

OTUMOETAI COLLEGE
NCEA EMPLOYMENT SKILLS LEVEL 2 & 3 – (L2EMPS / L3EMPS) 2019

| EMPLOYMENT SKILLS – L2EMPS / L3EMPS | | | | | |
|---|--|---|---|--|--|
| <i>Course Relationship to the National Vocational Pathways</i> | | | | | |
| Construction & Infrastructure L2 0 | Manufacturing & Technology L2 3 | Primary Industries L2 12 | Services Industries L2 3 | Social & Community Services L2 18 | Creative Industries 0 |
| <i>Mixture of L2 + L3 credits used that add to the Vocational Pathways Award and counts for full NCEA</i> | | | | | |
| Course Entry | | Entry is open. This course is not open to students taking Gateway. | | | |
| Course Overview | | This course provides students with a tool kit for the world of work and begins planning for their future. Students will take part in activities that lead them towards future employment. Work experience may be available for selected students. | | | |
| Assessment | | This course will be assessed to a selection of Unit Standards and will focus on internally assessed standards aiming towards skills for their future. (Credits gained in this course align to one or more national qualification). | | | |

Course Overview:

This course provides students with a tool kit for the world of work and begins planning for their future. Students take part in activities that lead them towards future employment – Work experience maybe available for selected students.

Assessment:

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**Outlined below are the Unit Standards L2/3 that may be offered and their credit value.
 Not all standards will be offered to all students or done each year**

Unit Standards Offered; Level 2/3 Course of Study

| LEVEL 2 EMPLOYMENT SKILLS | | | |
|----------------------------------|--|----------------|----------------|
| NUMBER | TITLE | CREDITS | VERSION |
| 1294 | Be interviewed in a formal interview | 2 | 6b |
| 1299 | Be assertive in a range of specified situations | 4 | 8b |
| 3492 | Write a short report | 3 | 6a |
| 4247 | Describe general characteristics of people in New Zealand | 2 | V5 |
| 4252 | Produce a targeted CV (Curriculum Vitae) | 2 | 7b |
| 4253 | Demonstrate knowledge of job search skills | 3 | 6a |
| 4261 | Identify legal rights and obligations in relation to registering and operating a private motor vehicle | 3 | 5a |
| 7123 | Apply a problem solving method to a problem | 2 | 6a |
| 9677 | Participate in a team or group which has an objective | 3 | 9a |
| 10780 | Complete a work experience placement | 3 | 4a |
| 10781 | Produce a plan for own future directions (1st) | 3 | 5b |
| 10791 | Participate in an informal meeting | 3 | 4a |
| 12349 | Learn Time Management Strategies | 3 | 5a |
| 12352 | Describe aspects of one's own lineage, heritage and cultural identity | 3 | V6 |
| 12354 | Describe legal implications of living in rented accommodation and means to prevent or resolve related problems | 4 | 4a |
| 12355 | Demonstrate stress and ways of dealing with it | 3 | 5a |
| 12383 | Explore career options and their implications RETAIN CURRENT VERSION | 3 | 6a |
| 24699 | Make an informed decision relating to personal income and explain its consequences | 2 | 6a |
| 24871 | Complete workplace forms | 2 | 3b |
| 24710 | Budgeting | 3 | 3b |

| LEVEL 3: EMPLOYMENT SKILLS | | | |
|-----------------------------------|---|----------------|----------------|
| NUMBER | TITLE | CREDITS | VERSION |
| 1279 | Write in plain English | 3 | 6a |
| 1296 | Interview in an informal situation | 3 | 6a |
| 1980 | Describe, from an employee perspective, ways of dealing with employment relationship problems | 2 | 8a |
| 2990 | Read texts to research information | 4 | |
| 3491 | Write a report | 4 | 6a |
| 4251 | Plan a career pathway | 2 | 7a |
| 9681 | Contribute within a team or group which has an objective | 3 | 6a |
| 9694 | Demonstrate and apply knowledge of communication process theory | 5 | 7a |
| 11095 | Write business correspondence to convey complex ideas and information | 3 | 6a |
| 11816 | Respond to customer enquiries by writing in a range of contexts | 4 | 6a |
| 28098 | Personal financial management – evaluate options to increase personal income | 3 | 3a |
| 28099 | Personal financial management – analyse and compare credit options and recommend strategies to manage personal finances | 3 | 1a |
| 28100 | Personal financial management – develop a plan to achieve a long-term personal financial goal(s) | 4 | 2a |
| 12360 | Describe and explain emerging patterns of work | 3 | 4b |

ASSESSMENT PROCEDURES

1. ASSESSMENT OPPORTUNITIES

Students are expected to complete assessment activities on or before the date they are due. Students who fail to achieve an internally assessed standard may be given a further assessment opportunity. A further assessment opportunity will only be offered (a) to students who submitted work but failed to achieve the standard, (b) to students who unavoidably missed a scheduled internal assessment opportunity, and (c) only where practicable. The final decision as to whether a student will be offered a further assessment opportunity lies with the Head of Faculty.

In some instances, it may be that a further formal assessment opportunity may not be possible or may not be needed, as the ongoing collection of evidence by the teacher of the students' knowledge or skills may provide sufficient evidence. Such evidence, for example, may be collected by the teacher conferencing with the student. The collection of such evidence will be recorded by the teacher.

2. WORK DEADLINES AND LATENESS

All work must be handed in ***before the end of the school day*** on the date set. Work ***must be personally delivered*** to the teacher concerned. Work is ***not*** to be placed in teacher's pigeonhole or left on the teacher's desk.

All internal assessments must be completed on the set day, unless ***prior approval*** has been obtained from the Pathways teacher.

Assessment tasks handed in late, without prior approval, will not necessarily be accepted for marking. The decision to accept or not accept a late assessment task rests with the teacher. Students who fail to submit work for assessment will be recorded as "not submitted" and can expect to receive a "Not Achieved" for that standard.

Students entered in a Pathways course are entered in all standards being assessed as part of that course, unless they negotiate ***at the beginning of the year*** to be removed from particular standards. Students will need written parental permission to be removed from any standard.

3. APPEALS

Appeals against grades awarded should be made following the procedure outlined in the school policy on appeals. Students wishing to appeal a grade must do so within 48 hours of receiving notification of their assessed grade.

4. STORAGE OF STUDENT WORK

The Pathways Department will retain student assessment material until such time as it is no longer required for moderation purposes.

5. AUTHENTICITY

Except where specified for some group tasks, all work is to be your own work. Assessment tasks will require a signed statement of authentication from students.

6. MARKING & MODERATION

Student's work will be marked by their subject teacher following NCEA assessment schedules. For marking consistency, some assessment tasks may be marked by the same teacher for all classes, or two or more teachers may be each given a different section of the assessment to mark for all students. Moderation will take place at the beginning and end of marking to ensure consistency between classes.

7. RESOURCES & TEXTS

Texts can be loaned to students but remain the property of the Careers Department. Lost materials will be replaced by the student responsible at his/her own cost.

... AND FINALLY

The staff of the Pathways Department are here to help you make the most of your learning opportunities.

If in doubt, please ask!