

**OTUMOETAI COLLEGE**  
**YEAR 11 Employment Skills**  
**NCEA LEVEL 1**  
**2011**

**Description:** The course involves planning for future directions, communication skills, co-operative skill, problem-solving skills and obtaining the skills to be successful in seeking employment. Today's job market is tough and students need a helping hand. Course can involve work experience. The course is unit standards primarily aiming towards the National Certificate in Employment Skills.

### **Course of Study and Assessment Programme**

In Employment Skills this year you will be working towards Level One credits and the National Certificate of Employment Skills.

The work you do throughout the year will be assessed by Internal Unit Standard Assessment.

Outlined below are the Level One Unit Standards that may be offered and their credit value

#### **Unit Standards Offered:**

- US 496 Manage personal wellness 3 credits Level 1 Internal
- US 497 \* Demonstrate knowledge of workplace health and safety requirements 3 credits Level 1 Internal
- US 504 Produce a CV (Curriculum Vitae) 2 credits Level 1 Internal
- US 543 Work in a new workplace 3 credits Level 1 Internal
- US 3503 \* Participate and communicate in a team or group to complete routine tasks 2 credits Level 1 Internal
- US 4248 Describe requirements and expectations faced by employees within the workplace 3 credits Level 1 Internal
- US 4249 \* Demonstrate care and timeliness as an employee 4 credits Level 1 Internal
- US 10781 \* Produce a plan for own future directions 3 credits Level 2 Internal
- US 10790 Hold a conversation with others 2 credits Level 1 Internal
- US 12348 Demonstrate knowledge of anger and options for dealing with anger issues 2 credits Level 1 Internal
- US 3483 Fill in a form 2 credits Level 1 Internal
- US 25060 Independently read texts for practical purposes and to gain knowledge 6 credits Level 1 Internal
- US 10792 Write formal personal correspondence 3 credits Level 1 Internal

**OTUMOETAI COLLEGE**  
**YEAR 12 Employment Skills**  
**NCEA LEVEL 2**  
**2011**

**Description:** The course (at a higher level) involves planning for future directions using communication skills, co-operative skill, problem solving skills and obtaining the skills to be successful in seeking employment. Course can involve work experience and work with outside organisations. The basic aim is to set students up for the world of employment. This course is unit standards primarily aiming towards completing the National Certificate in Employment Skills.

**Course of Study and Assessment Programme/Qualification**

In Employment Skills this year you will be working towards Level One/ Two credits and the National Certificate of Employment Skills.

The work you do throughout the year will be assessed by Internal Unit Standard Assessment.

Outlined below are the Unit Standards that may be offered and their credit value.

- US 1299 \* Be assertive in a range of specified situations 4 credits Level 2 Internal
- US 1304 \* Communicate with people from other cultures 2 credits Level 2 Internal
- US 1978 \* Identify and describe basic employment rights and responsibilities, and sources of information and assistance 3 credits Level 1 Internal
- US 4248 Describe requirements and expectations faced by employees within the workplace 3 credits Level 1 Internal
- US 4249 Demonstrate care and timeliness as an employee 4 credits Level 1 Internal
- US 4253 Demonstrate knowledge of job search skills 3 credits Level 2 Internal
- US 7123 \* Apply a problem solving method to a problem 2 credits Level 2 Internal
- US 10780 Complete a Work Experience placement 2 credits Level 1 Internal
- US 12356 Demonstrate knowledge of consumer problems and ways to resolve them 2 credits Level 1 Internal
- US 12355 Describe stress and ways of dealing with it 2 credits Level 2 Internal

**NB:** Where able students will be given the chance to sit/resit the essential standards not gained in Year 11 EMPS.

- US 497 Demonstrate knowledge of workplace health and safety requirements 3 credits Level 1 Internal
- US 504 Produce a CV (Curriculum Vitae) 2 credits Level 1 Internal
- US 3503 Participate and communicate in a team or group to complete a routine task 2 credits Level 1 Internal
- US 10781 Produce a plan for own future directions 3 credits Level 2 Internal

**\* These standards are compulsory for National Certificate in Employment Skills**

**OTUMOETAI COLLEGE**  
**YEAR 12 GATEWAY**  
**NCEA LEVEL 2**  
**2011**

**Description:** Gateway builds the links between school and business and allows schools to offer structured workplace learning opportunities for senior students. The programme develops students' vocational skills while still at school. Students able to get first-hand experience of what it is like in the workforce, and also begin to gain the qualifications needed in today's job market. Evaluation is through unit standards. In many cases students can get a head start on their chosen career and through Gateway further opportunities may open up such as modern apprenticeship training and fulltime employment. Students on Gateway are generally out of school one day each week in a work environment but this is negotiable and flexible.

Students are interviewed for their suitability for the programme.

### **Course of Study and Assessment Programme**

In Gateway this year you will be working towards Level One/ Two credits for NCEA. The work you do throughout the year will be assessed by Internal Unit Standard Assessment.

Outlined below are the Unit Standards that may be offered and their credit value. Some standards will be via outside providers and will relate to the Industrial ITO's.

Students will be offered specific standards from industry eg: First Aid / Health & Safety / Site Safe / Service Skills

**Qualifications:** Unit Standards towards NCEA L1-2-3 and Industry Qualifications towards National Certificates

#### **Unit Standards Offered:**

US 56 Attend to customer enquiries face to face and on the telephone 2 credits Level 2 Internal

US 57 Provide customer service 2 credits Level 2 Internal

US 62 Maintain personal presentation and a positive attitude in a workplace involving customer contact 3 credits Level 2 Internal

US 1277 Communicate information in a specified workplace 3 credits Level 2 Internal

US 1307 Speak to a specified audience in a predictable situation 3 credits Level 3 Internal

US 1980 Describe, from an employee perspective, ways of dealing with employment relationship problems 2 credits Level 3 Internal

US 3491 Write a report 4 credits Level 3 Internal

US 3492 Write a short report 3 credits Level 2 Internal

US 4252 Produce a targeted resume 2 credits Level 2 Internal

US 17593 Apply safe work practices in the workplace 4 credits Level 2 Internal

Additional standards that are industry based will be added to each student's individual learning plan depending on their placement.

**OR:** Senior Students will also be able to access the Gateway Programme credits independent of this class as an addition to their other subjects.