

UNIT #	Vers	Title	Lev	Cred	Field	Subfield	Domain
121	7	Demonstrate and apply knowledge of office equipment and administration processes	2	5	Business	Business Administration	Business Administration Services
122	7	Provide office reception services	3	5	Business	Business Administration	Business Administration Services
123	7	Use office information, copying, and telecommunication systems	3	5	Business	Business Administration	Business Administration Services
327	7	Document business financial transactions for an entity	2	4	Business	Business Administration	Business Administration Services
328	7	Identify the requirements for a financial record system for an entity	3	4	Business	Business Administration	Business Administration Services
329	7	Process financial information for cash transactions for an entity	2	4	Business	Business Administration	Business Administration Services
331	6	Operate computer accounts receivable and payable ledger systems to produce financial information	3	5	Business	Business Administration	Business Administration Services
334	7	Demonstrate knowledge of and operate inventory systems	3	4	Business	Business Administration	Business Administration Services
335	8	Prepare computerised payroll and related administration records using payroll software	4	6	Business	Business Administration	Business Administration Services
11648	6	Plan, organise, and record business meetings	5	7	Business	Business Administration	Business Administration Services
11649	6	Manage business meetings to achieve objectives	5	8	Business	Business Administration	Business Administration Services
11651	6	Manage travel arrangements for international business travel	5	7	Business	Business Administration	Business Administration Services
21862	3	Demonstrate knowledge of management administrative services	4	8	Business	Business Administration	Business Administration Services
21863	3	Provide and evaluate management administrative services	5	10	Business	Business Administration	Business Administration Services
21864	3	Manage travel arrangements for domestic business travel	4	5	Business	Business Administration	Business Administration Services
21866	3	Demonstrate knowledge required in medical administration roles, and produce medical documents	4	8	Business	Business Administration	Business Administration Services
21867	3	Process medical records and related information using a computerised patient database	4	5	Business	Business Administration	Business Administration Services
21868	3	Demonstrate knowledge of hospital clinical administration support services	4	10	Business	Business Administration	Business Administration Services

26768	2	Use a computerised accounts receivable and payable system to produce financial information	3	7	Business	Business Administration	Business Administration Services
114	7	Demonstrate knowledge of and use office automation systems	3	4	Business	Business Administration	Business Information Management
125	7	Demonstrate knowledge of record management systems within an organisation	3	5	Business	Business Administration	Business Information Management
1986	7	Apply calculations, data analysis, and statistical interpretation in a business context	4	5	Business	Business Administration	Business Information Management
6910	5	Integrate business administration functions and systems	3	5	Business	Business Administration	Business Information Management
6911	5	Manage copying services	4	4	Business	Business Administration	Business Information Management
11646	6	Produce business information for management	5	6	Business	Business Administration	Business Information Management
11647	6	Present business information for a business purpose	5	5	Business	Business Administration	Business Information Management
27642	2	Use a pivot table to display data	4	5	Business	Business Administration	Business Information Management
27643	3	Apply spreadsheet features to present data to meet a brief	4	6	Business	Business Administration	Business Information Management
1989	6	Research small business opportunities	4	5	Business	Business Environment	Business Culture and Environment
1990	6	Assess small business ownership options and business structures	4	5	Business	Business Environment	Business Culture and Environment
6403	7	Produce self-assessments of suitability for managing small business enterprise opportunities	3	4	Business	Business Environment	Business Culture and Environment
9740	4	Explain and apply principles and practices for innovation, entrepreneurship, and intrapreneurship	5	5	Business	Business Environment	Business Culture and Environment
6406	8	Establish and maintain quality customer relations for a small business enterprise	4	5	Business	Business Operations and Development	Business Relationships Management
6407	8	Establish human resource needs of the small business operation	5	5	Business	Business Operations and Development	Human Resource Management
24876	3	Develop a plan for, and describe, recruitment and selection of staff for a specified workplace	3	6	Business	Business Operations and Development	Human Resource Management
24877	3	Describe employment legislation requirements for job descriptions and write a job description	3	3	Business	Business Operations and Development	Human Resource Management
25680	3	Introduce a staff recruitment and appointment system into an organisation	5	8	Business	Business Operations and Development	Human Resource Management

25681	3	Evaluate and maintain a staff recruitment and appointment system in an organisation	5	6	Business	Business Operations and Development	Human Resource Management
25682	3	Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice	4	4	Business	Business Operations and Development	Human Resource Management
25685	3	Demonstrate knowledge of performance management systems in human resource management practice	4	4	Business	Business Operations and Development	Human Resource Management
25688	3	Demonstrate knowledge of remuneration systems in human resource management practice	4	4	Business	Business Operations and Development	Human Resource Management
25689	3	Introduce a programme for workforce health, safety, and wellness into an organisation	5	10	Business	Business Operations and Development	Human Resource Management
25690	3	Evaluate and maintain a programme for workforce health, safety, and wellness in an organisation	5	10	Business	Business Operations and Development	Human Resource Management
25691	3	Demonstrate knowledge of workforce health, safety, and wellness programmes in human resource management practice	4	4	Business	Business Operations and Development	Human Resource Management
25694	3	Demonstrate knowledge of workforce development systems in human resource management practice	4	4	Business	Business Operations and Development	Human Resource Management
25695	3	Describe human resource management in organisations in New Zealand	5	10	Business	Business Operations and Development	Human Resource Management
1991	7	Produce establishment plans for small business ventures	5	5	Business	Business Operations and Development	Organisational Direction and Strategy
7449	4	Contribute to organisational strategy development	4	5	Business	Business Operations and Development	Organisational Direction and Strategy
18509	3	Demonstrate knowledge of risk management principles and guidelines in an organisation	4	6	Business	Business Operations and Development	Organisational Direction and Strategy
26255	1	Conduct business research	5	10	Business	Business Operations and Development	Organisational Direction and Strategy
27762	1	Identify and explain influences on an organisation	4	4	Business	Business Operations and Development	Organisational Direction and Strategy
27763	1	Analyse the impact(s) of influences and assess their consequences for an organisation	5	6	Business	Business Operations and Development	Organisational Direction and Strategy

27765	1	Demonstrate knowledge of influences on organisations	3	4	Business	Business Operations and Development	Organisational Direction and Strategy
27766	1	Demonstrate knowledge of the business life cycle	4	4	Business	Business Operations and Development	Organisational Direction and Strategy
27769	1	Demonstrate knowledge of strategic processes in organisations	4	5	Business	Business Operations and Development	Organisational Direction and Strategy
1987	5	Develop strategies to establish and maintain positive workplace relationships	5	5	Business	Business Operations and Development	People Development and Coordination
8495	4	Develop self to improve own performance in an organisation	4	3	Business	Business Operations and Development	People Development and Coordination
8498	5	Develop strategies to manage conflict in an organisation	5	5	Business	Business Operations and Development	People Development and Coordination
15190	3	Develop and implement a work team plan	4	5	Business	Business Operations and Development	People Development and Coordination
18336	4	Demonstrate and apply knowledge of team building	4	5	Business	Business Operations and Development	People Development and Coordination
18337	3	Determine, source, support, and evaluate training and/or development for a team	4	5	Business	Business Operations and Development	People Development and Coordination
23394	2	Plan for and carry out staff selection	5	4	Business	Business Operations and Development	People Development and Coordination
23395	2	Assess applicants for staff selection	4	3	Business	Business Operations and Development	People Development and Coordination
23396	3	Demonstrate knowledge of performance management planning	4	3	Business	Business Operations and Development	People Development and Coordination
23397	2	Plan and monitor performance of others	5	6	Business	Business Operations and Development	People Development and Coordination
24874	2	Demonstrate knowledge of performance management in an organisation	3	4	Business	Business Operations and Development	People Development and Coordination
25449	2	Demonstrate knowledge of requirements for managing staff exit in an organisation	4	4	Business	Business Operations and Development	People Development and Coordination
25450	2	Demonstrate skills in managing staff exit in an organisation	5	5	Business	Business Operations and Development	People Development and Coordination
25451	2	Provide mentoring in an organisation	5	5	Business	Business Operations and Development	People Development and Coordination
25463	3	Manage a plan to achieve organisation objectives	5	10	Business	Business Operations and Development	People Development and Coordination

27557	1	Behave according to organisational requirements	3	4	Business	Business Operations and Development	People Development and Coordination
27558	1	Manage professional and ethical behaviour of staff in a business operation	5	5	Business	Business Operations and Development	People Development and Coordination
27563	1	Describe teams and team leadership	3	4	Business	Business Operations and Development	People Development and Coordination
27564	1	Demonstrate knowledge of leadership	4	6	Business	Business Operations and Development	People Development and Coordination
27565	1	Train colleagues in the workplace	3	4	Business	Business Operations and Development	People Development and Coordination
27566	1	Monitor staff performance in an organisation	4	5	Business	Business Operations and Development	People Development and Coordination
25212	2	Apply scope controls to a project	4	5	Business	Business Operations and Development	Project Management
25213	2	Apply time management techniques to a project	4	5	Business	Business Operations and Development	Project Management
25214	2	Apply cost management techniques to a project	4	5	Business	Business Operations and Development	Project Management
25215	2	Apply quality management techniques to a project	4	5	Business	Business Operations and Development	Project Management
25216	2	Apply human resource management approaches to a project	4	5	Business	Business Operations and Development	Project Management
25217	2	Apply risk management techniques to a project	4	5	Business	Business Operations and Development	Project Management
25218	2	Apply contract and procurement techniques to a project	4	5	Business	Business Operations and Development	Project Management
25219	2	Manage projects	4	16	Business	Business Operations and Development	Project Management
25221	2	Manage application of project integrative processes	5	8	Business	Business Operations and Development	Project Management
25222	2	Manage project scope	5	6	Business	Business Operations and Development	Project Management
25223	2	Manage project time	5	6	Business	Business Operations and Development	Project Management
25224	2	Manage project costs	5	6	Business	Business Operations and Development	Project Management

25225	2	Manage project quality	5	7	Business	Business Operations and Development	Project Management
25226	2	Manage project human resources	5	7	Business	Business Operations and Development	Project Management
25227	2	Manage project communications	5	7	Business	Business Operations and Development	Project Management
25228	2	Manage project risk	5	8	Business	Business Operations and Development	Project Management
25229	2	Manage project procurement	5	5	Business	Business Operations and Development	Project Management
27389	2	Apply benefits realisation to projects	5	8	Business	Business Operations and Development	Project Management
8073	8	Establish, develop, and improve quality-focused aspects of supplier relationships	4	8	Business	Business Operations and Development	Quality Management
8074	8	Establish, develop, and improve quality-focused aspects of customer relationships	4	8	Business	Business Operations and Development	Quality Management
8076	8	Promote the participation of management and staff in quality initiatives	5	4	Business	Business Operations and Development	Quality Management
8077	8	Participate in a team to achieve specified quality improvement objectives	3	4	Business	Business Operations and Development	Quality Management
8078	8	Lead a team to achieve specified quality improvement objectives	5	6	Business	Business Operations and Development	Quality Management
8081	8	Collect data for a specified purpose	3	8	Business	Business Operations and Development	Quality Management
8082	8	Analyse data and communicate information for a specified purpose	4	8	Business	Business Operations and Development	Quality Management
8085	7	Demonstrate knowledge of quality and its management	3	4	Business	Business Operations and Development	Quality Management
8086	7	Demonstrate knowledge required for quality auditing	4	4	Business	Business Operations and Development	Quality Management
8087	7	Use core quality management tools	3	5	Business	Business Operations and Development	Quality Management
8088	7	Analyse quality costs	5	4	Business	Business Operations and Development	Quality Management
8089	7	Use statistical process control tools for the control and improvement of processes	4	6	Business	Business Operations and Development	Quality Management

19025	5	Demonstrate and apply knowledge of quality assurance in a business operation	4	7	Business	Business Operations and Development	Quality Management
1988	6	Supervise workplace operations	4	6	Business	Business Operations and Development	Systems and Resources Management
1992	7	Control and evaluate small business operations	4	5	Business	Business Operations and Development	Systems and Resources Management
16342	3	Identify key workplace organisational principles	4	4	Business	Business Operations and Development	Systems and Resources Management
19030	4	Demonstrate knowledge of tendering, negotiating, and managing a contract in a business operation	4	5	Business	Business Operations and Development	Systems and Resources Management
23400	3	Demonstrate and apply knowledge of change management in business operations	4	5	Business	Business Operations and Development	Systems and Resources Management
27515	1	Recommend acquisition of resources for an operation in an organisation	4	4	Business	Business Operations and Development	Systems and Resources Management
27516	1	Analyse and improve the effectiveness of a system in an operation in an organisation	5	5	Business	Business Operations and Development	Systems and Resources Management
27517	1	Improve the effectiveness of a process in an organisation	4	4	Business	Business Operations and Development	Systems and Resources Management
27518	1	Control flow of inputs in an operation in an organisation	4	3	Business	Business Operations and Development	Systems and Resources Management
27519	1	Describe a system in an operation in an organisation	3	2	Business	Business Operations and Development	Systems and Resources Management
27520	1	Create a plan for an operation in an organisation	5	5	Business	Business Operations and Development	Systems and Resources Management
27521	1	Manage a plan for an operation in an organisation	5	5	Business	Business Operations and Development	Systems and Resources Management
27522	1	Demonstrate knowledge of planning in an organisation	4	4	Business	Business Operations and Development	Systems and Resources Management
27523	1	Manage a contract for service	5	3	Business	Business Operations and Development	Systems and Resources Management
27567	1	Demonstrate knowledge of management of change in an organisation	3	4	Business	Business Operations and Development	Systems and Resources Management
27568	1	Implement change in a work team	4	4	Business	Business Operations and Development	Systems and Resources Management

19801	4	Carry out and conclude bargaining for a collective employment agreement	6	10	Business	Business Operations and Development	Workplace Relations
27531	2	Demonstrate knowledge of the provisions and purpose of collective employment agreements	4	3	Business	Business Operations and Development	Workplace Relations
27532	2	Demonstrate knowledge of the provisions and purpose of individual employment agreements	4	3	Business	Business Operations and Development	Workplace Relations
27533	2	Demonstrate skills and knowledge for bargaining for a collective employment agreement	5	5	Business	Business Operations and Development	Workplace Relations
27534	2	Develop a strategy to promote productive workplace relationships in an organisation	4	5	Business	Business Operations and Development	Workplace Relations
27535	2	Develop a strategy for employee engagement in an organisation	4	6	Business	Business Operations and Development	Workplace Relations
27536	2	Demonstrate knowledge of strikes and lockouts	4	4	Business	Business Operations and Development	Workplace Relations
27537	2	Demonstrate knowledge of processes for workplace resolution of employment relationship problems	4	4	Business	Business Operations and Development	Workplace Relations
27538	2	Use organisational procedures for workplace resolution of employment relationship problems	5	5	Business	Business Operations and Development	Workplace Relations
1852	8	Prepare a revenue statement and balance sheet	4	6	Business	Financial Management	Financial Skills
2941	5	Demonstrate and apply knowledge of direct marketing	5	10	Business	Marketing	Direct Marketing
11658	4	Develop a customer loyalty strategy for direct marketing	5	5	Business	Marketing	Direct Marketing
11660	4	Establish, manage, and maintain customer data for direct marketing	4	5	Business	Marketing	Direct Marketing
26387	2	Plan a direct mail campaign as part of a direct marketing strategy	4	4	Business	Marketing	Direct Marketing
2925	5	Describe marketing options for enterprise activities	3	8	Business	Marketing	Generic Marketing
2926	5	Demonstrate knowledge of the principles of marketing	4	10	Business	Marketing	Generic Marketing
2927	5	Determine social, cultural and ethical responsibilities for marketing activities	5	7	Business	Marketing	Generic Marketing
2931	5	Plan a marketing campaign	5	8	Business	Marketing	Generic Marketing
2935	5	Determine the marketing mix	5	10	Business	Marketing	Generic Marketing
2944	5	Produce and coordinate product strategies	5	8	Business	Marketing	Generic Marketing



2946	5	Discuss pricing strategies	5	8	Business	Marketing	Generic Marketing
2950	5	Produce and coordinate promotional strategies	5	8	Business	Marketing	Generic Marketing
6404	8	Develop marketing options for small business operations	4	5	Business	Marketing	Generic Marketing
6405	8	Determine advertising options for small business enterprises	4	5	Business	Marketing	Generic Marketing
19024	6	Apply marketing concepts within a small business	5	7	Business	Marketing	Generic Marketing
26388	2	Evaluate a marketing campaign	5	5	Business	Marketing	Generic Marketing
26389	2	Demonstrate knowledge of distribution channels	5	5	Business	Marketing	Generic Marketing
1828	6	Identify services available to people with disabilities	3	4	Community and Social Services	Health, Disability, and Aged Support	Supporting People with Disabilities
16614	4	Apply time management concepts and methods in business situations	4	3	Core Generic	Core Generic	Work and Study Skills
21191	3	Demonstrate knowledge of the history and development of adult literacy and numeracy in Aotearoa New Zealand	5	5	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21192	3	Demonstrate knowledge of Maori adult literacy and numeracy	5	6	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21193	3	Demonstrate knowledge of adult literacy learning and teaching theories	5	10	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21194	3	Assess adult literacy learning	5	10	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21195	3	Design literacy skills development for a group of adult learners	5	7	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21196	3	Design literacy skills development for an adult learner	5	5	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21197	3	Facilitate literacy skills development for an adult learner	5	8	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21198	3	Facilitate literacy skills development for a group of adult learners	5	10	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21199	3	Demonstrate knowledge of adult numeracy learning and introductory numeracy knowledge	4	10	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21200	3	Facilitate numeracy skills development for an adult learner	5	10	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21201	3	Undertake an organisational adult literacy and numeracy needs analysis	5	10	Education	Adult Education and Training	Adult Literacy and Numeracy Education

21202	3	Prepare, facilitate and report on an organisational adult literacy and numeracy programme	6	12	Education	Adult Education and Training	Adult Literacy and Numeracy Education
21204	4	Develop adult learners' literacy and numeracy skills within a workplace training or education programme	5	30	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26359	2	Facilitate adult literacy and numeracy skills development using information communication technology	5	10	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26610	2	Describe the impact of national and international influences on adult literacy and numeracy in Aotearoa New Zealand	6	6	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26611	2	Evaluate a personal approach to strengthen adult literacy and numeracy practice in Aotearoa New Zealand	6	5	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26612	2	Develop an adult literacy and numeracy plan for learners with diverse needs	6	6	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26613	2	Implement an independent project in adult literacy and numeracy education	6	10	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26614	2	Develop a plan to embed adult literacy and numeracy skills development within training and/or education programmes	6	6	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26615	2	Develop a plan to address the needs of adult learners in statistical knowledge and reasoning practice	6	8	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26616	2	Develop a plan to address the needs of adult learners in measurement practice	6	8	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26617	2	Develop a programme to meet literacy and numeracy needs of a group of adult learners	6	8	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26618	2	Develop a plan for formative assessment in adult literacy and numeracy education	6	5	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26619	2	Demonstrate knowledge of literacy and numeracy for adults in Aotearoa from the perspective of Te Ao Maori	6	8	Education	Adult Education and Training	Adult Literacy and Numeracy Education
26620	2	Evaluate approaches to teaching reading to adults with reading difficulties	6	8	Education	Adult Education and Training	Adult Literacy and Numeracy Education

7091	5	Establish a culturally safe and inclusive learning environment for adults in New Zealand's cultural setting	4	4	Education	Adult Education and Training	Delivery of Adult Education and Training
7095	4	Develop and facilitate individualised adult learning plans	5	6	Education	Adult Education and Training	Delivery of Adult Education and Training
7096	4	Deliver learning presentations for adult learners	4	8	Education	Adult Education and Training	Delivery of Adult Education and Training
7097	5	Facilitate interactive learning sessions for adult learners	5	10	Education	Adult Education and Training	Delivery of Adult Education and Training
7102	4	Demonstrate knowledge of theoretical models of adult learning	5	6	Education	Adult Education and Training	Delivery of Adult Education and Training
7106	4	Prepare learning plans and provide guidance for individual adult learners	4	5	Education	Adult Education and Training	Delivery of Adult Education and Training
7108	4	Deliver on-job training for adult trainees	4	8	Education	Adult Education and Training	Delivery of Adult Education and Training
7110	4	Improve own professional knowledge and practice in adult education and training	5	8	Education	Adult Education and Training	Delivery of Adult Education and Training
7114	4	Coach adult learner(s)	5	8	Education	Adult Education and Training	Delivery of Adult Education and Training
7115	4	Create and maintain a positive learning environment for adult learners	4	6	Education	Adult Education and Training	Delivery of Adult Education and Training
19444	3	Deliver group training sessions for adult learners	4	8	Education	Adult Education and Training	Delivery of Adult Education and Training
21981	3	Deliver learning opportunities for adults that promote transfer of competence into new contexts	5	8	Education	Adult Education and Training	Delivery of Adult Education and Training
21982	3	Facilitate the transfer of existing competence into new contexts for adult trainees	5	6	Education	Adult Education and Training	Delivery of Adult Education and Training
26009	2	Establish a culturally safe and inclusive multicultural learning environment for adults	4	3	Education	Adult Education and Training	Delivery of Adult Education and Training
7093	4	Design learning sessions for adults	5	6	Education	Adult Education and Training	Design and Development of Adult Education and Training
7094	4	Design a course for adult education and training	6	10	Education	Adult Education and Training	Design and Development of Adult Education and Training
7103	4	Determine the training requirements of individual adults for a specified job	4	5	Education	Adult Education and Training	Design and Development of Adult Education and Training

7104	4	Conduct a training needs analysis for adults in an organisation	6	12	Education	Adult Education and Training	Design and Development of Adult Education and Training
7105	4	Conduct a training needs analysis for an adult group	5	10	Education	Adult Education and Training	Design and Development of Adult Education and Training
20470	3	Design, draft, and trial a training manual for adults	5	10	Education	Adult Education and Training	Design and Development of Adult Education and Training
7098	4	Evaluate an adult training course	6	10	Education	Adult Education and Training	Evaluation in Adult Education and Training
7113	4	Trial and evaluate an innovation for adult education and training within an organisation	6	10	Education	Adult Education and Training	Evaluation in Adult Education and Training
20469	3	Evaluate adult learning sessions	5	5	Education	Adult Education and Training	Evaluation in Adult Education and Training
7092	4	Formulate a proposal for adult education and training	5	9	Education	Adult Education and Training	Management of Adult Education and Training
7100	4	Manage learning events for adult education and training	5	8	Education	Adult Education and Training	Management of Adult Education and Training
7109	4	Develop an organisational learning culture for adults	6	9	Education	Adult Education and Training	Management of Adult Education and Training
7112	4	Support and promote the adult training and development function within an organisation	5	6	Education	Adult Education and Training	Management of Adult Education and Training
4098	6	Use standards to assess candidate performance	4	6	Education	Generic Education and Training	Assessment of Learning
11280	5	Manage assessment within an organisation	6	9	Education	Generic Education and Training	Assessment of Learning
11281	5	Prepare candidate(s) for assessment against standards	4	3	Education	Generic Education and Training	Assessment of Learning
11551	5	Moderate assessment	6	8	Education	Generic Education and Training	Assessment of Learning
11552	5	Design and evaluate assessment materials	5	8	Education	Generic Education and Training	Assessment of Learning
18203	5	Verify evidence for assessment	4	3	Education	Generic Education and Training	Assessment of Learning
26171	2	Develop and implement an assessment strategy for an organisation	6	9	Education	Generic Education and Training	Assessment of Learning

26172	2	Manage moderation within an organisation	6	9	Education	Generic Education and Training	Assessment of Learning
10472	4	Demonstrate knowledge of support systems required for the provision of open, flexible, and networked learning (OFNL)	4	5	Education	Generic Education and Training	Open, Flexible, and Networked Learning
25779	2	Develop materials for open, flexible, and networked learning (OFNL)	5	10	Education	Generic Education and Training	Open, Flexible, and Networked Learning
25780	2	Manage the provision of open, flexible, and networked learning (OFNL)	6	15	Education	Generic Education and Training	Open, Flexible, and Networked Learning
25781	2	Facilitate learning in an open, flexible, and networked learning (OFNL) environment	5	9	Education	Generic Education and Training	Open, Flexible, and Networked Learning
15189	4	Implement a health and safety plan for a workplace	4	4	Health	Occupational Health and Safety	Occupational Health and Safety Practice
1277	6	Communicate information in a specified workplace	2	3	Humanities	Communication Skills	Interpersonal Communications
1285	6	Make enquiries and complete practical transactions	1	4	Humanities	Communication Skills	Interpersonal Communications
1293	6	Be interviewed in an informal, one-to-one, face-to-face interview	1	2	Humanities	Communication Skills	Interpersonal Communications
1294	6	Be interviewed in a formal interview	2	2	Humanities	Communication Skills	Interpersonal Communications
1296	6	Interview in an informal situation	3	3	Humanities	Communication Skills	Interpersonal Communications
1297	6	Conduct an interview in a formal situation	4	5	Humanities	Communication Skills	Interpersonal Communications
1299	8	Be assertive in a range of specified situations	2	4	Humanities	Communication Skills	Interpersonal Communications
1304	8	Communicate with people from other cultures	3	2	Humanities	Communication Skills	Interpersonal Communications
1307	7	Speak to a known audience in a predictable situation	3	3	Humanities	Communication Skills	Interpersonal Communications
1311	6	Present and defend an argument orally	4	4	Humanities	Communication Skills	Interpersonal Communications
1312	6	Give oral instructions in the workplace	3	3	Humanities	Communication Skills	Interpersonal Communications
3501	5	Demonstrate knowledge of and apply listening techniques	1	3	Humanities	Communication Skills	Interpersonal Communications
3503	5	Participate and communicate in a team or group to complete a routine task	1	2	Humanities	Communication Skills	Interpersonal Communications
9677	9	Participate in a team or group which has an objective	2	3	Humanities	Communication Skills	Interpersonal Communications
9678	7	Conduct a formal meeting	5	4	Humanities	Communication Skills	Interpersonal Communications
9679	6	Apply knowledge of a formal meeting	4	4	Humanities	Communication Skills	Interpersonal Communications

9680	5	Communicate within a specified organisational context	2	3	Humanities	Communication Skills	Interpersonal Communications
9681	6	Contribute within a team or group which has an objective	3	3	Humanities	Communication Skills	Interpersonal Communications
9691	6	Demonstrate knowledge of group processes	5	5	Humanities	Communication Skills	Interpersonal Communications
9692	6	Deliver an oral presentation to an audience	5	4	Humanities	Communication Skills	Interpersonal Communications
9694	7	Demonstrate and apply knowledge of communication process theory	3	5	Humanities	Communication Skills	Interpersonal Communications
9695	6	Examine problem-solving models and explain associated techniques	4	3	Humanities	Communication Skills	Interpersonal Communications
9696	6	Apply a problem-solving model	4	4	Humanities	Communication Skills	Interpersonal Communications
9704	7	Manage interpersonal conflict	4	4	Humanities	Communication Skills	Interpersonal Communications
9705	6	Give and respond to feedback on performance	3	3	Humanities	Communication Skills	Interpersonal Communications
9707	6	Demonstrate knowledge of workplace communication requirements	1	5	Humanities	Communication Skills	Interpersonal Communications
10790	4	Converse with others	1	2	Humanities	Communication Skills	Interpersonal Communications
10791	4	Participate in an informal meeting	2	3	Humanities	Communication Skills	Interpersonal Communications
11096	5	Analyse feedback contexts and apply constructive feedback techniques	5	3	Humanities	Communication Skills	Interpersonal Communications
11097	4	Listen actively to gain information in an interactive situation	3	3	Humanities	Communication Skills	Interpersonal Communications
11098	5	Analyse the use of listening strategies, and use listening techniques and respond to information received	5	2	Humanities	Communication Skills	Interpersonal Communications
11099	5	Develop strategies for communicating in a culturally diverse workplace	4	4	Humanities	Communication Skills	Interpersonal Communications
11101	4	Collaborate within a team which has an objective	4	5	Humanities	Communication Skills	Interpersonal Communications
21335	3	Lead a team to achieve an objective	4	5	Humanities	Communication Skills	Interpersonal Communications
21336	3	Lead a team to achieve a complex objective	5	5	Humanities	Communication Skills	Interpersonal Communications
1272	7	Read efficiently to gain maximum information in time spent	3	2	Humanities	Communication Skills	Reading
2970	6	Independently read texts about life experiences which relate to a personal identified interest	1	3	Humanities	Communication Skills	Reading
2989	5	Select, read, and assess texts to gain knowledge	2	3	Humanities	Communication Skills	Reading

2990	6	Read texts to research information	3	4	Humanities	Communication Skills	Reading
25073	2	Read texts to recognise differing points of view on a topic	2	3	Humanities	Communication Skills	Reading
1273	7	Express ideas in writing and write an original story	1	4	Humanities	Communication Skills	Writing
1279	6	Write in plain English	3	3	Humanities	Communication Skills	Writing
1280	6	Use graphics in communication	2	2	Humanities	Communication Skills	Writing
3483	6	Fill in a form	1	2	Humanities	Communication Skills	Writing
3488	5	Write business correspondence for a workplace	2	3	Humanities	Communication Skills	Writing
3490	6	Complete an incident report	1	2	Humanities	Communication Skills	Writing
3491	6	Write a report	3	4	Humanities	Communication Skills	Writing
3492	6	Write a short report	2	3	Humanities	Communication Skills	Writing
3494	5	Write minutes for a formal meeting	3	3	Humanities	Communication Skills	Writing
9685	7	Write an analytical report	5	5	Humanities	Communication Skills	Writing
9701	6	Write a proposal	4	3	Humanities	Communication Skills	Writing
9703	6	Write a job procedure	5	3	Humanities	Communication Skills	Writing
10792	4	Write formal personal correspondence	1	3	Humanities	Communication Skills	Writing
11095	6	Write business correspondence to convey complex ideas and information	3	3	Humanities	Communication Skills	Writing
12336	4	Write a user guide or technical text	4	4	Humanities	Communication Skills	Writing
16612	4	Write documents to achieve effective communication for a business purpose	4	4	Humanities	Communication Skills	Writing
19629	4	Present a reasoned argument in a report	4	4	Humanities	Communication Skills	Writing
<b>UNIT #</b>	<b>Vers</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>	<b>Field</b>	<b>Subfield</b>	<b>Domain</b>