides some of the best professional development.

Zoom moderation has opened up the opportunities for students to showcase their own work either by compiling a PowerPoint/video, or by presenting a sample of their work in person.

Many students can verbally present themselves and their skills, often far better than they can produce in a written format.

# The Costs for 2026

In order to offer the programme, schools will need to become a SPEC member. This requires an annual fee.

There are three levels:

A Discretionary Membership - for up to 5 students \$450 +GST

For schools that have a total roll of 300 and want to run the programme with more than 5 students \$620 + GST

For schools that have a total roll of more than 300 and want to run the programme with more than 5 students \$740 + GST

## The membership

- entitles a school to run any of the programmes.
- entitles teachers/other staff to any amount of complimentary PD throughout the year.
- entitles schools to attend two zoom moderation meetings.

Schools wishing to offer the qualification through the SPEC programme will need to gain approval from NZQA.

This is a straightforward process.

In addition the cost of workbooks **per student** is \$86 +GST. The cost would be spread over the two academic years it would take a student to complete the programme.

All certificates, including the qualification certificate are gifted by SPEC.

NZQA has approved the certificate we issue to schools on behalf of the school that is the awarding body.

Nga Mihi  
Carolyn

Carolyn Baines

-



SPEC

Email: [carolyn@spec.org.nz](mailto:carolyn@spec.org.nz)

Ph: (06) 877 7410 Mobile: (027)2522598

[www.spec.org.nz](http://www.spec.org.nz)