

<b>Title</b>	<b>Apply basic literacy skills in structured and familiar contexts (Foundation Skills)</b>		
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is to help people acquire focused skills, capabilities, knowledge and attributes needed to engage or re-engage with learning.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the outcomes of the New Zealand Certificate in Foundation Skills (Level 1) [Ref: 2861].</p> <p>People credited with this unit standard are able to apply basic literacy skills in structured and familiar contexts.</p>
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<b>Classification</b>	Core Generic > Foundation Skills - Te Ara Tupu
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 This unit standard is one of a suite of standards aligned to New Zealand Certificate in Foundation Skills (Level 1) [Ref: 2861]. The requirements of this standard are consistent with the *New Zealand Certificates in Foundation and Bridging Supporting Document*. Link provided below.

All activities, including assessment, must be carried out in accordance with the requirements and conditions of the qualification, and should be informed by the Supporting Document.

- 2 Candidates may be assessed against this unit standard in a real-life context using naturally occurring evidence or in a realistic simulation. A verifier's checklist is acceptable if accompanied by evidence that includes examples from the candidate's performance.
- 3 All activities relevant to this standard must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 4 All activities must, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

5 *References*

- New Zealand Certificate in Foundation Skills (Level 1) [Ref: 2861]: [Foundation and Bridging qualifications » NZQA](#)
- New Zealand Certificates in Foundation and Bridging Supporting Document: [Foundation and Bridging qualifications » NZQA](#)
- Employability Skills Framework: [Employability Skills Framework – Youth Guarantee \(education.govt.nz\)](#)
- *Learning Progressions for Adult Literacy*: <https://ako.ac.nz/knowledge-centre/learning-progressions-for-adult-literacy/>
- *The New Zealand Curriculum for English*: <https://nzcurriculum.tki.org.nz/The-New-Zealand-Curriculum/English>.

6 *Reading*

For the purposes of this unit standard, texts are written documents (not visual or oral). The reading texts must be of sufficient length and complexity to provide adequate evidence of competence. Suitable texts will require learners to use the skills outlined at koru/step 3 on the Read with Understanding strand of the Learning Progressions for Adult Literacy, or National Curriculum upper level 3/ lower level 4. At all times the quality of the texts, considered as a whole, is more important than length.

7 *Writing*

The texts must be of sufficient length and complexity to provide adequate evidence of competence: it is recommended that the texts total approximately 350 words. Nevertheless, at all times the quality of the writing, considered as a whole, is more important than its length. 'Sufficient complexity' refers to texts that demonstrate the writing demands outlined at koru/step 3 of the *Write to communicate* strand of the *Learning Progressions for Adult Literacy*, or National Curriculum upper level 3/ lower level 4.

Writing texts can be written in any method, including voice-to-text, and can be in any format and for any purpose.

- 8 The credits for this unit standard may not be used as evidence of literacy for NCEA purposes.

## Outcomes and performance criteria

### Outcome 1

Apply basic literacy skills in structured and familiar contexts.

### Performance criteria

- 1.1 Basic reading skills are applied to locate information relevant to the reader's purpose.
- Range evidence of four texts of different types.

1.2 Basic writing skills are applied to communicate ideas for a specified purpose.

Range evidence of four texts for different purposes.

<b>Planned review date</b>	31 December 2028
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 April 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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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 NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.