

Edgecumbe College



Level 2 Course Booklet 2011

PLANNING YOUR FUTURE

The purpose of this booklet is to assist you to make informed choices in 2011, so that you achieve success in your chosen subjects and courses. It is important that you choose your subjects carefully and not just select because your friends are doing the course.

The course selection that you undertake in Term Three will be used by the school to work out what subjects will be offered in 2011. An unwise decision now may result in the course you really wanted to do not being offered next year.

For those taking External Exams the final decision on which subjects you do next year may have to be made after you get your results in January 2011

Year 11	Students will study for the National Certificate of Educational Achievement Level 1 by gaining credits from Achievement Standards and/or Unit Standards. It is compulsory that students study courses in English and Mathematics this year. A course in a Science is strongly recommended. All other subjects are optional.
Year 12	Students will study for the National Certificate of Educational Achievement Level 1 and/or 2, and/or National Certificates. They should know which of their subjects continue into Year 13 courses. Students must study a course in English or Maori. All other subjects are optional.
Year 13	Students will study for the National Certificate of Educational Achievement Level 1, 2 and/or 3, and National Certificates. They need to consider career, polytechnic or university requirements when they choose their subjects Students have no compulsory subjects

Choice of Subjects

A parent/guardian/caregiver must consent to the choice of subjects by signing the selection forms. Any changes during the year must be through the students Kaitiaki and have the permission of the parents and teachers concerned.

For New Students

Enrolment Interview

A parent/guardian/caregiver must be present at the interview when a course is being discussed and selected.

Placement in English and Mathematics Courses

A student will be placed in a class based on the combination of advice from the previous school, diagnostic or summative tests and an interview with a teacher.

NATIONAL QUALIFICATIONS AND CERTIFICATES

National Certificate of Educational Achievement (NCEA)

NCEA Level 1 - requires 80 credits

- You must achieve 8 credits from Mathematics (Numeracy) and 8 credits from English or Te Reo Maori (Literacy).
- A full year subject course generally offers about 20 credits.
- Students may study up to 6 full year courses.
- Achievement Standards and Unit Standards credits may be included in the NCEA Level 1 Certificate.
- Achievement Standards are awarded at Achieved, Merit and Excellence levels. Unit Standards are awarded at Credit (Achieved) only.
- Some Achievement Standards are assessed internally (in the school) and some are assessed at the end of the year in an external exam.
- Unit Standards are all assessed internally.

NCEA Level 2 - requires 80 credits

- Credits may be achieved from either Achievement Standards or Unit Standards.
- You need a minimum of 80 credits of which 60 credits must be at Level 2 or above

NCEA Level 3 - requires 80 credits

- You need a minimum of 80 credits of which 60 must be at Level 3 or above.
- If considering applying for University the following year it is **strongly advised** that you study five Level 3 subjects in Year 13. **Students who take four or more Level 3 subjects can choose a study line**

Unit Standards (U.S)

- Some of the Level 1, 2 and 3 courses offers only Unit Standards. These courses are identified on the subject index with U.S. These courses provide credits for NCEA.

Some Level 1, 2 and 3 courses offer National Certificates.

Certificates offered at Edgcumbe College are: (teacher responsible)

- National Certificate in Computing Levels 2 & 3 (Mr. Hall)
- National Certificate of Business and Computing Levels 2 & 3 (Mr. Hall)
- National Certificate of Employment Skills (Mr. Bennett)
- National Certificate in Mathematics Levels 1 & 2 (Mrs. Fraser)
- National Certificate in Tourism Level 2 (Mr. Lynch)
- National Award in Outdoor Experiences Level 2 (Ms. Barnes)

The correct units must be studied to satisfy NZQA requirements.

Endorsement of Certificates

The National Certificate of Educational Achievement (NCEA) maybe endorsed with the words "Merit" or "Excellent" for any level. To gain a Merit endorsement students' need to gain 50 or more credits at a Merit level. To gain an Excellence endorsement students' need to gain 50 or more credits at the Excellence level. Note that Unit Standards will not give you credits towards Merit or Excellence endorsement.

ENTRANCE TO UNIVERSITY

Minimum standards

- Gaining 14 credits at level 3 in **three** approved subject areas (see below)
- Or 14 credits at Level 3 in **two** subjects and 14 credits in no more than two approved subjects or domains.

Plus

- a minimum of 14 numeracy credits at Level 1 or higher in Mathematics
- a minimum of 8 literacy credits at Level 2 or higher in English or Te Reo Māori; 4 credits must be in Reading and 4 credits must be in Writing. The literacy credits will be selected from a schedule of approved Achievement Standards and Unit Standards (**for more detail see your Kaitiaki or English/Maori teacher**).

More detailed information on University Entrance and list of approved subjects can be found at <http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/>

Approved Subjects

Accounting	Geography	Painting (Practical Art)
Agriculture & Horticulture	German	Photography (Practical Art)
Biology	Graphics	Physical Education
Chemistry	Health Education	Physics
Chinese	History	Printmaking (Practical Art)
Classical Studies	History of Art	Samoan
Computing	Indonesian	Science
Cook Islands	Japanese	Sculpture (Practical Art)
Māori	Korean	Social Studies
Dance	Latin	Spanish
Design (Practical Art)	Mathematics with Calculus	Technology
Drama	Statistics and Modelling	Te Reo Māori or
Economics	Media Studies	Te Reo Rangatira
English	Music Studies	
French		

Credits can be accumulated over more than one year. Where a Unit Standard and an Achievement Standard assess the same learning outcome they are mutually exclusive for the NCEA qualifications and university entrance purposes. You can check these out by visiting the web site http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/#_msocom_6 or see your subject teacher or Mr. Murphy (the NZQA liaison officer).

Course Endorsement (New to 2011)

Students will gain an endorsement for a course where they achieve:

14 or more credits at Merit or Excellence. At least 3 credits need to be from externally assessed standards and 3 from internally assessed standards. Credits can only be counted once in a single school year.

Note:

Physical Education, Religious Studies and Level 3 Visual Arts will be exempt from the requirement to gain external assessed credits.

COURSE SELECTION

Before you choose your subjects for next year write down the subjects you are doing this year in the relevant box below.

Select the subjects you want for 2011 using the 2011 course book. The subjects listed on the grid below are compulsory. Write them in the relevant box.

Use the booklet and the course overview on the next page to plan the subjects you would like to do in the following years.

Career Pathways Tertiary Study	
Year 13 Choices	
Year 12 Choices	
Core English	
Year 11 Subjects	
Core English Mathematics	Options

Course Overview at Edgecumbe College

Area	Year 9	Year 10	Level 1	Level 2	Level 3
The Arts	Art Practical	Art Practical	Visual Arts	Visual Arts (Painting, Photography)	Visual Arts (Painting, Design, Photography, Print, Sculpture)
	Maori Performing Arts Music	Maori Performing Arts Music Drama	Maori Performing Arts Music Drama	Maori Performing Arts Music Drama	Maori Performing Arts Music Drama
Languages	English	English	English Alternative English	English Alternative English	English
	Japanese Te Reo Maori	Japanese Te Reo Maori	Other Languages Te Reo Maori	Other languages Te Reo Maori	Other languages Te Reo Maori
Health and Physical Education	Physical Education Health	Physical Education Health	Physical Education	Physical Education Outdoor Education	Physical Education
Mathematics	Mathematics	Mathematics	Mathematics	Mathematics	Maths with Calculus Statistics and Modelling
			Maths Applied		
Science	Science	Science	Science Science Applied	Biology Chemistry Physics Electronics Environmental Studies	Biology Chemistry Physics Electronics
	Horticulture	Horticulture	Agriculture Horticulture	Agriculture Horticulture	Agriculture Horticulture
Social Science	Social Science	Social Science	Social Science Geography History	Social Science Geography History Tourism	Social Science Geography History Tourism
Technology	Fabric Food and Nutrition	Fabric Food and Nutrition	Fabric Food and Nutrition	Fabric Food and Nutrition	Fabric Food and Nutrition
	Graphics Metal Wood	Graphics Metal Wood	Graphics Mechanical Engineering Wood	Graphics Mechanical Engineering Wood	Graphics Construction and Materials
Business Studies		Enterprise Studies	Accounting	Accounting	Accounting
	Information and Communication Technology	Information and Communication Technology	Office Administration Information and Communication Technology Digital Technologies	Office Administration Information and Communication Technology	Office Administration Information and Communication Technology
Vocational		Career Education	Employment Skills Drivers Education	Employment Skills Driver Education Gateway Star Courses Landskills	Gateway Star Courses

EDGE CUMBE COLLEGE 2011

Year 12 Course Selection

This is a copy of the form you will complete and hand to your tutor teacher

CHOICES YOU MUST MAKE:

You must choose six “Lines/blocks” of subjects plus one “backup”. State the level you will study at.

Your selection will be checked by the HOD of each subject, so make sure you meet the pre-requisites for each subject/level.

In year 11 and 12 English is compulsory. Select the English course recommended by your teacher (ENA or ENG).

In Year 11 Mathematics is compulsory either as a **full year** course (MAX or MAT) or as a **half year** course (MAP). Select the course recommended by your teacher.

Your choices:

Please list your subjects in order of importance to you. **Complete all columns of the table.**

First Semester (Term 1 & 2)			Second Semester (Term 3 & 4)	
	Subject code	Level	Subject code	Level
1	EN_		EN_	
2				
3				
4				
5				
6				

Back up Subject				
7				
Is there a subject you would like to do that is not in the course book?				

Remember

A year long course in English is compulsory at Year 12.

Apply for Gateway on the relevant form but do not select it as an option

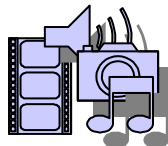
Landskills is a two block option

The Literacy component of NCEA Level 1 (or University Entrance at Level 2) can be achieved in designated English or Te Reo Maori units.

Unless subject teachers request or external results warrant no changes to course selection will occur in the first 6 weeks of term 1.

Your course selection will be checked by either the Tutor teacher or Kaitiaki.

PHOTOGRAPHY 2 (2PHT)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

The Arts

Description Level 2 Photography is an introductory course leading to a folio using the darkroom and black and white processes.

Assessment A number of internal assessments are available these play a supporting role to the folio which is externally assessed.

Pre-requisites Successful completion of Level 1 Art or HOD discretion.
Note: it would be ideal for those students taking Photography to have the use of their own 35mm SLR camera.

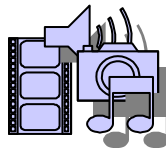
Leads on to NCEA Level 3 Photography (3PHT).

Fees \$60 Photography

Achievement / Unit standards Assessed

Title	AS/US	Number	Level	Int. or Ext.	No of credits
Demonstrate basic black and white photography procedures and processes	US	9050	2	I	6
Generate and develop ideas using drawing processes and procedures in photography practice	AS	90477	2	I	6
Produce a body of work within photography to show understanding of art-making methods and ideas (Folio)	AS	90480	2	E	12
Total					24

VISUAL ARTS 2 (2ART)



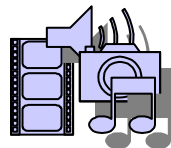
The Arts

Target Year Group	Year 12
Duration and Timing	One Timetable Block – Full Year Course
Description	Art is a progressive step up from Level 1.
Assessment	A number of internal assessments are available. These play a supporting role to the folio which is externally assessed.
Pre-requisites	Successful completion of NCEA Level 1 Art or HOD discretion.
Leads on to	NCEA Level 3 Practical Art (3ART) – photography, painting, design, and printmaking.
Fees	\$50 Painting

Achievement / Unit standards Assessed

Title	AS/US	Number	Level	Int. or Ext.	No of credits
Research and document methods and ideas in the context of a drawing study in painting	AS	90233	2	I	6
Generate and develop ideas using drawing processes and procedures in painting practice...	AS	90476	2	I	6
Produce a body of work within painting to show understanding of art-making methods and ideas (Folio)	AS	90479	2	E	12
Total					24

DRAMA 2 (2DRA)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course **The Arts**

Description This course develops students’ understanding of dramatic elements, conventions, skills and processes.

Assessment A range of internal assessment tasks will take place during the year. One External Achievement Standard will be assessed in an end of year three hour exam

Pre-requisites HOD approval required

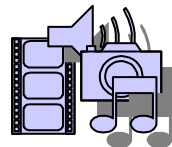
Leads on to NCEA Level 3 Drama (3DRA)

Fees Nil

Achievement / Unit Standards Assessed

Title	AS/ US	Number	Level	Int or Ext	No of credits
Apply drama techniques in an improvised group context	AS	90299	2	I	2
Apply drama techniques in a group within a scripted context	AS	90300	2	I	2
Use elements and conventions to structure, record and perform devised drama	AS	90301	2	I	4
Apply knowledge of drama / theatre of a form or period through performing a role in a presentation	AS	90302	2	I	5
Perform an acting, technical or production role in a significant production	AS	90303	2	I	6
Apply knowledge of, respond to and make judgements about drama processes and performance	AS	90304	2	E	5
Total					24

MAORI PERFORMING ARTS 2 (2MPA)



The Arts

Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Description Course includes the demonstration of knowledge of waiata, waiata-a-ringā, poi, haka and whakaraka through performance and research.

Assessment Internally assessed during the year

Pre-requisites HOD approval

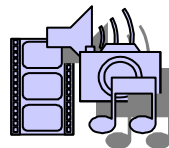
Leads on to NCEA Level 3 Maori Performing Arts (3MPA)

Fees As required for trips

Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of Credits
Demonstrate knowledge and skills of waiata	US	13359	2	I	6
Demonstrate knowledge and skills of waiata-a-ringā	US	13363	2	I	6
Demonstrate knowledge and skills of poi	US	13367	2	I	7
Demonstrate knowledge and skills of haka	US	13371	2	I	6
Demonstrate knowledge and skills of whakaraka	US	15019	2	I	3
Total					28

MUSIC 2 (2MUS)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

The Arts

Description Course includes Performance, Composition, Aural Skills, and Music Knowledge. The opportunity to complete some NCEA Level 1 Standards is available.

Assessment Internal assessment during the year with external assessments at the end of the year.

Pre-requisites Those students who have successfully completed the NCEA Level 1 Music course or HOD approval.

Leads on to NCEA Level 3 Music (3MUS)

Fees \$50 for students receiving itinerant \$50 per year (\$12.50 per term) for those students receiving tuition from itinerant tutors.

Achievement standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Perform as a Soloist	AS	90264	2	I	5
Perform as a Group	AS	90265	2	I	3
Compose pieces of music	AS	90266	2	I	5
Create and Instrumentation	AS	90267	2	I	2
Demonstrate an understanding of the materials of music	AS	90269	2	E	2
Demonstrate knowledge and understanding of music works	AS	90270	2	I	5
Total					22

ENGLISH 2 (2ENG)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Languages

Description This course covers the three strands – Written, Visual and Oral Language – covering creative and formal writing, reading, exploring, thinking critically using a variety of written, oral and visual texts.

Assessment A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam.

Pre-requisites Successful completion of the NCEA Level 1 English programme. An external pass in one of AS 90054 (1.3), AS90055 (1.4) or AS 90056 (1.5).

Leads on to NCEA Level 3 English (3ENG)

Fees Nil

Achievement / Unit Standards Assessed

Title	AS/ US	Number	Level	Int or Ext	No of credits
Deliver a presentation using visual and oral techniques	AS	90374	2	I	3
Crafted creative writing	AS	90375	2	I	3
Formal transactional writing	AS	90376	2	I	3
Analyse extended written text(s)	AS	90377	2	E	3
Analyse short written texts	AS	90378	2	E	3
Analyse a visual or oral text	AS	90379	2	E	3
Read unfamiliar texts	AS	90380	2	E	3
Investigate a language or literature topic	AS	90381	2	I	3
Read poetic written text closely	US	12419	2	I	4
Read transactional written text closely	US	12420	2	I	4
Read an inclusive variety of written texts	US	12905	2	I	4
Present static images combining verbal and visual features	US	12426	2	I	3
Close reading of moving texts	US	12424	2	I	3
Total					42

NB: Standards will be offered at the teacher’s discretion based on the teacher’s assessment of student ability, and in consultation with the student.

ALTERNATIVE ENGLISH 2 (2ENA)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Course

Languages

Description This course covers the three strands – Written, Visual and Oral Language – covering creative and formal writing, reading, exploring, thinking critically using a variety of written, oral and visual texts. It offers students the opportunity to focus their study and build practical communications skills.

Assessment A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam.

Pre-requisites Completion of the NCEA Level 1 English programme.

Leads on to NCEA Level 2 English (2ENG)

Fees Nil

Achievement / Unit Standards Assessed

Title	AS/ US	Number	Level	Int or Ext	No of credits
<i>Deliver a speech in a formal situation</i>	AS	90058	1	I	3
Deliver a presentation using visual and oral techniques	AS	90374	2	I	3
<i>Produce a piece of personal creative writing</i>	AS	90053	1	I	3
Crafted creative writing	AS	90375	2	I	3
<i>Produce a media or dramatic presentation</i>	AS	90059	1	I	3
Present static images combining verbal and visual	US	12426	2	I	3
<i>Research and present information</i>	AS	90060	1	I	3
<i>Read an inclusive range of written texts and record the reading experience</i>	US	8808	1	I	3
Read an inclusive variety of written texts and record the reading experience	US	12905	2	I	4
Read and assess texts to gain knowledge	US	2989	2	I	4
Total					17

NB: Standards will be offered at the teacher's discretion based on the teacher's assessment of student ability, and in consultation with the student. Standards in italics are Level 1 papers which may be offered to support the student's literacy requirements.

TE REO MAORI 2 (2MAO)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course **Languages**

Description Comprises of internal and external components covering the skills of reading, writing, speaking and listening.

Assessment Three internal assessments will take place during the year. External Achievement Standards will be assessed in an end of year two hour exam.

Pre-requisites Those students who have successfully completed NCEA Level 1 Te Reo Maori.

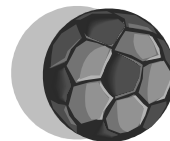
Leads on to NCEA Level 3 Te Reo Maori (3MAO)

Fees Nil

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Whakarongo i te reo o tona ao mohio	AS	90449	2	I	4
Korero i te reo o tona ao mohio	AS	90440	2	I	6
Panui i te reo o tona ao mohio	AS	90757	2	E	6
Tuhituhi i te reo o tona ao mohio	AS	90770	2	E	4
Hanga tuhinga i te reo o tona ao mohio	AS	90441	2	I	4
Total					24

PHYSICAL EDUCATION 2 (2PED)



Health and Physical Education

Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Description Theory and applied practical units develop specific knowledge, skills and understanding in; physical activity and hauora/well-being, principles and methods of training, principles of anatomy and biomechanics, skill learning and performance, adventure based learning, leadership and safety in sport/outdoor activities.

Assessment A range of theory and practical internal assessment tasks will take place during the year.

Pre-requisites 15 credits in NCEA Level 1 Physical Education, including AS 90068, and Level 1 literacy requirement or HOD approval.

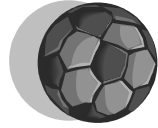
Leads on to NCEA Level 3 Physical Education (3PED)

Fees Transport and fees for off-site practical assessments (to be advised).

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Examine the relationship between physical activity and health, and implications for self and society	AS	90432	2	I	3
Describe how functional anatomy and biomechanical principles relate to performing physical activity	AS	90433	2	I	3
Examine principles and methods of training in relation to participation in physical activity	AS	90434	2	I	3
Examine skill-learning principles and psychological skills in relation to physical activity	AS	90435	2	I	2
Demonstrate performance in a physical activity in an applied setting	AS	90436	2	I	4
Plan, apply and review leadership strategies in a group or team physical activity	AS	90438	2	I	3
Demonstrate knowledge of safety issues and apply safety management procedures in a physical activity	AS	90439	2	I	2
Demonstrate personal and social development through participation in low ropes course activities	US	470	2	I	3
Demonstrate personal and social development through participation in high ropes course activities	US	473	2	I	3
Total					26

OUTDOOR EDUCATION 2 (2 OED)



Health and Physical Education

Target Year Group Year 12 and 13

Duration and Timing One Timetable Block – Full or **Half** Year Course
(2nd Semester)

Description This course includes both theory and skills for Kayaking, Rock Climbing, Mountain Biking, Tramping, and Camping. Risk Management and Leadership. A very full and challenging course designed for motivated students interested in developing personal skills and/or further study in Outdoor Education and Adventure Tourism. Places are limited and priority given to students who wish to commit to year long course.

Assessment Internally assessed to National Standards using a combination of written, oral and practical demonstration of the performance criteria for each element within the Unit Standard.

Pre-requisites Ability to swim 200m unaided and demonstrate aquatic survival skills NCEA Level 1 Literacy requirement and/or HOD approval. Commitment to full attendance, teamwork, sourcing required clothing/equipment, and a high standard of self-management.

Qualification Level 2 SFRITO National Award in Outdoor Experiences

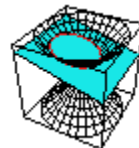
Leads on to Terminating course

Fees **\$125 - \$150 per term.** Possible additional costs: essential outdoor clothing purchase, gear hire for some activities.

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Roll a kayak	US	476	2	I	2
Demonstrate kayaking skills	US	20818	1	I	2
Demonstrate kayaking skills on Grade 2 water	US	20121	2	I	4
Experience rock climbing	US	20210	1	I	1
Experience and complete abseiling sessions	US	20152	1	I	1
Demonstrate basic rock climbing movement	US	444	2	I	1
Demonstrate the use of basic rope systems	US	20157	2	I	3
Mountain bike on easy to intermediate terrain	US	20137	1	I	1
Mountain bike on intermediate to expert	US	457	2	I	2
Demonstrate personal & social development	US	470	2	I	3
Demonstrate personal & social development	US	473	2	I	3
Experience day tramps	US	425	2	I	3
Experience camping	US	426	2	I	3
Demonstrate knowledge of safety issues and apply safety management procedures in outdoor activities.	AS	90439	2	I	3
Total					32

MATHEMATICS 2 (2MAX)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Mathematics

Description This course covers all strands and prepares students for Level 3 Mathematics with Calculus and Level 3 Statistics and Modelling.

Assessment A range of internal assessment tasks will take place during the year. The standards offered will be Achievement Standards, but Unit Standards will be offered where appropriate. External Achievement Standards will be assessed in an end of year 3 hour exam.

Pre-requisites 16 x Level 1 credits from Group A standards (refer to Mathematics teacher). 11 of these credits must be from ALGEBRA, GRAPHING, STATISTICS AND TRIGONOMETRY. At least three standards must be achieved in external examination. HOD's discretion may be sought.

Leads on to 3MAC and/or 3MAS.

Fees Homework book - \$15.00 (approx).

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits	
Algebra	1	AS	90284	2	E	4
Co-ordinate Geometry	1	AS	90287	2	E	2
Graphing skills	1	AS	90285	2	E	4
Calculus	2	AS	90286	2	E	4
Trigonometric Equations	2	AS	90291	2	E	2
Trigonometric Calculations	2	AS	90292	2	I	2
Statistics	2	AS	90288	2	I	3
Probability	2	AS	90289	2	I	3
Questionnaire Design	2	US	12333	2	I	3
Total						18 / 19

Unit Standards related to the above Achievement Standards will be offered according to need from the following list: 5245, 5246, 5247, 5248, 5250, 5251, 5253, 5255, 5260, and 5261.

HORTICULTURAL SCIENCE 2 (2HOR)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Science

Description Students learn about modifying the environment for plant production, techniques used to modify soil water content to optimize primary production and manipulations to influence productivity in livestock or plants.

Assessment Two internal assessment tasks will take place during the Year (these are practical Achievement Standards). External Achievement Standards will be assessed in an end of year 3 hour exam.

Pre-requisites: Those students who have successfully completed the NCEA Level 1 Science or Horticulture course or HOD approval required.

Leads on to NCEA Level 3 Agricultural/Horticultural Science (3HOR)

Fees As required for Field Trips.

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Carry out a practical investigation with supervision	AS	90450	2	I	4
Describe physical factors of the environment and techniques used to modify them for plant production	AS	90451	2	E	4
Describe how techniques used to modify soil water content optimize primary production	AS	90452	2	E	4
Describe modification of livestock reproduction or plant propagation to improve productivity	AS	90453	2	E	4
Describe manipulations to influence growth and development, and productivity, in livestock or plants	AS	90454	2	E	4
Describe and redesign landscaped sites	AS	90456	2	I	4

These assessments may be chosen as well as unit standards selected by the students.

AGRICULTURAL SCIENCE 2 (2AGR)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Description Students learn about a wide range of important elements of modern Agriculture such as, animal husbandry, feed budgeting, farm machinery and health and safety on the farm.

Assessment A range of internal Unit Standards may be undertaken during the year. These will be chosen by negotiation with students to suit their needs and interests.

Pre-requisites: Those students who have successfully completed the Year 11 Science and /or Horticulture course or HOD approval required.

Leads on to Level 3 Agricultural (3AGR)

Fees As required for Field Trips.

Science

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Standards have yet to be confirmed. The standards offered in 2011 will be chosen in consultation with the student					

BIOLOGY 2 (2BIO)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Description This course covers four aspects of Biology: investigating eco-systems and biodiversity; biotechnology and resource management; cell biology, genetics and evolution; plant and animal form and function.

Science

Assessment External Achievement Standards will be assessed in an end of year 3 hour exam. Internal Achievement Standards and Unit Standards that support the externals will be assessed through the year.

Pre-requisites 12 credits in Science; 8 credits in English and Mathematics or Teacher in charge (TiC) approval

Leads on to NCEA Level 3 Biology (3BIO)

Fees Course Manual \$25.00 and field trip costs.

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Carry out a practical biological investigation with supervision	AS	90457	2	I	3
Research the interactions between humans and an aspect of biology	AS	90769	2	I	3
Describe genetic variation and change	AS	90459	2	E	3
Investigate an interrelationship or pattern in an ecological population or community	AS	90460	2	I	3
Describe concepts and processes relating to ecology	AS	90461	2	E	3
Describe diversity in the structure and function of animals	AS	90462	2	E	3
Describe diversity in the structure and function of plants	AS	90463	2	E	3
Describe cell structure and function	AS	90464	2	E	3
Total					24
The following Unit Standards may be offered in this course depending on the needs of the students: 6308, 8925, 8926, 8927, 8928					

CHEMISTRY 2 (2CHE)

Target Year Group Year 12



Duration and Timing One Timetable Block – Full Year Course

Science

Description Atomic structure, quantitative chemistry, organic chemistry, aqueous solution chemistry, inorganic chemistry.

Assessment Selected Unit Standards and Internal Assessment Achievement Standards will also be offered throughout this course. External Achievement Standards will be assessed in an end of year three hour exam.

Pre-requisites 12 credits in Science, 8 credits in Level 1 English and Mathematics or HOD approval.

Leads on to NCEA Level 3 Chemistry (3CHE)

Fees Nil

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Acid-base volumetric analysis	AS	90306	2	I	3
Solving quantitative problems	AS	90763	2	I	3
Nature of structure and bonding	AS	90308	2	E	4
Organic functional groups	AS	90309	2	E	4
Thermochemistry & Equilibrium principles	AS	90310	2	E	4
Oxidation-reduction reactions	AS	90311	2	E	4
Total					21
Gravimetric analyses	US	8941	2	I	2
Acids & Bases	US	6338	2	I	3
Equilibrium systems	US	8942	2	I	2
Organic chemistry	US	8946	2	I	5
Enthalpy changes	US	8943	2	I	2
Chemical bonding	US	8944	2	I	3
Total					17

ELECTRONICS TECHNOLOGY 2 (2ELE)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Science

Description An individualised learning programme for all students, providing, study practice and assessment in the following: introducing circuit concepts and measurement in electronics; knowledge of basic components; electronic systems; construction with a printed circuit board, and the production of an electronic product.

Assessment The National Certificate in Electronic Technology (NCET) Level 2 and the ETITO's, Electronics Certificate of Achievement (EOCA). Five, internal electronics Unit Standards will take place during the year. To be awarded the full NCET Level 2, students will also have to gain 16 Level 2 credits from the physics, chemistry, computing and mathematics domains.

Pre-requisites 16+ credits in Level 1 Mathematics (90147, 90148, 90149 required), or HOD approval

Leads on to NCET Level 3

Fees Materials: \$18, Certificate Fees: \$15 (to be verified)

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Demonstrate introductory knowledge of circuit concepts and measurements for electronics	US	18239	2	I	5
Demonstrate knowledge of basic electronic components	US	18240	2	I	5
Demonstrate knowledge of basic electronic systems	US	18241	2	I	5
Construct a simple printed circuit	US	18242	2	I	3
Construct simple electronic products from supplied circuit schematics	US	18243	2	I	6
Total					24

NB: Not all US listed above will offered in any one class in any given year. Standards will be offered at the teacher's discretion, in consultation with the class.

ENVIRONMENTAL STUDIES 2 (2EVS)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Science

Description This course studies the special characteristics of New Zealand’s plants and animals and management practices to ensure sustainability

Assessment Students may select from a range of internally assessed Unit Standards. Achievement Standard assessments are optional.

Pre-requisites Teacher in charge (TiC) approval

Leads on to Level 3 Environmental Studies (3EVS)

Fees Fieldwork, EVS Biozone book and internet access.

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Evaluate practices used for managing a resource to ensure ecological sustainability	US	6309	2	I	4
Explain reasons for the special characteristics of New Zealand’s flora and fauna.	US	6311	2	I	3
Identify biological community interrelationships and patterns through investigation.	US	8930	2	I	3
Demonstrate knowledge of and apply sustainable management practices.	US	18663	2	I	4
Total					14

PHYSICS 2 (2PHY)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Science

Description A foundation physics course studying: Mechanics; Light; Waves; Electricity; Electro-magnetism; Atomic and Nuclear Physics and practical and problem solving skills.

Assessment Two internal Achievement Standards may take place during the year. External Achievement Standards will be assessed in an end of year, three hour exam.

Pre-requisites 16+ credits in Level 1 Mathematics (90147, 90148, 90149 required) and Level 1 Science AS90191.

Leads on to NCEA Level 3 Physics (3PHY)

Fees \$25 write on workbook.

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Measurement and analysis of physical quantities to determine a relationship.	AS	90252	2	I	4
Demonstrate an understanding of wave phenomena	AS	90254	2	E	4
Demonstrate an understanding of mechanics	AS	90255	2	E	6
Demonstrate an understanding of atoms and radioactivity	AS	90256	2	E	2
Demonstrate an understanding of electricity and electromagnetism	AS	90257	2	E	5
Demonstrate an understanding of physics in an integrated context.	AS	90258	2	I	3

NB: Not all AS listed above will offered in any one class in any given year. Standards will be offered at the teacher's discretion, in consultation with the class.

HISTORY 2 (2HIS)



Target Year Group Year 12

Social Sciences

Duration and Timing One Timetable Block – Full Year Course

Description Topics studies are by negotiation to suit the class. This is a Level 2 course but Level 1 and 3 topics are also available. Thirteen credits available internally. The NZ curriculum alignment of History topics will be in place.

Assessment A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam.

Pre-requisites It is preferable that students have completed a NCEA Level 1 Humanities subject (History, Geography or Social Studies) and have demonstrated good literacy skills, or by HOD approval.

Leads on to NCEA Level 3 History (3HIS)

Fees Field work

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Research Processes	AS	90465	2	I	5
Communicate Research	AS	90466	2	I	4
Historical skills	AS	90467	2	E	4
Perspectives in a History setting	AS	90468	2	I	4
How a Force influences lives (essay)	AS	90469	2	E	4
Identity in a History setting	AS	90470	2	E	4
Total					25

GEOGRAPHY 2 (2GEO)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course **Social Sciences**
Description This is a 24 credit course of which 11 are internally assessed. There are seven course topics. Focus is people in Environments: natural, urban and global. The NZ curriculum alignment of Geography topics will be in place.

Assessment A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam.

Pre-requisites It is preferable that students have completed a NCEA Level 1 Humanities subject (History, Geography or Social Studies) and have demonstrated good literacy skills, or by HOD approval.

Leads on to NCEA Level 3 Geography (3GEO)

Fees Field Work

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Natural Landscapes	AS	90331	2	E	3
Urban Settlements	AS	90332	2	E	3
Development Disparities	AS	90333	2	E	3
Skills	AS	90334	2	E	4
Geographic Research	AS	90335	2	I	5
Geographic Issue	AS	90336	2	I	3
Global Study	AS	90337	2	I	3
Total					24

SOCIAL STUDIES 2 (2SSS)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Social Sciences

Description This course consisting of locally based topics. There are nineteen internal credits available. The course may have an Environmental Education bias. The NZ curriculum alignment of Social Studies topics will be in place.

Assessment A range of internal assessed Achievement Standard tasks will take place during the year. Students can opt for External assessments

Pre-requisites It is preferable that students have completed a NCEA Level 1 Humanities subject (History, Geography or Social Studies) and have demonstrated good literacy skills, or by HOD approval.

Leads on to NCEA Level 3 Social Studies (3SSS)

Fees Fieldwork

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Conduct a Social Studies Inquiry	AS	90273	2	I	6
Examine differing values positions	AS	90274	2	I	4
Decide on (and take) Social Action	AS	90275	2	I	4
Describe the effect of an aspect of society on people	AS	90271	2	E	5
Describe how peoples actions influence society	AS	90272	2	E	5
Total					24

TOURISM 2 (2TOU)



Target Year Group Year 12 and 13

Duration and Timing One Timetable Block – Full Year Course

Social Sciences

Description This is a two year course broken into Part 1 and Part 2. You will be working with the George Seymour College of Tourism and Travel material. There is a greater range of teacher – student interaction in this material. In Part one the focus will be on Level 2 standards on a topic by topic basis. In Part 2 (Year 13), the focus will be on Level 3 credits. You can enter the course at Year 13 for the Level 3 work.

Assessment Unit Standards

Pre-requisites Students needs to demonstrate a career/employment interest. This will be assessed by interview

Leads on to Level 4 at a Tertiary Provider for Tourism based courses or Tourism at University levels.

Fees Fieldwork

Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
The first five units are compulsory					
Demonstrate knowledge of work roles in Tourism	US	24728	2	I	3
Demonstrate knowledge of world tourist destinations	US	24729	2	I	4
Demonstrate knowledge of the business of Tourism	US	24730	2	I	4
Demonstrate knowledge of destination New Zealand	US	24731	2	I	4
Demonstrate knowledge of tourist characteristics and needs	US	24732	2	I	3
A selection from;					
Demonstrate knowledge of and use the internet in a tourism workplace	US	23767	2	I	2
Describe and compare social and cultural impacts of tourism	US	24726	2	I	3
Demonstrate knowledge of the history of tourism	US	24724	2	I	4
Describe and compare impacts of tourism on the physical environment	US	24726	2	I	3
Perform calculations for a tourism workplace	US	18237	2	I	3
Total					33

TECHNOLOGY FABRIC 2 (2TCF)

Target Group

Year 12



Duration and Timing One Timetable Block – Full Year Course

Technology

Description

This course is developing the students design skills within the Technology curriculum, while still targeting the skills required for construction of projects. Projects are assigned each term and the student's work together to develop the skills for moving up to the next paper.

Leads on to

Level 3 Technology Fabric (3TCF)

Pre-requisites

At least 15 credits in NCEA Level 1 Technology Fabric or HOD approval.

Fees

\$20 per term (\$2.00 per week).Some fabrics may need to be supplied by the student. Fees need to be paid each term before the fabric can be purchased.

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Construct a child's garment	US	6696	2	I	6
Design and make an item for a living environment	US	6664	2	I	6
either Create fabrics	US	6686	2	I	6
or Apply colour to fabrics	US	6689	2	I	6
Prepare and construct a leisure garment	US	6692	2	I	6
Total					24

TECHNOLOGY FOOD (2TCN)



Target Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Technology

Description This course is developing the students design skills within the Technology curriculum, and will be using a combination of Unit and Achievement Standards as they are changed by the new curriculum.

Leads on to At least 15 credits in NCEA Level 1 Technology Fabric or HOD approval (3TCN)

Pre-requisites At least 15 credits in NCEA Level 1 Technology Food plus HOD approval.

Fees \$20 per term (\$2.00per week).
Groceries are provided by the school from the subject fees so these need to be paid by the beginning of each term.

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Preserving food for the family	US	6651 V3	2	I	6
Serving foods from the local area	US	6640	2	I	5
Low cost food for a family	US	6645	2	I	6
Nutritious food for the vegetarian	US	6644	2	I	6
Total					23

TECHNOLOGY GRAPHICS 2 (2GAD)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Technology

Description This course extends the students skill level and understanding of the design process, instrumental drawing, modeling and a range of modes and media techniques used in graphic communication.

Assessment A range of internal assessment tasks will take place during the year. External Achievement Standards will be sent off for external moderation at the beginning of Term 4.

Pre-requisites Those students who have successfully completed the NCEA Level 1 Graphics course by achieving a minimum of 12 credits and, or, with HOD approval.

Leads on to NCEA Level 3 Graphics (3GAD)

Fees \$10.00 per term

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Produce 2D and 3D freehand sketches to...	AS	90318	2	E	3
Produce 2D instrumental drawings	AS	90319	2	E	3
Produce 3D instrumental drawings	AS	90320	2	E	3
Describe and explain design and it's implications for society.	AS	90321	2	E	3
Produce a mock-up and model to explore ideas	AS	90322	2	I	3
Design and present an architectural/environmental solution	AS	90323	2	I	3
Design and present an engineering/technological solution	AS	90324	2	I	3
Design and present a media/technical illustration solution	AS	90325	2	I	3
Total					24

TECHNOLOGY MECHANICAL ENGINEERING 2A (2TCMA)



Target Year Group Year 12

Technology

Description This course is made up of Competenz ITO Unit Standards in Engineering. It encourages students to make design solutions using a variety of skills, materials and projects. It also includes skill building and skill development for careers in engineering and related industries. Also it can lead to a National Certificate in Engineering Level 2 if students obtain a total of 40 credits in other approved areas of learning.

Assessment A range of internal assessment tasks using Unit Standards, will take place during the year.

Pre-requisites Those students who have successfully completed the NCEA Level 1 Technology Metal course and achieve a minimum of 12 credits or HOD approval required.

Leads on to NCEA Level 3 Technology Metal (3TCM)

Fees \$15.00 per term

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Engineering hand tools	US	2395	2	I	4
Engineering sketching	US	2430	2	I	4
Simple measuring devices	US	2433	2	I	2
Engineering plane geometrical shapes	US	4432	2	I	3
Engineering measuring equipment	US	4435	2	I	3
Engineering marking out tools	US	4436	2	I	4
Engineering trade calculation	US	21905	2	I	4
Engineering worksite safety	US	21911	2	I	1
Engineering materials	US	20917	2	I	2
Total					27

TECHNOLOGY MECHANICAL ENGINEERING 2B (2TCMB)



Technology

Target Year Group Year 13

Description This course is a continuation from year 12 and is made up of ITO Unit Standards in Mechanical Engineering Technology. It encourages students to make design solutions using a variety of skills, materials and projects. It also includes skill building and skill development for careers in general engineering and related industries.
This course can lead to a National Certificate in Mechanical Engineering Technology (NZMET) Level 2 over two years (12 and 13). Students need to obtain a total of 62 credits in approved U.S. and other areas of learning.

Assessment A range of internal assessment tasks using ITO Unit Standards, will take place during the year. The student will need to present a completed product and associated theory tasks.

Pre-requisites Those students who have successfully completed the NCEA Level 1 Technology Mechanical Engineering Course and achieve a minimum of 12 credits and, or, with HOD approval.

Leads on to The award of NCMET2 and pre-trade apprenticeships or NCEA Level 3 Construction and Materials Technologies

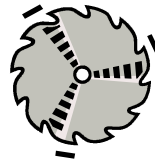
Fees **\$80 for materials**

Note: A Student who has not paid the relevant fees for materials will not be permitted to take the 'Gear Knob' or any product home.

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Perform basic fabrication operations under supervision	US	25075	2	I	12
Demonstrate basic knowledge of engineering materials.	US	20799	2	I	4
Perform basic mechanical engineering machining operations under supervision.	US	21906	2	I	12
Demonstrate knowledge of Engineering trade mechanics.	US	21908	2	I	2
Demonstrate knowledge of Fasteners used in Mechanical Engineering.	US	21909	2	I	1
Demonstrate knowledge of Safety on Engineering Worksites.	US	21911	2	I	1
Shift Loads in engineering installation, maintenance and fabrication work.	US	21913	2	I	2
Total					34

TECHNOLOGY WOOD 2A (2TCWA)



Technology

Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course

Description This course is made up of Unit Standards. It encourages students to make design solutions using a variety of skills, materials and projects. It also includes skill building and skill development for careers in wood related industries. In undertaking this course students will be working towards completing the first half of the required Unit Standards needed to gain a National Certificate in Building, Construction, and Allied Trades (BCATS) Level 2. This is the first of 2 years of study.

Assessment A range of internal assessment tasks using Unit Standards, will take place during the year.

Pre-requisites Those students who have successfully completed the NCEA Level 1 Technology Wood course and achieved a minimum of 12 credits or HOD approval required.

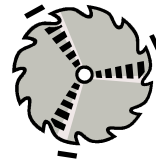
Leads on to NCEA Level 3 Technology Wood (3TCW)

Fees \$15.00 per term

Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Knowledge of safe working practices	US	24354	2	I	4
Identify, select, use and maintain hand tools	US	12927	2	I	6
Identify, select, use and maintain power tools	US	24350	2	I	6
Construct timber garden furniture and items of basic construction	US	12932	2		8
Total					24

TECHNOLOGY WOOD 2B (2TCWB)



Technology

Target Year Group Year 13

Duration and Timing One Timetable Block – Full Year Course

Description This course is made up of Unit Standards. It encourages students to make design solutions using a variety of skills, materials and projects. It also includes skill building and skill development for careers in wood related industries. In undertaking this course students will be working towards the completion of the Unit Standards needed to gain a National Certificate in Building, Construction and Allied Trades (BCATS) Level 2.

Assessment A range of internal assessment tasks using Unit Standards, will take place during the year.

Pre-requisites Those students who have successfully completed the NCEA Level 2 Technology Wood course and achieve a minimum of 12 credits or HOD approval required.

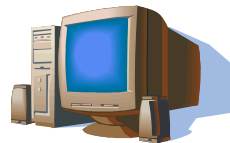
Leads on to Tertiary or Apprenticeship training.

Fees \$15.00 per term

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Knowledge of and use specified fixed machinery.	US	24351	2	I	6
Knowledge of and create sketches and drawings.	US	24353	2	I	6
Receive instructions and communicate information.	US	24357	2	I	4
Plan and monitor construction of a project and quality check product.	US	24358	2	I	2
Total					18

ACCOUNTING 2 (2ACC)



Target Year Group Year 12

Duration and Timing One Timetable Block – Full Year Course **Business Studies**

Description To enable students to take an effective part in economic activity and contribute to future well-being.
To help students to understand why and how groups and communities make decisions about the use of scarce resources.
To provide a foundation for further study at a higher level.

Assessment A range of internal assessment tasks will take place during the year. External Achievement Standards will be assessed in an end of year three hour exam

Pre-requisites NCEA Level 1 Accounting or HOD discretion

Qualification Cross Credit to NZIM Certificate in Management paper 808
Introduction to Accounting

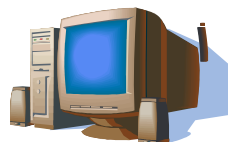
Leads on to NCEA Level 3 Accounting (3ACC)
NZIM Certificate in Management
Diploma in Business

Fees If student wishes to cross credit to NZIM Certificate in Management (paper 808 Introduction to Accounting) there is a fee of \$20.25 to be paid to NZIM

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Explore the conceptual basis of accounting for a sole proprietor	AS	90220	2	E	3
Investigate and report on accounting subsystems	AS	90222	2	I	4
Demonstrate an understanding of accounting subsystems	AS	90223	2	E	4
Report financial information for sole proprietors registered for GST on an invoice basis	AS	90224	2	E	4
Analyse, interpret and evaluate financial information for a sole proprietor business	AS	90225	2	E	4
Process financial transactions using computer software, for a sole proprietor	AS	90226	2	I	3

INFORMATION AND COMMUNICATIONS TECHNOLOGY 2 (2ICT)



Business Studies

Target Year Group Year 12

Duration and Timing One Timetable Block – Full Course

Description The course includes basic computer use managing and protecting data, spreadsheets, databases, internet, and creating and designing web pages.

Assessment A range of internal assessment task will take place during the year. The course is individualized so students undertake assessments when necessary pre-learning has taken place.

Pre-requisites HOD or students having completed Level 1 Computing

Qualification Can lead to the National Certificate in Computing (Level 2)

Leads on to National Certificates at Level 3, Polytechnic courses

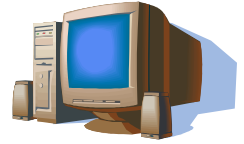
Fees Printing and Internet connection.

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Manage and protect data in a personal computer system	US	2781	2	I	3
Demonstrate knowledge of the components of personal computer systems	US	2783	2	I	3
Create and use a computer spreadsheet to solve a problem	US	2794	2	I	3
Create and use a computer database to solve a problem	US	2786	2	I	3
Produce desktop published documents to meet a set brief	US	2788	2	I	5
Use and maintain personal computer peripherals	US	2790	2	I	3
Integrate spreadsheet and database data into a word processed document to meet a set brief	US	2791	2	I	3
Produce a presentation using a desktop presentation computer application	US	5940	2	I	3
Produce schematic diagrams using a computer application	US	5957	2	I	2
Demonstrate an understanding of ergonomic principles for computer workstations	US	6743	2	I	2
Use the Internet for information retrieval in an organisation	US	20332	2	I	3
Create a website using a dedicated web-authoring tool to meet a set brief	US	25655	2	I	3
Create a website using a mark-up language to meet a set brief	US	25656	2	I	3
Use digital communications technologies	US	25662	2	I	3

Other units available – see the Business Studies web pages.

CERTIFICATE IN OFFICE ADMINISTRATION (2ADM)



Target Year Group	Year 12 and 13	
Duration and Timing	One Timetable Blocks – Full Year Course	Business Studies
Description	This course prepares the student for entry into the workforce within an office/administrative environment.	
Assessment	A range of internal assessment tasks will take place during the year.	
Leads on to	National Certificate in Business Administration Level 2	
Pre-requisites	Nil	
Qualification	NCEA Level 1 and 2	
Fees	Printing and internet connection	

Unit Standards Assessed

Title	US Number	Level	No. of credits
Core Generic			
Demonstrate care and timeliness as an employee	4249	1	3
Produce a plan for own future directions	10781	2	3
Demonstrate time management	12349	2	3
Business Administration			
Develop and use keyboarding skills to enter text	101	1	3
Use a word processor to produce documents	111	2	5
Key in text at 25 words per minute (wpm)	16678	1	1
Document business transactions	327	2	4
Use office administration and communication systems	121	2	5
Computing / Information Management			
Produce simple desktop published documents using templates	2792	1	2
Produce a spreadsheet from instructions using supplied data	18743	1	2
Enter and manage text for generic text and information management	12883	1	3
Accounting / Service Sector Skills			
Manage Personal Finances	7364	1	3
Process financial information using a cash-based system	7363	1	3
Attend to customer enquiries face-to-face and on the telephone	56	1	2
Maintain personal presentation in the workplace	62	2	2
Perform calculations for the workplace	64	1	2
Level 1 total credits 24	Level 2 total credits 22		
Optional – Business Information Processing			
Write at 40 words per minute and transcribe notes to produce required information	115	1	10
Write shorthand at 60 words per minute and transcribe to produce required information	116	2	10

Other Unit Standards may be available on request

LANDSKILLS 2 (2LSK)



Vocational

Target Year Group Year 12 and 13

Duration and Timing Two Timetable Blocks – Full Year Course

Description A practical course developing skills for forestry and the land.

Assessment A range of internally assessed Unit Standard tasks will take place during the year.

Pre-requisites HOD approval. Students need to have achieved a satisfactory Literacy and Numeracy level

Leads on to Gateway, Polytechnic

Fees Nil

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
DKO Commercial Forestry & Forest Industry Sectors in New Zealand	US	17757	2	I	5
DKO Commercial Plantation Trees in New Zealand	US	17760	2	I	5
DKO Quality Determining Factors in Commercial Plantation Forestry	US	17761	2	I	5
DKO plantation forest establishment and silviculture	US	1241	2	I	4
DKO Plantation Forest Harvesting	US	1227	2	I	3
DKO the characteristics of wood	US	155	2	I	5
DKO the principles of saw doctoring	US	668	2	I	5
DKO the principles of sawmilling	US	160	2	I	6
DKO Code of Practice Relating to Chainsaw Use	US	6916	2	I	5
Operate a chainsaw	US	6917	2	I	5
DKO Selecting Plantation trees	US	6951	2	I	4
DKO General Health, Safety and Forest Environment requirements	US	17769	2	I	6
Total					58

DKO = Demonstrate knowledge of

NATIONAL CERTIFICATE IN EMPLOYMENT SKILLS 2 (2CES)



Target Year Group	Year 12
Duration and Timing	One Timetable Block – <u>Full or Half Year Course</u>
Description	This course aims to provide basic skills required by the NZ employers' federation.
Assessment	A range of internally assessed Unit Standard tasks will take place during the year. Can lead to a National Certificate in Employment Skills Level 1
Pre-requisites	Teacher in charge (TiC) approval
Leads on to	Other National Certificates
Fees	Nil

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Demonstrate knowledge of problem solving techniques	US	7123	2	I	2
Identify basic employment rights and responsibilities	US	1978	1	I	2
Demonstrate care and timeliness as an employee	US	4249	1	I	3
Protect health and safety in the workplace	US	497	1	I	3
Be assertive in a range of specific situations	US	1299	2	I	4
Communicate with people from other cultures	US	1304	2	I	2
Participate in a team or group to complete routine tasks	US	3503	1	I	2
Solve problems which require calculation with whole numbers	US	8489	1	I	2
Solve problems with numbers expressed in different forms	US	8490	1	I	2
Read and interpret information presented in tables and graphs	US	8491	1	I	2
Produce a plan for own future directions	US	10781	2	I	3
Develop and use keyboarding skills to enter data	US	101	1	I	3
Communicate information in a specific workplace	US	1277	2	I	3
Total					33

DRIVERS EDUCATION 2 (2DRE)



Vocational

Target Year Group Year 12

Duration and Timing One Timetable Block – Half year course

Description Driver Education teaches the skills, knowledge and attitudes to enhance safety and competence of drivers in New Zealand roads.

Assessment Internal Unit Standards

Pre-requisites A mature attitude and a willingness to participate.

Leads on to Terminating course

Fees Nil

Achievement / Unit Standards Assessed

Title	AS/US	Number	Level	Int or Ext	No of credits
Demonstrate knowledge of traffic law for the purpose of safe driving	US	3462	1	I	3
Demonstrate procedures when a light motor vehicle has broken down	US	20969	1	I	2
Describe driving hazards and risk reduction responses to driving hazards.	US	3465	1	I	2
NZ graduated licencing system	US	17563	1	I	2
Factors contributing to and consequences of road crashes.	US	3472	1	I	3
Light motor vehicle safety	US	17458	1	I	1
Safe night driving	US	17677	2	I	2
Demonstrate knowledge of stress, health, and fatigue for driving.	US	1734	2	I	4
Total					19

GATEWAY 2 (2GWY)



Target Year Group	Year 12 and 13
Duration and Timing	Very flexible – individual and employer needs determine the arrangements. Usually for one day a week for 10 weeks.
Description	<p>This programme is about students completing a work placement and having their learning in the workplace assessed against Unit Standards on the National Qualifications Framework (NQF). This is integrated with their current programme of study.</p> <p>It is not a work experience programme or a programme for non-achievers.</p>
Assessment	Internal Unit Standards
Pre-requisites	<p>Selection by interview before placement on the programme. Criteria for selection are:</p> <ul style="list-style-type: none">• a career plan• attitude and commitment to succeed• ability to complete both practical and theoretical components.• Employer availability and the likely outcome of ‘real employment’ or training likely to lead to real employment are also considered. <p>For further information or to apply please see the Gateway Co-ordinator – Mr. Bennett.</p> <p>Indicate your interest in being selected but do not choose Gateway as one of your subjects.</p>
Leads on to	Credits can be directed towards vocational qualifications and NCEA. Standards may be obtained from Polytechnic based courses in Year 13 to build on the Gateway foundation.
Fees	Nil

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Quick Find –Level 2

Two Timetable Block subjects – these take two choices from your possible 6.
Open to both Y12 and Y13.

Landskills 2 (2LSK)

Half-Year Courses - two half year courses need to be selected for one choice.
Open to Y12 and Y13

Drama 2 (2DRA)

Information and Communications Technology (2ICT)

National Certificate in Employment Skills 2 (2CES)

Outdoor Education 2 (2OED) – **2nd half of the year/semester**

Driver Education (2DRE)

Gateway – See Mr Bennett if you are interested in applying for this course.

Last up-date 10/08/2010