

# The GET Group - ALL Assessment Standards

Version 1

Number	Level	Description	Credits
		<b>ASSESSMENT OF LEARNING</b>	
4098	4	Use standards to assess candidate performance	6 Credits
30421	4	Carry out assessments against standards to make judgements of learner performance	18 Credits
30423	4	Participate in assessment processes as a verifier	10 Credits
		<b>BUSINESS</b>	
		<b>Small Business</b>	
29055	3	Identify a business opportunity/ies and assess compatibility with own abilities, interests, and preferences	5 Credits
32005	3	Organise small business meetings	3 Credits
		<b>People Development</b>	
27557	3	Behave according to organisational requirements	3 Credits
27563	3	Demonstrate knowledge of teams and team leadership in an organisation	4 Credits
8495	4	Develop self to improve own performance in an organisation	4 Credits
16614	4	Apply time management concepts and methods in business situations	3 Credits
18336	4	Demonstrate and apply knowledge of team-building skills	5 Credits
23396	4	Demonstrate knowledge of performance management planning	3 Credits
27564	4	Demonstrate knowledge of leadership in an organisation	8 Credits
27566	4	Monitor staff performance in an organisation	5 Credits
32346	4	Develop a team environment and relationships to contribute to a business entity's objectives	20 Credits

		<b>ENTERTAINMENT &amp; EVENTS</b>	
<b>Content Creation</b>			
40153	2	Create an interview podcast for social media	5 Credits
<b>Entertainment</b>			
26686	1	Demonstrate and apply knowledge of lighting for an entertainment and event context	4 Credits
26687	1	Demonstrate and apply knowledge of sound for an entertainment and event context	4 Credits
26688	1	Demonstrate and apply knowledge of make-up for an entertainment and event context	4 Credits
26689	1	Demonstrate and apply knowledge of costuming for an entertainment and event context	4 Credits
26690	1	Demonstrate and apply knowledge of construction of props and scenic elements for an entertainment and event context	4 Credits
26691	1	Describe and apply knowledge of an entertainment and event production process by assisting in a production role	3 Credits
32376	1	Demonstrate and apply knowledge of electronic media for an entertainment and event context	4 Credits
10353	2	Shoot material for a production with a moving image camera in an entertainment and event context	4 Credits
27699	2	Demonstrate and apply knowledge of costume design for an entertainment and event context	4 Credits
27700	2	Demonstrate and apply knowledge of lighting design for an entertainment and event context	4 Credits
27701	2	Demonstrate and apply knowledge of make-up design for an entertainment and event context	4 Credits
27702	2	Describe and carry out tasks and responsibilities in a production role in an entertainment and event context	4 Credits
27703	2	Demonstrate and apply knowledge of sound design for an entertainment and event context	4 Credits
27704	2	Demonstrate and apply knowledge of the design and construction of entertainment and event props and scenic elements	4 Credits
32377	2	Demonstrate and apply knowledge of electronic media design for an entertainment and event context	4 Credits
31140	3	Demonstrate knowledge of the entertainment and event industry	5 Credits
32368	3	Develop a lighting design for a given work in an entertainment and event context	5 Credits
32370	3	Develop a make-up design for a given work in an entertainment and event context	5 Credits
32373	3	Construct props and scenic elements to realise the scenic design for a given work in an entertainment and event context	4 Credits
		<b>FINANCIAL CAPABILITY</b>	
24697	1	Perform income-related calculations for personal finances	2 Credits
24705	1	Interpret and confirm accuracy of personal financial documents	2 Credits
24709	1	Produce a budget to manage personal finances	3 Credits
28087	1	Demonstrate knowledge of the effect of life stages on personal income	3 Credits

28088	1	Describe credit and debt and their impacts on personal finances	3 Credits
28089	1	Demonstrate knowledge of personal financial goal setting	3 Credits
28090	1	Demonstrate knowledge of selected personal financial saving and investment options that provide financial benefits	3 Credits
28091	1	Describe risks and select risk management strategies for personal finances	3 Credits
29558	1	Demonstrate knowledge of personal credit history	3 Credits
24695	2	Explain taxation and other deductions relating to personal income	2 Credits
28092	2	Explain the effect of significant life events on personal income at different life stages	3 Credits
28093	2	Describe tertiary study funding options and potential financial consequences for future choices and responsibilities	3 Credits
28094	2	Produce a household budget, set a financial goal and review and adjust the budget to achieve the goal	3 Credits
28095	2	Explain personal financial savings and investment options	3 Credits
28096	2	Explain insurance products as financial risk management strategies for personal finances	3 Credits
28097	2	Explain and select banking products and services in relation to personal finances	3 Credits
28098	3	Evaluate options to increase personal income	3 Credits
28099	3	Evaluate credit options and select debt management strategies to manage personal finances	3 Credits
28100	3	Develop a plan to show how a budget contributes to achieving a long-term personal financial goal	4 Credits
28101	3	Evaluate savings and investment options and make a plan to create a long-term personal investment portfolio	4 Credits
28103	3	Analyse and select personal financing options for purchasing a property	4 Credits
28104	3	Analyse external risk factors and select strategies to manage their impact on personal finances	3 Credits
		<b>FOUNDATION SKILLS - TE ARA TUPU</b>	
33157	1	Describe self-management and resilience strategies for self (Foundation Skills)	3 Credits
33241	1	Develop self-management and resilience strategies to organise personal life (Foundation Skills)	4 Credits
33242	1	Develop self-management and resilience strategies to maintain and/or improve own wellbeing (Foundation Skills)	4 Credits
33243	1	Develop self-management and resilience strategies to continue learning (Foundation Skills)	4 Credits
33244	1	Interact with people from own and other cultures in familiar situations (Foundation Skills)	5 Credits
33245	1	Interact with people at work and in the community in familiar situations (Foundation Skills)	5 Credits
33246	1	Apply basic literacy skills in structured and familiar contexts (Foundation Skills)	5 Credits
33247	1	Apply basic numeracy skills in structured and familiar contexts (Foundation Skills)	5 Credits
33248	1	Apply basic skills in digital literacy in structured and familiar contexts (Foundation Skills)	5 Credits
33249	1	Apply basic skills in literacies in structured and familiar contexts (Foundation Skills)	5 Credits
33250	1	Describe the leadership qualities of a rangatira (Foundation Skills)	5 Credits

33251	1	Describe implications for self in relation to the leadership qualities of an individual rangatira (Foundation Skills)	10 Credits
40060	2	Apply self-management and resilience strategies to organise personal life, maintain well-being, and continue learning	15 Credits
40061	2	Work collaboratively and effectively in a group containing a range of people and cultures to achieve an outcome	10 Credits
40062	2	Apply reading and writing skills in unfamiliar contexts	5 Credits
40063	2	Apply numerical skills in unfamiliar contexts	5 Credits
40064	2	Apply digital technology skills in unfamiliar contexts	5 Credits
40065	2	Apply skills to manage oneself in everyday unfamiliar contexts	5 Credits
40066	2	Describe the strengths of own rangatiratanga and identify how these can guide own short-term goals and future pathways	15 Credits
		<b>GENERIC COMPUTING</b>	
2792	1	Produce simple desktop published documents using templates	2 Credits
5946	1	Use computer technology to create and deliver a presentation from given content	3 Credits
18734	1	Create a web page using a template	2 Credits
18743	1	Produce a spreadsheet from instructions using supplied data	2 Credits
18758	1	Find information using the Internet	2 Credits
25659	1	Create a web page using a mark-up language with a text editor	2 Credits
29769	2	Use the main features and functions of a word processing application for a purpose	4 Credits
29770	2	Use the main features and functions of a spreadsheet application for a purpose	4 Credits
29771	2	Use the main features and functions of a presentation application for a purpose	3 Credits
29772	2	Manage files and folders using digital devices	2 Credits
29773	2	Produce digital images for a range of digital media	3 Credits
29774	2	Use the main features and functions of a desktop publishing application to create documents for a purpose	4 Credits
29775	2	Use the main features and functions of a web authoring and design tool to create a website	3 Credits
29776	2	Use the main features of an HTML editor to create a website	4 Credits
29777	2	Use the main features and functions of a database application to create and test a database	3 Credits
29778	2	Use the main features and functions of a schematic diagram application to create diagrams	2 Credits
29779	2	Create, assemble, and test a microprocessor-controlled device built from components	3 Credits
29780	2	Configure, manage and use contemporary and emerging digital devices	3 Credits
29781	2	Use the Internet and common digital devices and software to gather information and connect with other users and devices	7 Credits
29782	2	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes	5 Credits
32975	2	Use digital tools securely, safely, ethically and legally	5 Credits

32976	2	Use problem solving techniques and critical thinking to make informed decisions about digital solutions	5 Credits
32977	2	Apply self-management skills to enhance own learning in a digital context	3 Credits
29785	3	Use a word processing application to integrate images, spreadsheet and database data into documents	5 Credits
29786	3	Produce a spreadsheet for organisational use	5 Credits
29789	3	Use a presentation application to produce an interactive multimedia presentation	3 Credits
32942	3	Use and maintain a computer database to meet organisational requirements	3 Credits
		<b>HEALTH AND SAFETY</b>	
497	1	Demonstrate knowledge of workplace health and safety requirements	3 Credits
17591	3	Demonstrate knowledge of the prevention and management of Discomfort, Pain and Injury (DPI) in the workplace	8 Credits
17592	3	Identify the causes of back injury and methods to prevent back injuries in the workplace	4 Credits
19522	3	Undertake job safety analysis	3 Credits
30265	3	Apply health and safety risk assessment to a job role	8 Credits
		<b>HOSPITALITY &amp; COOKERY</b>	
<b>Catering Services</b>			
27951	3	Provide trayline services for a catering services operation	5 Credits
30896	3	Perform duties of a food service associate in a catering operation	6 Credits
<b>Cookery</b>			
13280	2	Prepare fruit and vegetable cuts in a commercial kitchen	2 Credits
13281	2	Prepare and assemble, and present basic sandwiches for service	2 Credits
13283	2	Prepare and assemble, and present salads for service	2 Credits
13284	2	Clean food production areas and equipment	2 Credits
13285	2	Handle and maintain knives in a commercial kitchen	2 Credits
24526	2	Apply safe working practices in a commercial kitchen	4 Credits
30895	2	Demonstrate knowledge of basic nutrition in commercial catering	4 Credits
13282	3	Prepare, assemble, and present complex sandwiches for service in a commercial kitchen	2 Credits
13343	3	Demonstrate knowledge of nutrition in commercial catering	5 Credits
30916	3	Prepare and present basic hot and cold canapés in a commercial kitchen	4 Credits
<b>Food and Beverage Service</b>			

14434	2	Prepare and clear areas for table service for a commercial hospitality establishment	3 Credits
14436	2	Provide table service for a commercial hospitality establishment	4 Credits
17285	2	Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision	4 Credits
17286	2	Prepare and present pressed coffee for service	2 Credits
17287	2	Prepare and present filtered coffee for service	2 Credits
14425	2	Prepare and serve hot and cold non-alcoholic drinks for a commercial hospitality establishment	5 Credits
14431	2	Demonstrate knowledge of food service styles and menu types in the hospitality industry	3 Credits
14420	3	Describe alcoholic and non-alcoholic beverages	3 Credits
17284	3	Demonstrate knowledge of coffee origin and production	3 Credits
17288	3	Prepare and present espresso beverages for service	5 Credits
18497	3	Demonstrate knowledge of culinary products, terms, and food preparation methods	8 Credits
<b>Food Safety</b>			
167	2	Practise food safety methods in a food business under supervision	4 Credits
20666	2	Demonstrate basic knowledge of contamination hazards and control methods used in a food business	2 Credits
168	3	Demonstrate knowledge of food contamination hazards, and control methods used in a food establishment	4 Credits
27955	3	Demonstrate knowledge of and apply food safety practices in a food-related establishment	5 Credits
<b>Alcohol Service</b>			
14466	2	Demonstrate knowledge of maintaining a safe and secure environment for people in the hospitality industry	2 Credits
14469	2	Provide customers with information about an establishment in the hospitality industry	2 Credits
4645	3	Demonstrate knowledge of maintaining a responsible drinking environment as a server in licensed premises	2 Credits
4646	4	Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises	2 Credits
16705	4	Demonstrate knowledge of host responsibility requirements as a duty manager of licensed premises	3 Credits
<b>INTERPERSONAL COMMUNICATIONS</b>			
1285	1	Make enquiries and complete practical transactions face-to-face and by telephone	2 Credits
1293	1	Be interviewed in an informal, one-to-one, face-to-face interview	2 Credits
3501	1	Demonstrate knowledge of and apply listening techniques	2 Credits
3503	1	Communicate in a team or group to complete a routine task	2 Credits
9707	1	Demonstrate knowledge of workplace communication requirements	3 Credits
1294	2	Be interviewed in a formal interview	2 Credits
1299	2	Be assertive in a range of specified situations	4 Credits

9677	2	Communicate in a team or group which has an objective	3 Credits
10791	2	Participate in a meeting	3 Credits
33019	2	Communicate in an organisation	3 Credits
33020	2	Understand and assess non-written texts on a topic	3 Credits
1296	3	Conduct informal interviews	3 Credits
1304	3	Communicate with people from other cultures	2 Credits
1307	3	Speak to a known audience in a predictable situation	3 Credits
1312	3	Give oral instructions in the workplace	3 Credits
9681	3	Contribute within a team or group which has an objective	3 Credits
9694	3	Demonstrate and apply knowledge of communication process theory	4 Credits
9705	3	Give feedback on performance in the workplace	3 Credits
11097	3	Listen actively to gain information in an interactive situation	3 Credits
		<b>PRIMARY INDUSTRIES (Farming &amp; Horticulture)</b>	
<b>Dairy Farming</b>			
18194	1	Prepare for milking, and milk cows, under close supervision	4 Credits
4548	2	Assist with milking	8 Credits
18191	2	Describe safe handling and health problems of dairy cattle associated with milking	3 Credits
18192	2	Demonstrate knowledge of how cows produce milk	2 Credits
18193	2	Describe farm dairy design and the farm dairy effluent system	2 Credits
23786	2	Demonstrate knowledge of milking machine components and cleaning procedures	12 Credits
<b>Farming Skills</b>			
19081	2	Describe annual feed supply and demand, methods to manage feed surpluses and deficits, and perform calculations	4 Credits
19106	2	Assist with handling livestock when moving and drafting, and when livestock are distressed	4 Credits
19110	2	Work a farm dog and maintain its health and welfare	10 Credits
19112	2	Check and report on livestock	4 Credits
19114	2	Assist with handling and treatment of livestock	6 Credits
19116	2	Demonstrate knowledge of livestock behaviour and welfare in a primary industry operation	3 Credits
24629	2	Feed livestock with supplementary feed as directed by supervisor	2 Credits
24630	2	Assist with livestock grazing management, and feed livestock under direct supervision	4 Credits
19110	2	Work a farm dog and maintain its health and welfare	10 Credits

582	3	Handle livestock when moving and drafting and when livestock are distressed	6 Credits
19115	3	Handle and move livestock	6 Credits
19119	3	Set up, operate, and maintain a travelling irrigation system	4 Credits
24634	3	Complete documentation, and present livestock for transport, sale, or slaughter	8 Credits
<b>Fencing</b>			
561	2	Install, dismantle, and store temporary electric fences	2 Credits
24822	2	Install wooden battens for fencing	4 Credits
24823	2	Install wire droppers for fencing	2 Credits
24827	2	Repair a rail in a rail panel	2 Credits
24832	2	Open and draw out a coil of wire, tie knots, join wire, and prepare wire for transport and storage	5 Credits
24833	2	Identify and maintain fencing tools and equipment, and identify fencing construction materials and wire types	3 Credits
24834	2	Replace a broken post and repair a broken wire in fences	5 Credits
24835	2	Identify the location of a fault in electric fences, and replace electric fence components	3 Credits
24836	2	Describe nonelectric fences, fence support materials, and safe practices in fencing	2 Credits
37	3	Install fencing wire	6 Credits
572	3	Describe electric fencing components and systems	5 Credits
573	3	Construct, energise, and test a permanent electric fence	10 Credits
<b>Agriculture</b>			
19139	1	Gather and record information from a rain gauge, thermometer, and barometer; or weather station	2 Credits
20794	2	Hand pluck possums for possum fur recovery	2 Credits
20795	2	Machine pluck possums for possum fur recovery	2 Credits
20797	2	Describe farm practices and farm animal behaviour	3 Credits
24542	2	Describe the impact of an agriculture system on soils	3 Credits
<b>Husbandry</b>			
28980	3	Assist with rearing of young stock from birth until first mating, sale or slaughter	10 Credits
<b>Pest Control</b>			
29335	3	Describe rural pest animals, monitoring and control operations in New Zealand	10 Credits
29338	3	Prepare and use traps to control rural pest animals	10 Credits
<b>Ag Core Skills</b>			
19136	1	Demonstrate the social requirements for family living in a primary industry context	2 Credits
19137	1	Describe the opportunities, advantages, and disadvantages of primary industry employment	2 Credits



4	2	Maintain hand tools and service small engines used in a primary industry operation	5 Credits
2803	2	Maintain a documented work record for a primary industry operation	5 Credits
19138	2	Describe weather, climate and micro-climate characteristics, and interpret weather maps for a primary industry operation	4 Credits
19143	2	Perform calculations in a primary industry context	3 Credits
19145	2	Describe hydration, nutrition, and sleep in relation to physical well-being of primary industry workers	4 Credits
22174	2	Demonstrate knowledge of soils and fertilisers	5 Credits
31656	2	Demonstrate knowledge of safe work practices in a primary industry operation	10 Credits
<b>Horticulture</b>			
1	1	Prepare and sow outdoor seedbeds manually	5 Credits
23780	1	Undertake general garden maintenance	5 Credits
23782	1	Identify containers, materials, plants, and tools used in plant propagation	2 Credits
23783	1	Grow and maintain plants in containers from seed	5 Credits
829	2	Demonstrate knowledge of plant nomenclature	5 Credits
10952	2	Lift, prepare, pack, transport, and store bare root tree stocks	5 Credits
21039	2	Describe the development of organic horticulture	10 Credits
21212	2	Harvest a horticulture crop by hand	5 Credits
22185	2	Demonstrate knowledge of quality control systems in production horticulture	5 Credits
22188	2	Demonstrate knowledge of irrigation systems used in horticulture	5 Credits
22191	2	Demonstrate knowledge of factors which influence plant growth	5 Credits
23356	2	Prepare packaging for horticultural produce	5 Credits
23359	2	Maintain hygiene to ensure food safety in a horticulture workplace	5 Credits
23781	2	Grow and pot up plants from stem cuttings	5 Credits
29493	2	Carry out basic canopy maintenance of trees or vines	5 Credits
29494	2	Clean down post-harvest equipment ready for changeovers	5 Credits
29496	2	Field graft vines	5 Credits
29497	2	Hand prune fruit trees	8 Credits
29498	2	Hand thin buds, flowers, or fruit	3 Credits
29499	2	Identify a range of plants by botanical and common name, and their basic features	2 Credits
29500	2	Pack graded horticultural produce and report problems	5 Credits
29502	2	Plant out by hand	5 Credits
29504	2	Prick-out seedlings or rooted cuttings, transplant, and pot-on young plants into containers	4 Credits

29505	2	Propagate plant material by division	3 Credits
29506	2	Prepare and propagate plants by cuttings	5 Credits
29507	2	Pull out the crop, clean the greenhouse for crop change, and set up the new crop	5 Credits
29508	2	Sow seeds and monitor germination and emergence	5 Credits
29509	2	Stack and move produce manually in a coolstore or other storage facility	5 Credits
29510	2	Stack and secure packed horticultural produce on pallets	5 Credits
29511	2	Train and hand prune brambles	5 Credits
29512	2	Train and hand prune mature vines	8 Credits
29513	2	Train and hand prune young vines	5 Credits
31668	2	Assist with horticulture activities which support crop productivity	2 Credits
31669	2	Assist with routine activities when undertaking development work in a horticulture operation	3 Credits
22186	3	Prepare equipment, and harvest a horticulture crop by hand	5 Credits
22189	3	Describe irrigation filters, and repair and maintain an irrigation system used in horticulture	5 Credits
22193	3	Calculate fertiliser requirements, prepare and apply fertiliser, and maintain and store fertiliser equipment	5 Credits
29838	3	Plant and care for plants	5 Credits
29841	3	Recognise plant pests, diseases, and disorders of a horticulture crop	5 Credits
		<b>RECREATION AND SPORT</b>	
6896	3	Demonstrate knowledge of recreation	3 Credits
20673	3	Demonstrate knowledge of injuries, injury prevention and risks and hazards associated with sport or recreation	5 Credits
		<b>RETAIL AND SERVICE SKILLS</b>	
<b>Retail Core Skills</b>			
11941	2	Establish and maintain positive customer service interactions in a retail environment	2 Credits
11968	2	Demonstrate and apply knowledge of legislation applicable to sale of goods and services	4 Credits
11971	2	Use safe work practices in a retail environment under supervision	3 Credits
24998	2	Identify suspicious behaviour by customers and deter theft and fraud in a retail or distribution environment	4 Credits
28298	2	Demonstrate knowledge of cash handling in a retail environment	3 Credits
24999	3	Explain practices to detect and reduce staff theft and fraud in a retail or distribution environment	4 Credits
<b>Service Delivery</b>			
57	2	Provide customer service	2 Credits

62	2	Maintain personal presentation and a positive attitude in a workplace involving customer contact	3 Credits
376	3	Employ customer service techniques to accommodate customer behavioural styles in a workplace	2 Credits
11818	3	Demonstrate and apply product or service knowledge in a service delivery workplace	4 Credits
		<b>SELF MANAGEMENT</b>	
496	1	Produce, implement, and reflect on a plan to improve own personal wellbeing/hauora	3 Credits
548	1	Demonstrate knowledge of the effects of alcohol and other drugs on self	3 Credits
12348	1	Demonstrate knowledge of strategies for managing own emotions	2 Credits
12358	1	Demonstrate knowledge of purchasing household consumables	3 Credits
1827	2	Identify personal support needs and services in the local community	2 Credits
7123	2	Apply a problem-solving model	2 Credits
8548	2	Demonstrate knowledge of accessing legal assistance	3 Credits
12349	2	Demonstrate knowledge of time management	3 Credits
12352	2	Describe aspects of one's own whakapapa, heritage, and cultural identity	3 Credits
12354	2	Describe legal rights and responsibilities under tenancy law and means to prevent and resolve related problems	4 Credits
12355	2	Describe strategies for managing stress	3 Credits
12357	2	Demonstrate knowledge of human sexuality	4 Credits
12359	2	Describe household sustainability strategies	3 Credits
33142	2	Demonstrate knowledge of alcohol and other drugs for wellbeing/hauora	4 Credits
7127	3	Make an informed choice in deciding on a major goods or service purchase	2 Credits
9695	3	Examine problem-solving models and apply a problem-solving model to a problem of some complexity	4 Credits
		<b>SOCIAL AND COOPERATIVE SKILLS</b>	
526	1	Describe community agencies and services provided	2 Credits
30908	1	Demonstrate knowledge of consequences of breaking laws	2 Credits
30910	1	Identify strategies to respond to online bullying	2 Credits
525	2	Recognise sexual harassment and describe responses	3 Credits
542	2	Recognise discrimination and describe ways of responding	3 Credits
4261	2	Identify legal rights and obligations in relation to motor vehicle ownership and operation	3 Credits
7124	2	Demonstrate knowledge of one-to-one negotiation	2 Credits
30907	2	Demonstrate knowledge in relation to the New Zealand Police Ngā Pirihimana o Aotearoa in the community	3 Credits

33143	2	Demonstrate knowledge of strategies to keep safe online	3 Credits
7126	3	Respond to negative feedback in one-to-one situations	2 Credits
12356	3	Demonstrate knowledge of consumer problems and ways to resolve them	3 Credits
18862	3	Facilitate the Peer Support programme in schools	4 Credits
30906	3	Plan and engage in an activity intended to benefit the community	6 Credits
		<b>SPECIALIST CLEANING ENVIRONMENTS</b>	
30892	3	Demonstrate knowledge of methamphetamine contamination of property in New Zealand	2 Credits
30893	4	Demonstrate knowledge of methamphetamine screening sampling in accordance with NZS 8510:2017	4 Credits
30894	4	Carry out methamphetamine screening sampling and assessment on property	4 Credits
		<b>WORK AND STUDY SKILLS</b>	
<b>Reading</b>			
2989	2	Read and assess texts on a topic	3 Credits
25073	2	Read texts to recognise differing points of view on a topic	3 Credits
2990	3	Read texts to research information for a specific purpose	4 Credits
<b>Work &amp; Study</b>			
56	1	Respond orally to customer enquiries	2 Credits
64	1	Perform calculations for a specified workplace	2 Credits
504	1	Produce a CV (curriculum vitae)	2 Credits
543	1	Work in a new workplace	3 Credits
1978	1	Demonstrate knowledge of basic employment rights and responsibilities, and sources of information and/or assistance	3 Credits
4249	1	Describe obligations as an employee	3 Credits
7120	1	Demonstrate knowledge of note taking	2 Credits
7121	1	Demonstrate skills to search and select information	2 Credits
30909	1	Describe how employee behaviours and/or attitudes contribute to positive workplace relationships and performance	2 Credits
32403	1	Demonstrate understanding of ideas and information in written texts (CAA)	5 Credits
32405	1	Write texts to communicate ideas and information (CAA)	5 Credits
32406	1	Apply mathematics and statistics in a range of everyday situations (CAA)	10 Credits
33140	1	Demonstrate knowledge of fake online information	3 Credits
377	2	Demonstrate knowledge of diversity in workplaces	2 Credits

1979	2	Describe employment agreements	3 Credits
4252	2	Produce a personal targeted CV (curriculum vitae)	2 Credits
4253	2	Demonstrate knowledge of job search skills	3 Credits
7117	2	Develop strategies to enhance own learning	2 Credits
7118	2	Manage own learning in a programme	3 Credits
8824	2	Research a topic and evaluate the research process	3 Credits
10780	2	Complete a work experience placement	3 Credits
10781	2	Produce a plan for own future directions	3 Credits
12383	2	Explore career options and their implications	3 Credits
16688	2	Describe the effects of shift work and strategies to manage them	2 Credits
33141	2	Evaluate fake online information	4 Credits
1980	3	Describe, from an employee perspective, ways of dealing with employment relationship problems	3 Credits
4251	3	Plan a career pathway	3 Credits
30911	3	Demonstrate knowledge of a specified workplace	3 Credits
<b>Writing</b>			
3483	1	Fill in a form	2 Credits
3490	1	Complete an incident report	2 Credits
1280	2	Use graphics in communication	2 Credits
3488	2	Write business correspondence for a workplace	3 Credits
3492	2	Write a short report	3 Credits
10792	2	Write formal personal correspondence	2 Credits
24871	2	Complete complex forms	2 Credits
1279	3	Write in plain English	3 Credits
3491	3	Write a report	4 Credits
3494	3	Write minutes for a formal meeting	3 Credits
11095	3	Write business correspondence to convey complex ideas and/or information	3 Credits
<b>Civil Defence</b>			
528	2	Demonstrate survival techniques for a Civil Defence emergency	3 Credits
<b>Emergency</b>			
4647	2	Demonstrate knowledge of the basic principles of fire science	1 Credits
16797	2	Identify, prepare for, and take action in a workplace emergency	3 Credits