

National Certificate in Employment Skills

Level 1

Credits 60

Purpose

The National Certificate in Employment Skills (NCES) recognises core skills and attributes necessary for successful employment and further learning. NCES is awarded to learners who have demonstrated competence in literacy and numeracy, and other personal and technical skills. These skills have been identified by employers as being important to ensure a learner is equipped to operate and be productive in the workplace.

Learners will continue to develop and grow as valued employees and demonstrate skills that contribute to lifelong learning.

This qualification is designed to be accessible so that learners are able to demonstrate competencies which will enable them to pathway onto skilled work and/or higher learning.

This qualification is intended to act as a springboard from which people may progress towards other higher level qualifications.

For the purposes of meeting the literacy and numeracy requirements, this qualification accepts credits from both unit standards and Level 1 recognised achievement standards. The literacy and numeracy requirements for this qualification can contribute to the literacy and numeracy requirements for NCEA Level 1.

Special Notes

To meet the literacy requirements, candidates may select either Set 1A or Set 1B. To meet the numeracy requirements, candidates may select either Set 2A or Set 2B. Candidates may not select a combination of standards from both sets in each Elective.

Credit Range

	Compulsory	Elective 1	Elective 2	Balance
Level 1 credits	22	4	4	0-15
Level 2 credits	15	-	-	0-15
Minimum totals	37	4-10	4-10	3-15
Qualification total	60			

Requirements for Award of Qualification

Award of NZQF National 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 on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

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 60 credits at Level 1 or above
- Compulsory standards
- Elective 1 – as specified
- Elective 2 – as specified
- Balance – Balance if required

Detailed Requirements

Compulsory

The following standards are required

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
2780	Demonstrate and apply knowledge of a personal computer system	1	3

Core Generic > Core Generic > Personal Financial Management

ID	Title	Level	Credit
24699	Make an informed decision relating to personal income and evaluate its consequences	2	2
24709	Produce a balanced budget for an individual	1	3

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
496	Manage personal wellness	1	3
7123	Apply a problem solving method to a problem	2	2

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
1978	Identify and describe basic employment rights and responsibilities, and sources of information and assistance	1	3
4248	Describe requirements and expectations faced by employees within the workplace	1	3
4249	Demonstrate care and timeliness as an employee	1	4
4252	Produce a targeted resumé	2	2
10781	Produce a plan for own future directions	2	3

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
497	Demonstrate knowledge of workplace health and safety requirements	1	3

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1294	Be interviewed in a formal interview	2	2
1299	Be assertive in a range of specified situations	2	4

Elective 1

Meet the requirements of 1 of the following sets

- Set 1A
- Set 1B

Set 1A

A minimum of 4 credits at Level 1

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
26622	Write to communicate ideas for a purpose and audience	1	4
26624	Read texts with understanding	1	3
26625	Actively participate in spoken interactions	1	3

Set 1B

A minimum of 4 credits at Level 1

Elective 2

Meet the requirements of 1 of the following sets

- Set 2A
- Set 2B

Set 2A

A minimum of 4 credits at Level 1

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
26623	Use number to solve problems	1	4
26626	Interpret statistical information for a purpose	1	3
26627	Use measurement to solve problems	1	3

Set 2B

A minimum of 4 credits at Level 1

Balance

The balance of credits to achieve

A minimum of 60 credits at Level 1 or above

May come from anywhere on the DAS

Literacy

Arts and Crafts > Dance > Dance Perspectives

ID	Title	Level	Credit
90005	Demonstrate knowledge of a dance genre or style	1	4
90860	Demonstrate understanding of the elements of dance	1	4
90861	Demonstrate understanding of a dance performance	1	4

Arts and Crafts > Drama > Drama Creation

ID	Title	Level	Credit
90997	Devise and perform a drama	1	5

Arts and Crafts > Drama > Drama Performance

ID	Title	Level	Credit
90006	Apply drama techniques in a dramatic context	1	4
90009	Perform an acting role in a scripted production	1	5
90999	Select and use features of a drama/theatre form in a performance	1	4

Arts and Crafts > Drama > Drama Studies

ID	Title	Level	Credit
90011	Demonstrate understanding of the use of drama aspects within live performance	1	4

ID	Title	Level	Credit
90998	Demonstrate understanding of features of a drama/theatre form	1	4
91000	Demonstrate understanding of a significant play	1	4

Arts and Crafts > Music > Music Studies

ID	Title	Level	Credit
91094	Demonstrate knowledge of conventions used in music scores	1	4
91095	Demonstrate knowledge of two music works from contrasting contexts	1	6

Arts and Crafts > Visual Arts > Art History

ID	Title	Level	Credit
91015	Demonstrate understanding of formal elements of art works, using art terminology	1	4
91016	Demonstrate understanding of the subject matter of art works	1	4
91017	Demonstrate understanding of links between context(s) and art works	1	4
91018	Demonstrate knowledge of media and methods used to produce art works	1	4
91019	Demonstrate understanding of developments in an artist's work	1	4
91020	Explain why selected objects may be considered as art	1	4

Arts and Crafts > Visual Arts > Practical Art

ID	Title	Level	Credit
90913	Demonstrate understanding of art works from Māori and other cultural contexts using art terminology	1	4

Business > Accounting > Accounting - Generic

ID	Title	Level	Credit
90976	Demonstrate understanding of accounting concepts for small entities	1	3
90979	Prepare financial information for a community organisation's annual general meeting	1	4
90980	Interpret accounting information for sole proprietors	1	4
90981	Make a financial decision for an individual or group	1	3
90982	Demonstrate understanding of cash management for a small entity	1	4

Business > Business Operations and Development > Business Studies

ID	Title	Level	Credit
90837	Demonstrate an understanding of internal features of a small business	1	4
90838	Demonstrate an understanding of external factors influencing a small business	1	4
90839	Apply business knowledge to an operational problem(s) in a given small business context	1	4
90840	Apply the marketing mix to a new or existing product	1	3
90841	Investigate aspects of human resource processes in a business	1	3
90842	Carry out and review a product-based business activity within a classroom context with direction	1	6

Engineering and Technology > Technology > Construction and Mechanical Technologies

ID	Title	Level	Credit
91059	Demonstrate understanding of basic concepts used to make products from resistant materials	1	4
91060	Demonstrate understanding of basic concepts used to make products from textile materials	1	4
91061	Demonstrate understanding of basic concepts related to structures	1	3
91062	Demonstrate understanding of basic concepts related to machines	1	3

Engineering and Technology > Technology > Design and Visual Communication

ID	Title	Level	Credit
91069	Promote an organised body of design work to an audience using visual communication techniques	1	4

Engineering and Technology > Technology > Digital Technologies

ID	Title	Level	Credit
91070	Demonstrate understanding of basic concepts of information management	1	3
91072	Demonstrate understanding of basic concepts of digital media	1	3
91074	Demonstrate understanding of basic concepts from computer science	1	3
91077	Demonstrate understanding of basic concepts used in the design and construction of electronic environments	1	3
91080	Demonstrate understanding of the common components of basic digital infrastructures	1	3

Engineering and Technology > Technology > Generic Technology

ID	Title	Level	Credit
91044	Undertake brief development to address a need or opportunity	1	4
91048	Demonstrate understanding of how technological modelling supports decision-making	1	4
91049	Demonstrate understanding of how materials enable technological products to function	1	4
91050	Demonstrate understanding of the role of subsystems in technological systems	1	4
91051	Demonstrate understanding of how different disciplines influence a technological development	1	4
91052	Demonstrate understanding of the ways a technological outcome, people, and social and physical environments interact	1	4
91053	Demonstrate understanding of design elements	1	3
91054	Demonstrate understanding of basic human factors in design	1	4
91055	Demonstrate understanding of basic concepts used in manufacturing	1	4

Engineering and Technology > Technology > Processing Technologies

ID	Title	Level	Credit
91083	Demonstrate understanding of basic concepts used in processing	1	4
91084	Demonstrate understanding of basic concepts used in preservation and packaging techniques for product storage	1	4

Humanities > English > English Oral Language

ID	Title	Level	Credit
90857	Construct and deliver an oral text	1	3

Humanities > English > English Visual Language

ID	Title	Level	Credit
90850	Show understanding of specified aspect(s) of studied visual or oral text(s), using supporting evidence	1	4
90855	Create a visual text	1	3
90856	Show understanding of visual and/or oral text(s) through close viewing and/or listening, using supporting evidence	1	3

Humanities > English > English Written Language

ID	Title	Level	Credit
90052	Produce creative writing	1	3
90053	Produce formal writing	1	3
90849	Show understanding of specified aspect(s) of studied written text(s), using supporting evidence	1	4
90851	Show understanding of significant aspects of unfamiliar written text(s) through close reading, using supporting evidence	1	4
90852	Explain significant connection(s) across texts, using supporting evidence	1	4
90853	Use information literacy skills to form conclusion(s)	1	4
90854	Form personal responses to independently read texts, supported by evidence	1	4

Humanities > Health and Physical Education > Health Education

ID	Title	Level	Credit
90971	Take action to enhance an aspect of personal well-being	1	3
90972	Demonstrate understanding of influences on adolescent eating patterns to make health-enhancing recommendations	1	4
90973	Demonstrate understanding of interpersonal skills used to enhance relationships	1	5
90974	Demonstrate understanding of strategies for promoting positive sexuality	1	4
90975	Demonstrate understanding of issues to make health-enhancing decisions in drug-related situations	1	4
91097	Demonstrate understanding of ways in which well-being can change and strategies to support well-being	1	4

Humanities > Health and Physical Education > Home Economics

ID	Title	Level	Credit
90957	Demonstrate understanding of societal influences on an individual's food choices and well-being	1	5
90958	Demonstrate understanding of how cultural practices influence eating patterns in New Zealand	1	5
90959	Demonstrate knowledge of practices and strategies to address food handling issues	1	5
90960	Demonstrate understanding of how an individual, the family and society enhance each other's well-being	1	4
90961	Demonstrate understanding of how packaging information influences an individual's food choices and well-being	1	4

Humanities > Health and Physical Education > Physical Education

ID	Title	Level	Credit
90963	Demonstrate understanding of the function of the body as it relates to the performance of physical activity	1	5
90965	Demonstrate understanding of societal influences on physical activity and the implications for self and others	1	4
90966	Demonstrate interpersonal skills in a group and explain how these skills impact on others	1	4
90967	Demonstrate strategies to improve the performance of a physical activity and describe the outcomes	1	3
90968	Demonstrate, and show understanding of, responsible behaviour for safety during outdoor education activities	1	3
90970	Demonstrate self management strategies and describe the effects on participation in physical activity	1	3

Humanities > Languages > Latin

ID	Title	Level	Credit
90862	Translate adapted Latin text into English, demonstrating understanding	1	6
90863	Demonstrate understanding of adapted Latin text	1	5
90864	Demonstrate understanding of studied Latin literary text(s)	1	6
90865	Present a Roman viewpoint	1	4
90866	Demonstrate understanding of Latin in current use	1	3

Humanities > Religious Studies > Understanding Religion

ID	Title	Level	Credit
90816	Describe key features of a sacred text	1	6
90817	Describe a significant aspect within the development of a religious tradition	1	6
90818	Describe key ethical principles of a religious tradition and how they are applied to an issue	1	6
90819	Describe key beliefs of a religious tradition	1	6

Māori > Reo Māori > Kōrero

ID	Title	Level	Credit
91086	Kōrero kia whakamahi i te reo o tōna ao	1	6

Māori > Reo Māori > Pānui

ID	Title	Level	Credit
91087	Pānui kia mōhio ki te reo o tōna ao	1	6

Māori > Reo Māori > Te Reo Rangatira

ID	Title	Level	Credit
90135	Whakarongo ki ngā kōrero o tōna ao	1	4
90137	Pānui i ngā tuhinga huhua noa	1	4
90801	Kōrero i te reo ōkawa	1	3
90802	Kōrero i te reo ōpaki	1	3
90803	Āta hanga i tētahi tuhinga	1	4
90804	Tuhituhi kōrero e hāngai ana ki te kaupapa	1	3
90805	Mātakitaki i te reo ataata	1	3

Māori > Reo Māori > Tuhituhi

ID	Title	Level	Credit
91088	Tuhi i te reo o tōna ao	1	6
91089	Waihanga tuhinga i te reo o tōna ao	1	6

Māori > Reo Māori > Whakarongo

ID	Title	Level	Credit
91085	Whakarongo kia mōhio ki te reo o tōna ao	1	6

Sciences > Science > Agricultural and Horticultural Science

ID	Title	Level	Credit
90155	Demonstrate knowledge of pasture/crop management practices	1	4
90160	Demonstrate knowledge of the impact on the environment of primary production management practices	1	3
90919	Demonstrate knowledge of soil management practices	1	4
90920	Demonstrate knowledge of the geographic distribution of agricultural and horticultural primary production in New Zealand	1	3
90921	Demonstrate knowledge of livestock management practices	1	5
90923	Demonstrate knowledge of basic plant propagation techniques	1	4
90924	Demonstrate knowledge of horticultural plant management practices and related plant physiology	1	5

Sciences > Science > Biology

ID	Title	Level	Credit
90926	Report on a biological issue	1	3
90927	Demonstrate understanding of biological ideas relating to micro-organisms	1	4
90928	Demonstrate understanding of biological ideas relating to the life cycle of flowering plants	1	4
90929	Demonstrate understanding of biological ideas relating to a mammal as a consumer	1	3

Sciences > Science > Chemistry

ID	Title	Level	Credit
90931	Demonstrate understanding of the chemistry in a technological application	1	2

Sciences > Science > Physics

ID	Title	Level	Credit
90936	Demonstrate understanding of the physics of an application	1	2

Sciences > Science > Science - Core

ID	Title	Level	Credit
90948	Demonstrate understanding of biological ideas relating to genetic variation	1	4
90952	Demonstrate understanding of the formation of surface features in New Zealand	1	4
90953	Demonstrate understanding of carbon cycling	1	4
90954	Demonstrate understanding of the effects of astronomical cycles on planet Earth	1	4
90955	Investigate an astronomical or Earth science event	1	4

Sciences > Statistics and Probability > Probability

ID	Title	Level	Credit
91038	Investigate a situation involving elements of chance	1	3

Sciences > Statistics and Probability > Statistics

ID	Title	Level	Credit
91035	Investigate a given multivariate data set using the statistical enquiry cycle	1	4
91036	Investigate bivariate numerical data using the statistical enquiry cycle	1	3

Social Sciences > Economic Theory and Practice > Economics

ID	Title	Level	Credit
90983	Demonstrate understanding of consumer choices, using scarcity and/or demand	1	4
90984	Demonstrate understanding of decisions a producer makes about production	1	5
90985	Demonstrate understanding of producer choices using supply	1	3
90986	Demonstrate understanding of how consumer, producer and/or government choices affect society, using market equilibrium	1	5
90987	Demonstrate understanding of a government choice where affected groups have different viewpoints	1	4
90988	Demonstrate understanding of the interdependence of sectors of the New Zealand economy	1	3

Social Sciences > Social Science Studies > Classical Studies

ID	Title	Level	Credit
91021	Demonstrate understanding of ideas and values of the classical world	1	4
91022	Demonstrate understanding of the significance of features of work(s) of art in the classical world	1	4
91023	Demonstrate understanding of an important historical figure in the classical world	1	4
91024	Demonstrate understanding of social relationships in the classical world	1	6
91025	Demonstrate understanding of links between aspects of the classical world and another culture	1	6

Social Sciences > Social Science Studies > Geography

ID	Title	Level	Credit
91007	Demonstrate geographic understanding of environments that have been shaped by extreme natural event(s)	1	4
91008	Demonstrate geographic understanding of population concepts	1	4
91009	Demonstrate geographic understanding of the sustainable use of an environment	1	3
91011	Conduct geographic research, with direction	1	4
91012	Describe aspects of a contemporary New Zealand geographic issue	1	3
91013	Describe aspects of a geographic topic at a global scale	1	3

Social Sciences > Social Science Studies > History

ID	Title	Level	Credit
91001	Carry out an investigation of an historical event, or place, of significance to New Zealanders	1	4
91002	Demonstrate understanding of an historical event, or place, of significance to New Zealanders	1	4
91003	Interpret sources of an historical event of significance to New Zealanders	1	4
91004	Demonstrate understanding of different perspectives of people in an historical event of significance to New Zealanders	1	4
91005	Describe the causes and consequences of an historical event	1	4
91006	Describe how a significant historical event affected New Zealand society	1	4

Social Sciences > Social Science Studies > Media Studies

ID	Title	Level	Credit
90989	Demonstrate understanding of how individuals interact with the media	1	3
90990	Demonstrate understanding of selected elements of media text(s)	1	3
90991	Demonstrate understanding of the media coverage of a current issue or event	1	4
90992	Demonstrate understanding of characteristics of a media genre	1	4
90995	Demonstrate understanding of rules that govern the media in New Zealand	1	3
90996	Write media texts for a specific target audience	1	3

Social Sciences > Social Science Studies > Social Studies

ID	Title	Level	Credit
91039	Describe how cultures change	1	4
91040	Conduct a social inquiry	1	4
91041	Describe consequences of cultural change(s)	1	4
91042	Report on personal involvement in a social justice and human rights action	1	4
91043	Describe a social justice and human rights action	1	4

Numeracy

Engineering and Technology > Technology > Design and Visual Communication

ID	Title	Level	Credit
91064	Produce instrumental, multi-view orthographic drawings that communicate technical features of design ideas	1	3
91065	Produce instrumental paraline drawings to communicate design ideas	1	3

Sciences > Mathematics > Algebra

ID	Title	Level	Credit
91027	Apply algebraic procedures in solving problems	1	4
91028	Investigate relationships between tables, equations and graphs	1	4
91029	Apply linear algebra in solving problems	1	3

Sciences > Mathematics > Geometry

ID	Title	Level	Credit
91031	Apply geometric reasoning in solving problems	1	4
91033	Apply knowledge of geometric representations in solving problems	1	3
91034	Apply transformation geometry in solving problems	1	2

Sciences > Mathematics > Measurement

ID	Title	Level	Credit
91030	Apply measurement in solving problems	1	3

Sciences > Mathematics > Number

ID	Title	Level	Credit
91026	Apply numeric reasoning in solving problems	1	4

Sciences > Mathematics > Trigonometry

ID	Title	Level	Credit
91032	Apply right-angled triangles in solving measurement problems	1	3

Sciences > Science > Agricultural and Horticultural Science

ID	Title	Level	Credit
90918	Carry out a practical agricultural or horticultural investigation	1	4

Sciences > Science > Biology

ID	Title	Level	Credit
90925	Carry out a practical investigation in a biological context, with direction	1	4

Sciences > Science > Chemistry

ID	Title	Level	Credit
90930	Carry out a practical chemistry investigation, with direction	1	4

Sciences > Science > Physics

ID	Title	Level	Credit
90935	Carry out a practical physics investigation that leads to a linear mathematical relationship, with direction	1	4
90937	Demonstrate understanding of aspects of electricity and magnetism	1	4
90938	Demonstrate understanding of aspects of wave behaviour	1	4
90939	Demonstrate understanding of aspects of heat	1	4

Sciences > Science > Science - Core

ID	Title	Level	Credit
90940	Demonstrate understanding of aspects of mechanics	1	4
90941	Investigate implications of electricity and magnetism for everyday life	1	4
90942	Investigate implications of wave behaviour for everyday life	1	4
90943	Investigate implications of heat for everyday life	1	4

Sciences > Statistics and Probability > Probability

ID	Title	Level	Credit
91038	Investigate a situation involving elements of chance	1	3

Sciences > Statistics and Probability > Statistics

ID	Title	Level	Credit
91035	Investigate a given multivariate data set using the statistical enquiry cycle	1	4
91036	Investigate bivariate numerical data using the statistical enquiry cycle	1	3
91037	Demonstrate understanding of chance and data	1	4

Social Sciences > Social Science Studies > Geography

ID	Title	Level	Credit
91010	Apply concepts and basic geographic skills to demonstrate understanding of a given environment	1	4
91011	Conduct geographic research, with direction	1	4

Social Sciences > Social Science Studies > Media Studies

ID	Title	Level	Credit
90989	Demonstrate understanding of how individuals interact with the media	1	3

Transition Arrangements

Version 13 was issued following revision.

Changes to the structure and content

- Unit standard 22144 has been removed from the qualification which has led to a decrease in credit requirements of the compulsory section from 40 credits to 37 credits.

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

This qualification contains standards that replace or substitute earlier standards. For the purposes of this qualification people who have gained credit for the earlier standards are exempt from the requirement to gain credit for the replacement standards.

Credit for	Exempt from
501	10781
1298	1299

Candidates currently working towards version 12 may choose to complete that version or transfer their results to version 13. The last date for entry to programmes or courses for version 12 is January 2012. The last date for assessments for version 12 is December 2012. The start date for programmes or courses for version 13 is upon publication.

It is not intended that any existing candidates are disadvantaged by this review. However, anyone who feels disadvantaged should contact the standard setter at the address below.

Previous versions of the qualification

Version 12 was issued following a review.

Version 11 was issued to amend the maximum credit total from 69 credits to 68 credits to correct an error in the credit range for elective 1.

Version 10 of this qualification was revised and issued to include credits from achievement standards and to make the qualification more flexible.

Version 9 was issued to correct an error in the credit table.

Version 8 was issued in order to include an ESOL unit standard to each of the literacy alternatives in Elective 1. The elective list was also formatted into sets.

Version 7 was issued to account for unit standard 101 being moved from the compulsory section to Elective 1 and unit standard 12883 being added as an alternative for unit standard 101.

Version 6 was issued to rectify an error in the credit table.

Version 5 was issued to include unit standard 8811 as a replacement for alternate unit standards 12419 and 12420.

Versions 2, 3 and 4 were issued to reflect changes resulting from unit standard reviews.

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	November 1996	December 2012
Revision	2	April 1997	December 2012
Revision	3	September 1997	December 2012
Revision	4	April 1998	December 2012
Revision	5	June 1998	December 2012
Revision	6	August 1998	December 2012
Revision	7	January 2000	December 2012
Revision	8	March 2001	December 2012
Revision	9	April 2001	December 2012
Revision	10	October 2002	December 2012
Revision	11	February 2006	December 2012
Review	12	June 2011	December 2012
Revision	13	August 2011	N/A

Standard Setting Body

NZQA National Qualifications Service
PO Box 160
Wellington 6140

Telephone 04 463 3000
Email nqs@nzqa.govt.nz
Website www.nzqa.govt.nz

Planned Review

Any person or organisation may contribute to the review of this qualification by sending feedback to the standard setting body at the above address.

Next Review	2016
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Other standard setting bodies whose standards are included in the qualification

Ministry of Education
The New Zealand Industry Training Organisation

Certification

This certificate will display the logos of NZQA and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
	Multi-Field	120599	Mixed Field Programmes > Employment Skills Programmes > Employment Skills Programmes not elsewhere classified

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.