

National Certificate in Work and Community Skills (Supported Learning)

Level 1

Credits 40

This qualification has **been reviewed**. The last date to meet the requirements is 31 December 2019.

Transition Arrangements

This qualification has been replaced by the New Zealand Certificate in Skills for Living for Supported Learners (Level 1) with an optional strand in Skills for Working [Ref: 2853].

The last date for entry into programmes leading to this qualification is 31 December 2017.

The last date for assessment of this qualification is 31 December 2019, when the qualification will be discontinued.

People currently working towards this qualification may either complete the requirements by 31 December 2019 or transfer their results to the replacement qualification.

For detailed information see [Review Summaries](#) on the NZQA website.

NZQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	June 2001	December 2012
Revision	2	April 2003	December 2012
Review	3	January 2010	December 2019
Review	4	July 2015	December 2019

Standard Setting Body

NZQA National Qualifications Services
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Website <http://www.nzqa.govt.nz/>

National Certificate in Work and Community Skills (Supported Learning)

Level	1
Credits	40

Purpose

People credited with the National Certificate in Work and Community Skills (Supported Learning) [Ref: 0853] have demonstrated that they have knowledge and skills that enable them to participate in work and in the community.

This qualification recognises the achievement of people who require some form of support with their learning, either through additional resources, specialised equipment, or adapted teaching programmes.

The Numeracy elective recognises skills and knowledge related to basic calculation, measurement, and use of a calendar. The Communication elective recognises telephone skills, taking messages, and the ability to create text documents using a computer.

The Supplemented Learning elective allows candidates to select any other unit standards from the *Supported Learning - Work and Community Skills* which are appropriate to the candidate's own workplace or intended vocation, while the Balance set allows them to supplement these skills with unit standards or achievement standards from across the National Qualifications Framework.

Credit Range

	Numeracy Elective	Communication Elective
Level 1 credits	5-20	5-20
Minimum totals	5-20	5-20

	Supported Learning Elective	Balance Set
Level 1 credits	15-30	0-15
Minimum totals	15-30	0-15

Requirements for Award of Qualification

Award of NQF Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided in section 7 of the New Zealand Qualifications Authority (NZQA) Rules and Procedures publications available at <http://www.nzqa.govt.nz/ncea/acrp/index.html>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- A minimum of 40 credits
- Numeracy Elective – A minimum of 5 credits as specified
- Communication Elective – A minimum of 5 credits as specified
- Supported Learning Elective – A minimum of 15 credits as specified
- Balance Set – Balance

Detailed Requirements

Numeracy Elective

A minimum of 5 credits

Core Generic > Supported Learning > Supported Learning - Work and Community Skills

ID	Title	Level	Credit
11888	Handle money, in a supported learning context	1	3
11890	Use a calculator to assist with functional numeracy, in a supported learning context	1	2
11891	Demonstrate functional knowledge of measuring length, in a supported learning context	1	3
11892	Demonstrate functional knowledge of measuring volume, in a supported learning context	1	3
11893	Demonstrate functional knowledge of measuring weight, in a supported learning context	1	3
11894	Demonstrate functional knowledge of measuring time, in a supported learning context	1	4
11896	Use a calendar, in a supported learning context	1	2
11897	Identify and use numbers one to ten in everyday life, in a supported learning context	1	2
11898	Identify and use numbers ten to one hundred in everyday life, in a supported learning context	1	3

Communication Elective

A minimum of 5 credits

Core Generic > Supported Learning > Supported Learning - Work and Community Skills

ID	Title	Level	Credit
11867	Answer a phone call and refer a phone call, in a supported learning context	1	2
11869	Make phone calls, in a supported learning context	1	1
11900	Produce, save, and print a text document on a computer, in a supported learning context	1	4
11914	Receive, record, and deliver messages, in a supported learning context	1	2

Supported Learning Elective

A minimum of 15 credits

Field	Subfield	Domain
Core Generic	Supported Learning	Supported Learning - Work and Community Skills

Balance Set

The balance of credits to achieve

A minimum of 40 credits

May come from anywhere on the NQF

Transition Arrangements

Version 3

Version 3 was issued following review.

Changes to structure and content

- Elective A was split into three electives, which cover numeracy skills, communication skills, and other skills from the *Supported Learning - Work and Community Skills* domain.
- The Numeracy and Communication electives now specify particular standards from which to choose, rather than the *Supported Learning - Work and Community Skills* domain only.

For detailed information see [Review Summaries](#) on the NZQA website.

People currently working towards version 2 may choose to complete that version or transfer their results to version 3.

The final date for entry into versions 1 and 2 is 31 December 2010.

It is not intended that anyone be disadvantaged by this revision. People who wish to seek advice or feel disadvantaged by these transition arrangements are advised to contact National Qualifications Services at the address below.

Previous versions of the qualification

Version 2 was issued in order to explicitly acknowledge that credits for Elective B can be from unit standards and/or achievement standards.

Certification

This certificate will display the logos of NZQA and the accredited organisation.

Classification

This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
1477	Core Generic > Supported Learning > Supported Learning - Work and Community Skills	1203	Mixed Field Programmes > Social Skills Programmes

Quality Management Systems

Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.