

Title	Apply self-management skills to enhance own learning in a digital context		
Level	2	Credits	3

Purpose	<p>People credited with this unit standard are able to apply self-management skills to enhance own learning in a digital context.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Guidance Information

- 1 Recommended skills and knowledge:
Unit 7117, *Develop strategies to enhance own learning*, or Unit 7118, *Manage own learning in a programme*, or equivalent knowledge and skills are relevant to and/or support this unit standard.
- 2 Assessment, where applicable, will be conducted in and for the context of real or realistic situations and/or settings, and be relevant to current and/or emerging practice. Demonstration of knowledge can be oral, written, practical, or a combination, as appropriate to the assessment situation.
- 3 All concerned with the teaching/learning and assessment relating to this unit standard need to be aware of, and respect, any issues of privacy and confidentiality.
- 4 The specific learning outcome and tasks must be of sufficient complexity to provide scope to meet the assessment performance criteria. The assessment context for this unit standard must be suitable to meet the criteria for level 2 in the NZQF Level Descriptors, which are available by searching for “level descriptors” at www.nzqa.govt.nz.
- 5 Definition
Self-management refers to skills such as time management, problem solving, monitoring own behaviour, setting goals, self-motivation, stress management, resilience, evaluating progress, critical thinking.

- 6 Legislation relevant to this unit standard may include but is not limited to the:
 Copyright Act 1994
 Harmful Digital Communications Act 2015
 Health and Safety at Work Act 2015
 Privacy Act 2020
 and any subsequent amendments.
 Current legislation and regulations can be accessed at <http://legislation.govt.nz>.
- 7 Reference
ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010, available from Worksafe New Zealand, at <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers>.

Outcomes and performance criteria

Outcome 1

Apply self-management skills to enhance own learning in a digital context.

Range digital context may include but is not limited to – use of a range of features and functions in unfamiliar software tool(s); use of a range of unfamiliar features and functions of familiar software tools.

Performance criteria

- 1.1 Digital learning opportunities are identified and documented.
- Range documentation includes but is not limited to – what will be learnt; how it will be learnt; when it will be learnt; how the learning will be validated.
- 1.2 Resources relevant to learning new skills are identified and located.
- Range sources of resources may include but are not limited to – Internet; books; e-books; technical manuals; training course material; videos; podcasts; peers; mentors; knowledge holders; evidence of two different resources.
- 1.3 Self-management and relevant resources are used to undertake digital learning.
- 1.4 Application of the new skills relevant to learning from the resources is demonstrated.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.