

Business

Single unit standards

Subfields Business Administration, Financial Management, Business Operations and Development, Marketing, Accounting, Service Sector Skills

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Unit #	Level	Credits	TITLE	Subfield	Domain
114	3	4	Demonstrate knowledge of and use office automation systems	Business Administration	Business Information Management
121	2	5	Demonstrate and apply knowledge of office equipment and administration processes	Business Administration	Business Administration Services
122	3	5	Provide office reception services	Business Administration	Business Administration Services
123	3	5	Use office information, copying, and telecommunication systems	Business Administration	Business Administration Services
125	3	5	Demonstrate knowledge of record management systems within an organisation	Business Administration	Business Information Management
327	2	4	Document business financial transactions for an entity	Business Administration	Business Administration Services
328	3	4	Identify the requirements for a financial record system for an entity	Business Administration	Business Administration Services
329	2	4	Process financial information for cash transactions for an entity	Business Administration	Business Administration Services
334	3	4	Demonstrate knowledge of and operate inventory systems	Business Administration	Business Administration Services
335	4	6	Prepare computerised payroll and related administration records using payroll software	Business Administration	Business Administration Services
1852	4	6	Prepare a revenue statement and balance sheet	Financial Management	Financial Skills
1986	4	5	Apply calculations, data analysis, and statistical interpretation in a business context	Business Administration	Business Information Management
1987	5	5	Develop strategies to establish and maintain positive workplace relationships	Business Operations and Development	People Development and Coordination
1988	4	6	Supervise workplace operations	Business Operations and Development	Systems and Resources Management
2925	3	8	Describe marketing options for enterprise activities	Marketing	Generic Marketing
2926	4	10	Demonstrate knowledge of the principles of marketing	Marketing	Generic Marketing
2927	5	7	Determine social, cultural and ethical responsibilities for marketing activities	Marketing	Generic Marketing
2931	5	8	Plan a marketing campaign	Marketing	Generic Marketing
2935	5	10	Determine the marketing mix	Marketing	Generic Marketing
2941	5	10	Demonstrate and apply knowledge of direct marketing	Marketing	Generic Marketing
2944	5	8	Produce and coordinate product strategies	Marketing	Generic Marketing
2946	5	8	Discuss pricing strategies	Marketing	Generic Marketing
2950	5	8	Produce and coordinate promotional strategies	Marketing	Generic Marketing
6404	4	5	Develop marketing options for small business operations	Marketing	Generic Marketing
6405	4	5	Determine advertising options for small business enterprises	Marketing	Generic Marketing
6910	3	5	Integrate business administration functions and systems	Business Administration	Business Information Management
7449	4	5	Contribute to organisational strategy development	Business Operations and Development	Organisational Direction and Strategy
8073	4	8	Establish, develop, and improve quality-focused aspects of supplier relationships	Business Operations and Development	Quality Management
8074	4	8	Establish, develop, and improve quality-focused aspects of supplier relationships	Business Operations and Development	Quality Management
8076	5	4	Promote the participation of management and staff in quality initiatives	Business Operations and Development	Quality Management
8077	3	4	Participate in a team to achieve specified quality improvement objectives	Business Operations and Development	Quality Management
8078	5	6	Lead a team to achieve specified quality improvement objectives	Business Operations and Development	Quality Management
8081	3	8	Collect data for a specified purpose	Business Operations and Development	Quality Management
8082	4	8	Analyse data and communicate information for a specified purpose	Business Operations and Development	Quality Management
8085	3	4	Demonstrate knowledge of quality and its management	Business Operations and Development	Quality Management
8086	4	4	Demonstrate knowledge required for quality auditing	Business Operations and Development	Quality Management
8087	3	5	Use core quality management tools	Business Operations and Development	Quality Management
8088	5	4	Analyse quality costs	Business Operations and Development	Quality Management
8089	4	6	Use statistical process control tools for the control and improvement of processes	Business Operations and Development	Quality Management
8495	4	3	Develop self to improve own performance in an organisation	Business Operations and Development	People Development and Coordination
8498	5	5	Develop strategies to manage conflict in an organisation	Business Operations and Development	People Development and Coordination
11646	5	6	Produce business information for management	Business Administration	Business Information Management
11647	5	5	Present business information for a business purpose	Business Administration	Business Information Management
11648	5	7	Plan, organise, and record business meetings	Business Administration	Business Information Services
11649	5	8	Manage business meetings to achieve objectives	Business Administration	Business Information Services
11651	5	7	Manage travel arrangements for international business travel	Business Administration	Business Information Services
11658	5	5	Develop a customer loyalty strategy for direct marketing	Marketing	Direct Marketing
11660	4	5	Establish, manage, and maintain customer data for direct marketing	Marketing	Direct Marketing
15190	4	10	Develop and implement a work team plan	Business Operations and Development	People Development and Coordination
16342	4	4	Evaluate organisational design for an organisation	Business Operations and Development	Systems and Resources Management
16614	4	3	Apply time management concepts and methods in business situations	Business Operations and Development	People Development and Coordination
18336	4	5	Demonstrate and apply knowledge of team-building skills	Business Operations and Development	People Development and Coordination
18337	4	5	Determine and co-ordinate training and/or development for a team	Business Operations and Development	People Development and Coordination
18509	4	6	Demonstrate knowledge of risk management in an organisation	Business Operations and Development	People Development and Coordination
19025	4	7	Demonstrate and apply knowledge of quality assurance in a business operation	Business Operations and Development	Quality Management
20078	3	7	Demonstrate knowledge of taxation, financial, and insurance responsibilities for small businesses	Business Operations and Development	Small Business
20849	5	10	Develop and implement a plan to gather, analyse and report on information for management of quality	Business Operations and Development	Quality Management
21336	5	8	Lead a team to achieve a project outcome	Business Operations and Development	Project Management
21862	4	8	Demonstrate knowledge of management administrative services	Business Administration	Business Administration Services
21863	5	10	Provide and evaluate management administrative services	Business Administration	Business Administration Services
21864	4	5	Manage travel arrangements for domestic business travel	Business Administration	Business Administration Services
21866	4	8	Demonstrate knowledge required in medical administration roles, and produce medical documents	Business Administration	Business Administration Services
21867	4	5	Process medical records and related information using a computerised patient database	Business Operations and Development	Business Administration Services
21868	4	10	Demonstrate knowledge of hospital clinical administration support services	Business Operations and Development	Business Administration Services
23394	5	4	Plan for and carry out staff selection	Business Operations and Development	People Development and Coordination
23396	4	3	Demonstrate knowledge of performance management planning	Business Operations and Development	People Development and Coordination
23397	5	6	Plan and monitor performance of others	Business Operations and Development	People Development and Coordination
24874	3	4	Demonstrate knowledge of performance management	Business Operations and Development	People Development and Coordination
24876	3	6	Develop a plan for, and describe, recruitment and selection of staff for a specified workplace	Business Operations and Development	Human Resource Management
24877	3	3	Describe employment legislation requirements for job descriptions and write a job description	Business Operations and Development	Human Resource Management
25450	5	5	Demonstrate skills in managing staff exit in an organisation	Business Operations and Development	People Development and Coordination
25451	5	5	Provide mentoring in an organisation	Business Operations and Development	People Development and Coordination
25680	5	8	Introduce a staff recruitment and appointment system into an organisation	Business Operations and Development	Human Resource Management
25681	5	6	Evaluate and maintain a staff recruitment and appointment system in an organisation	Business Operations and Development	Human Resource Management
25682	4	4	Demonstrate knowledge of staff recruitment and appointment systems in HR management practice	Business Operations and Development	Human Resource Management
25685	4	4	Demonstrate knowledge of performance management systems in human resource management practice	Business Operations and Development	Human Resource Management

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Unit #	Level	Credits	TITLE	Subfield	Domain
25688	4	4	Demonstrate knowledge of remuneration systems in human resource management practice	Business Operations and Development	Human Resource Management
25689	5	10	Introduce a programme for workforce health, safety, and wellness into an organisation	Business Operations and Development	Human Resource Management
25690	5	10	Evaluate and maintain a programme for workforce health, safety, and wellness in an organisation	Business Operations and Development	Human Resource Management
25691	4	4	Demonstrate knowledge of workforce health, safety, and wellness programmes in HR management practice	Business Operations and Development	Human Resource Management
25694	4	4	Demonstrate knowledge of workforce development systems in human resource management practice	Business Operations and Development	Human Resource Management
25695	5	10	Describe human resource management in organisations in New Zealand	Business Operations and Development	Human Resource Management
26255	5	10	Conduct business research	Service Sector Skills	Service Delivery
26366	4	5	Prepare and use budgets for an entity	Financial Management	Financial Skills
26367	5	6	Demonstrate and apply knowledge of costing for an activity within an entity	Financial Management	Financial Skills
26387	4	4	Plan a direct mail campaign as part of a direct marketing strategy	Marketing	Direct Marketing
26388	5	5	Evaluate a marketing campaign	Marketing	Generic Marketing
26389	5	5	Demonstrate knowledge of distribution channels	Marketing	Generic Marketing
26768	3	7	Use a computerised accounts receivable and payable system to produce financial information	Business Administration	Business Administration Services
27515	4	4	Recommend acquisition of resources for an operation in an organisation	Business Operations and Development	Systems and Resources Management
27516	5	5	Analyse and improve the effectiveness of a system in an operation in an organisation	Business Operations and Development	Systems and Resources Management
27517	4	4	Improve the effectiveness of a process in an organisation	Business Operations and Development	Systems and Resources Management
27518	4	3	Control flow of inputs in an operation in an organisation	Business Operations and Development	Systems and Resources Management
27519	3	2	Describe a system in an operation in an organisation	Business Operations and Development	Systems and Resources Management
27520	5	5	Create a plan for an operation in an organisation	Business Operations and Development	Systems and Resources Management
27521	5	5	Manage a plan for an operation in an organisation	Business Operations and Development	Systems and Resources Management
27522	4	4	Demonstrate knowledge of planning in an organisation	Business Operations and Development	Systems and Resources Management
27523	5	3	Manage a contract for service	Business Operations and Development	Systems and Resources Management
27531	4	3	Demonstrate knowledge of the provisions and purpose of collective employment agreements	Business Operations and Development	Workplace Relations
27532	4	3	Demonstrate knowledge of the provisions and purpose of individual employment agreements	Business Operations and Development	Workplace Relations
27533	5	5	Demonstrate skills and knowledge for bargaining for a collective employment agreement	Business Operations and Development	Workplace Relations
27534	4	5	Develop a strategy to promote productive workplace relationships in an organisation	Business Operations and Development	Workplace Relations
27535	4	6	Develop a strategy for employee engagement in an organisation	Business Operations and Development	Workplace Relations
27536	4	4	Demonstrate knowledge of strikes and lockouts	Business Operations and Development	Workplace Relations
27537	4	4	Demonstrate knowledge of processes for workplace resolution of employment relationship problems	Business Operations and Development	Workplace Relations
27538	5	5	Use organisational procedures for workplace resolution of employment relationship problems	Business Operations and Development	Workplace Relations
27557	3	4	Behave according to organisational requirements	Business Operations and Development	People Development and Coordination
27558	5	5	Manage professional and ethical behaviour of staff in a business operation	Business Operations and Development	People Development and Coordination
27563	3	4	Describe teams and team leadership	Business Operations and Development	People Development and Coordination
27564	4	10	Demonstrate knowledge of leadership	Business Operations and Development	People Development and Coordination
27565	3	4	Train colleagues in the workplace	Business Operations and Development	Human Resource Management
27566	4	5	Monitor staff performance in an organisation	Business Operations and Development	Human Resource Management
27567	4	4	Demonstrate knowledge of management of change in an organisation	Business Operations and Development	Human Resource Management
27568	5	4	Implement change in a work team	Business Operations and Development	Human Resource Management
27642	4	5	Use a pivot table to display data	Business Administration	Business Information Management
27643	4	6	Apply spreadsheet features to present data to meet a brief	Business Administration	Business Information Management
27762	4	4	Identify and explain influences on an organisation	Business Operations and Development	Organisational Direction and Strategy
27765	3	4	Demonstrate knowledge of influences on organisations	Business Operations and Development	Organisational Direction and Strategy
27766	4	4	Demonstrate knowledge of the business life cycle	Business Operations and Development	Organisational Direction and Strategy
27769	4	5	Demonstrate knowledge of strategic processes in organisations	Business Operations and Development	Organisational Direction and Strategy
29010	4	15	Apply the elements of accounting to support a business entity	Accounting	Accounting - Middle Level
29011	4	10	Prepare tax returns for a business entity	Accounting	Accounting - Middle Level
29012	4	13	Manage accounts payable and receivable for a business entity	Accounting	Accounting - Middle Level
29013	4	12	Prepare payroll for a business entity	Accounting	Accounting - Middle Level
29014	5	22	Apply accounting principles and practices for a business entity	Accounting	Accounting - Middle Level
29015	5	23	Analyse and communicate financial information, and evaluate and minimise financial risk for a business entity	Accounting	Accounting - Middle Level
29016	5	5	Apply tax rules for individuals and small businesses	Accounting	Accounting - Middle Level
29017	5	10	Prepare budgets and monitor business performance against budgets for a business entity	Accounting	Accounting - Middle Level
29018	6	12	Prepare financial reports for companies and comply with ethical requirements	Accounting	Accounting - Middle Level
29019	6	8	Analyse and communicate financial and non-financial information for strategic decision-making for a business entity	Accounting	Accounting - Middle Level
29020	6	10	Evaluate and use management accounting information for a business entity	Accounting	Accounting - Middle Level
29021	6	10	Integrate business finance techniques for a business entity	Accounting	Accounting - Middle Level
29022	6	10	Evaluate and use accounting information systems for a business entity	Accounting	Accounting - Middle Level
29023	6	10	Apply tax rules to New Zealand business entities	Accounting	Accounting - Middle Level
29024	3	15	Provide business administration support using business technology	Business Administration	Business Administration Services
29025	3	15	Obtain, communicate, and reproduce business information using business technology	Business Administration	Business Administration Services
29026	3	15	Process data to produce information for business purposes	Business Administration	Business Administration Services
29027	3	15	Produce business documents using software applications	Business Administration	Business Administration Services
29029	4	20	Provide administrative services using business technology and systems	Business Administration	Business Administration Services
29030	4	20	Produce business information using data processing tools	Business Administration	Business Administration Services
29031	4	20	Produce business documents using advanced features and functions of software applications	Business Administration	Business Administration Services
29032	5	25	Manage administrative services	Business Administration	Business Administration Services
29033	5	15	Analyse and evaluate administration systems and processes	Business Administration	Business Administration Services
29034	5	10	Research business technology to support an identified business need	Business Administration	Business Administration Services
29035	5	10	Manage user support for business technology	Business Administration	Business Administration Services
29036	6	15	Evaluate and recommend new business technology to improve performance and productivity for a business entity	Business Administration	Business Administration Services

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Unit #	Level	Credits	TITLE	Subfield	Domain
29037	6	20	Lead people to achieve business administration goals	Business Administration	Business Administration Services
29038	6	25	Manage and coordinate business administration systems and processes	Business Administration	Business Administration Services
29039	4	35	Manage a team to contribute to a business entity's objectives	Business Operations and Development	Business Administration Services
29040	4	25	Manage work flows	Business Operations and Development	Systems and Resources Management
29041	3	23	Apply principles for effective performance within a team	Business Operations and Development	People Development and Coordination
29042	3	15	Develop objectives for a team	Business Operations and Development	People Development and Coordination
29043	3	10	Describe and compare different styles of team leadership for a business entity	Business Operations and Development	People Development and Coordination
29044	5	35	Lead and manage people to achieve a business entity's operational objectives	Business Operations and Development	People Development and Coordination
29045	5	25	Manage business activities to achieve a business entity's operational objectives	Business Operations and Development	Systems and Resources Management
29046	6	30	Lead and manage people to achieve a business entity's strategic goals	Business Operations and Development	Organisational Direction and Strategy
29047	6	30	Manage business activities to achieve a business entity's strategic goals	Business Operations and Development	Organisational Direction and Strategy
29048	5	20	Apply business knowledge for operational objectives in a business entity	Business Operations and Development	Organisational Direction and Strategy
29049	5	28	Contribute to innovation and organisational change in operational contexts	Business Operations and Development	Organisational Direction and Strategy
29050	5	12	Analyse the impact(s) of internal and external influences, and assess their consequence(s) for a business entity	Business Operations and Development	Organisational Direction and Strategy
29051	6	12	Apply business knowledge for strategic objectives in a business entity	Business Operations and Development	Organisational Direction and Strategy
29052	6	20	Contribute at a strategic level to innovation and organisational change within a business entity	Business Operations and Development	Organisational Direction and Strategy
29053	6	18	Design and develop strategic objectives for a business entity	Business Operations and Development	Organisational Direction and Strategy
29054	6	10	Develop strategies for managing the impact of environmental factors and their effect(s) on the entity's performance	Business Operations and Development	Organisational Direction and Strategy
29055	3	15	Identify business opportunities	Business Operations and Development	Small Business
29056	3	30	Produce an establishment plan for a small business opportunity	Business Operations and Development	Small Business
29057	3	15	Assess the feasibility and viability of a potential small business opportunity	Business Operations and Development	Small Business
29058	4	15	Develop a business plan for a small business	Business Operations and Development	Small Business
29059	4	30	Manage operations for a small business	Business Operations and Development	Small Business
29060	4	15	Manage staff and human resource processes for a small business	Business Operations and Development	Small Business
29226	5	6	Apply risk management processes in an organisation	Business Operations and Development	Organisational Direction and Strategy
29464	5	7	Develop, maintain, and strengthen external relationships for a small business	Business Operations and Development	Small Business
30358	4	12	Support the initiation of a project	Business Operations and Development	Project Management
30359	4	15	Support the planning of a project	Business Operations and Development	Project Management
30360	4	15	Support the execution, and monitoring and control of a project	Business Operations and Development	Project Management
30361	4	8	Support the closing of a project	Business Operations and Development	Project Management
30362	4	10	Lead aspects of a project(s) under broad guidance	Business Operations and Development	Project Management
30363	5	12	Manage the initiation of a project	Business Operations and Development	Project Management
30364	5	20	Develop a project management plan	Business Operations and Development	Project Management
30365	5	20	Execute, and monitor and control a project	Business Operations and Development	Project Management
30366	5	8	Close a project	Business Operations and Development	Project Management
30388	5	10	Market a small business' product or service	Business Operations and Development	Small Business

Education

Single unit standards

Subfields Adult Education and Training, Generic Education and Training

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Unit #	Level	Credits	TITLE	Subfield	Domain
4098	4	6	Use standards to assess candidate performance	Generic Education and Training	Assessment of Learning
7091	4	4	Establish a culturally safe and inclusive learning environment for adults in New Zealand's cultural setting	Adult Education and Training	Delivery of Adult Education and Training
7092	6	15	Formulate a proposal for adult education and training	Adult Education and Training	Management of Adult Education and Training
7093	4	10	Plan for delivery of learning sessions for adults	Adult Education and Training	Design and Development of Adult Education and Training
7094	6	15	Design a course for adult education and training	Adult Education and Training	Design and Development of Adult Education and Training
7095	5	6	Develop and facilitate individualised adult learning plans	Adult Education and Training	Delivery of Adult Education and Training
7096	4	8	Deliver learning presentations for adult learners	Adult Education and Training	Delivery of Adult Education and Training
7097	6	12	Facilitate learner-led interactive learning sessions for adult learners	Adult Education and Training	Delivery of Adult Education and Training
7098	6	15	Evaluate an adult training course	Adult Education and Training	Evaluation in Adult Education and Training
7100	5	10	Plan, organise, and review learning events for adult education and training	Adult Education and Training	Management of Adult Education and Training
7103	4	5	Determine the training requirements of individual adults for a specified job	Adult Education and Training	Design and Development of Adult Education and Training
7104	6	20	Conduct a training needs analysis for adults in an organisation	Adult Education and Training	Design and Development of Adult Education and Training
7105	5	15	Conduct a training needs analysis for an adult group	Adult Education and Training	Design and Development of Adult Education and Training
7106	4	5	Prepare learning plans and provide guidance for individual adult learners	Adult Education and Training	Delivery of Adult Education and Training
7108	4	8	Deliver on-job training for adult trainees	Adult Education and Training	Delivery of Adult Education and Training
7109	6	15	Develop and review an organisational learning culture for adults	Adult Education and Training	Management of Adult Education and Training
7110	5	8	Critically evaluate and improve own professional knowledge and practice in adult education and training	Adult Education and Training	Delivery of Adult Education and Training
7112	6	10	Support and promote the adult training and development function within an organisation	Adult Education and Training	Management of Adult Education and Training
7113	6	12	Trial and evaluate an innovation for adult education and training within an organisation	Adult Education and Training	Evaluation in Adult Education and Training
7114	5	8	Coach adult learner(s)	Adult Education and Training	Delivery of Adult Education and Training
7115	4	6	Create and maintain a positive learning environment for adult learners	Adult Education and Training	Delivery of Adult Education and Training
10472	4	5	Demonstrate knowledge of support systems required for the provision of open, flexible, and networked learning (OFNL)	Generic Education and Training	Open, Flexible, and Networked Learning
11280	6	15	Manage and monitor assessment within an organisation	Generic Education and Training	Assessment of Learning
11551	5	10	Quality assure assessment	Generic Education and Training	Assessment of Learning
11552	5	10	Design and evaluate assessment materials	Generic Education and Training	Assessment of Learning
19444	4	8	Deliver group training sessions for adult learners	Adult Education and Training	Delivery of Adult Education and Training
20469	5	8	Evaluate adult learning sessions	Adult Education and Training	Evaluation in Adult Education and Training
20470	5	15	Design, draft, and trial a training manual for adults	Adult Education and Training	Design and Development of Adult Education and Training
21982	5	6	Facilitate the transfer of existing competence into new contexts for adult trainees	Adult Education and Training	Delivery of Adult Education and Training
25779	5	10	Develop materials for open, flexible, and networked learning (OFNL)	Generic Education and Training	Open, Flexible, and Networked Learning
25780	6	20	Manage the provision of open, flexible, and networked learning (OFNL)	Generic Education and Training	Open, Flexible, and Networked Learning
25781	5	10	Facilitate learning in an open, flexible, and networked learning (OFNL) environment	Generic Education and Training	Open, Flexible, and Networked Learning
26009	4	4	Establish a culturally safe and inclusive multicultural learning environment for adults	Adult Education and Training	Delivery of Adult Education and Training
26171	6	9	Develop and implement an assessment strategy for an organisation	Generic Education and Training	Assessment of Learning
26172	6	9	Manage moderation within an organisation	Generic Education and Training	Assessment of Learning
29622	5	5	Describe adult literacy and numeracy education in Aotearoa New Zealand	Adult Education and Training	Adult Literacy and Numeracy Education
29623	5	10	Design strategies to embed adult literacy and numeracy in the delivery of a training or education programme	Adult Education and Training	Adult Literacy and Numeracy Education
29624	5	15	Plan and facilitate embedded adult literacy and numeracy skills development in a training or education programme	Adult Education and Training	Adult Literacy and Numeracy Education
29625	5	10	Use assessment to strengthen adult literacy and numeracy teaching and learning	Adult Education and Training	Adult Literacy and Numeracy Education
29626	5	5	Describe issues and theories that relate to adult literacy and numeracy	Adult Education and Training	Adult Literacy and Numeracy Education
29627	5	15	Design strategies to address adult literacy and numeracy demands and learner strengths and needs	Adult Education and Training	Adult Literacy and Numeracy Education
29628	5	10	Apply Maori and Pasifika frameworks to own adult literacy and numeracy teaching practice	Adult Education and Training	Adult Literacy and Numeracy Education
29629	5	10	Plan and facilitate literacy and numeracy skills development to meet the needs of individual adult learners	Adult Education and Training	Adult Literacy and Numeracy Education
29630	5	10	Plan and facilitate literacy and numeracy skills development to meet the needs of adult learner groups	Adult Education and Training	Adult Literacy and Numeracy Education
29631	5	5	Design adult literacy and numeracy contextualised assessments and processes	Adult Education and Training	Adult Literacy and Numeracy Education
29632	5	10	Evaluate own adult literacy and numeracy practice and share with other professionals	Adult Education and Training	Adult Literacy and Numeracy Education
29689	5	12	Design and prepare adult learning sessions for a variety of contexts	Adult Education and Training	Design and Development of Adult Education and Training
29690	4	6	Describe principles and theories of adult learning	Adult Education and Training	Delivery of Adult Education and Training
29691	5	20	Facilitate adult learning sessions using adult teaching and learning theories and frameworks	Adult Education and Training	Delivery of Adult Education and Training
29692	4	14	Deliver learning sessions for adults	Adult Education and Training	Delivery of Adult Education and Training
29693	4	10	Review, evaluate and identify areas of improvement for own adult education teaching practice	Generic Education and Training	Assessment of Learning
30421	4	15	Carry out assessments against standards to make judgements of learner performance	Generic Education and Training	Assessment of Learning
30422	4	15	Participate in the quality assurance of assessment	Generic Education and Training	Assessment of Learning
30423	4	10	Participate in assessment processes as a verifier	Generic Education and Training	Assessment of Learning
30424	6	15	Critically evaluate current and emerging assessment practices and frameworks for application in education or training	Generic Education and Training	Assessment of Learning
30425	6	20	Design and use complex and innovative assessments	Generic Education and Training	Assessment of Learning
30426	6	10	Evaluate the design and use of materials for complex and innovative assessments	Generic Education and Training	Assessment of Learning
30427	6	15	Provide leadership to another practitioner(s) to enhance their adult education and training practice	Adult Education and Training	Management of Adult Education and Training

Humanities

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Subfields Communication Skills

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1277	2	3	Communicate information in a specified workplace	Communication Skills	Interpersonal Communications
1279	3	3	Write in plain English	Communication Skills	Writing
1280	2	2	Use graphics in communication	Communication Skills	Writing
1285	1	2	Make enquiries and complete practical transactions	Communication Skills	Interpersonal Communications
1293	1	2	Be interviewed in an informal, one-to-one, face-to-face interview	Communication Skills	Interpersonal Communications
1294	2	2	Be interviewed in a formal interview	Communication Skills	Interpersonal Communications
1296	3	3	Interview in informal situations	Communication Skills	Interpersonal Communications
1297	4	5	Conduct an interview in a formal situation	Communication Skills	Interpersonal Communications
1299	2	4	Be assertive in a range of specified situations	Communication Skills	Interpersonal Communications
1304	3	2	Communicate with people from other cultures	Communication Skills	Interpersonal Communications
1307	3	3	Speak to a known audience in a predictable situation	Communication Skills	Interpersonal Communications
1311	4	4	Present and defend an argument orally	Communication Skills	Interpersonal Communications
1312	3	3	Give oral instructions in the workplace	Communication Skills	Interpersonal Communications
2989	2	3	Select, read, and assess texts on a topic	Communication Skills	Reading
2990	3	4	Read texts to research information	Communication Skills	Reading
3483	1	2	Fill in a form	Communication Skills	Writing
3488	2	3	Write business correspondence for a workplace	Communication Skills	Writing
3490	1	2	Complete an incident report	Communication Skills	Writing
3491	3	4	Write a report	Communication Skills	Writing
3492	2	3	Write a short report	Communication Skills	Writing
3494	3	3	Write minutes for a formal meeting	Communication Skills	Writing
3501	1	4	Listen to gain information in specific contexts	Communication Skills	Interpersonal Communications
3503	1	2	Communicate in a team or group to complete a routine task	Communication Skills	Interpersonal Communications
9677	2	3	Communicate in a team or group which has an objective	Communication Skills	Interpersonal Communications
9678	5	4	Conduct a formal meeting	Communication Skills	Interpersonal Communications
9679	4	4	Apply knowledge of a formal meeting	Communication Skills	Interpersonal Communications
9680	2	3	Communicate within a specified organisational context	Communication Skills	Interpersonal Communications
9681	3	3	Contribute within a team or group which has an objective	Communication Skills	Interpersonal Communications
9685	5	5	Write an analytical report	Communication Skills	Writing
9691	5	5	Demonstrate knowledge of group processes	Communication Skills	Interpersonal Communications
9692	5	4	Deliver an oral presentation to an audience	Communication Skills	Interpersonal Communications
9694	3	4	Demonstrate and apply knowledge of communication process theory	Communication Skills	Interpersonal Communications
9695	3	3	Examine problem-solving models and explain associated techniques	Core Generic	Self-Management
9696	4	4	Apply a problem-solving model	Core Generic	Self-Management
9701	4	3	Write a proposal	Communication Skills	Writing
9703	5	3	Write a job procedure	Communication Skills	Writing
9704	4	4	Manage interpersonal conflict	Communication Skills	Interpersonal Communications
9705	3	3	Give feedback on performance in the workplace	Communication Skills	Interpersonal Communications
9707	1	5	Demonstrate knowledge of workplace communication requirements	Communication Skills	Interpersonal Communications
10791	2	3	Participate in an informal meeting	Communication Skills	Interpersonal Communications
10792	1	3	Write formal personal correspondence	Communication Skills	Writing
11095	3	3	Write business correspondence to convey complex ideas and/or information	Communication Skills	Writing
11096	5	3	Analyse feedback contexts and apply constructive feedback techniques	Communication Skills	Interpersonal Communications
11097	3	3	Listen actively to gain information in an interactive situation	Communication Skills	Interpersonal Communications
11098	5	2	Use and evaluate listening techniques	Communication Skills	Interpersonal Communications
11099	4	4	Develop strategies for communicating in a culturally diverse workplace	Communication Skills	Interpersonal Communications
11101	4	5	Collaborate within a team which has an objective	Communication Skills	Interpersonal Communications
12336	4	4	Write a user guide or technical text	Communication Skills	Writing
16612	4	4	Write documents to achieve effective communication for a business purpose	Communication Skills	Writing
19629	4	4	Present a reasoned argument in a report	Communication Skills	Writing
21335	4	8	Lead a team to achieve an objective	Communication Skills	Interpersonal Communications
24871	2	2	Complete complex forms	Communication Skills	Writing
25073	2	3	Read texts to recognise differing points of view on a topic	Communication Skills	Reading



Health

Single unit standards

Subfields Occupational Health and Safety

LEARNPLUS is currently accredited by NZQA to deliver unit standards across multiple fields, subfields and domains generally linked to adult education, business and specialty skills.

We pride ourselves in teaching comprehensive subjects from which unit standard assessments can be achieved. You don't just get taught on the narrow confines of a unit standard but you are taught how to apply that knowledge or skill set in your workplace. We focus on transferable learner outcomes!

Unit #	Level	Credits	TITLE	Subfield	Domain
15189	4	4	Implement a health and safety plan for a workplace	Occupational Health and Safety	Occupational Health and Safety Practice

Service Sector

Single unit standards

Subfields Cleaning and Caretaking

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Unit #	Level	Credits	TITLE	Subfield	Domain
30892	3	2	Demonstrate knowledge of methamphetamine contamination of property in New Zealand	Cleaning and Caretaking	Specialist Cleaning Environments
30893	4	4	Demonstrate knowledge of methamphetamine screening sampling in accordance with NZS 8510:2017	Cleaning and Caretaking	Specialist Cleaning Environments
30894	4	4	Carry out methamphetamine screening sampling and assessment on property	Cleaning and Caretaking	Specialist Cleaning Environments