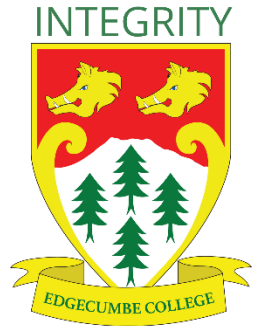


# Edgecumbe College



# Level 2 Course Booklet 2022

# Contents

1.Planning your future .....	2
2.National Qualifications and Certificates.....	4
3.Vocational Pathways.....	6
4.Entrance to University.....	10
5.University Approved subjects for 2022.....	11
6.Course Overview.....	12
7.Course Selection information.....	13

## Subjects

### Level 2

#### Arts

2ART Visual Arts.....	15
2MPA Maori Performing Arts.....	16
2MUS Music Studies.....	17
2PHT Photography.....	14

#### Business Studies

2COA Certificate in Office Administration.....	35
2ICT Information and Communications Technology.....	36

#### English

2ENG English.....	18
2LTC Literacy and Communication.....	19

#### Languages

2MAO Te Reo Maori .....	20
-------------------------	----

#### Mathematics

2MAP Applied Mathematics.....	22
2MAT Mathematics.....	23

#### Physical Education

2PED Physical Education and Outdoor Activities .....	21
--	----

#### Science

2AHS Agricultural and Horticultural Science .....	24
2BIO Biology .....	25
2CHE Chemistry .....	26
2PHY Physics.....	27

#### Social Science

2GEO Geography .....	28
2HIS History.....	29
2TOU Tourism .....	30

#### Technology

2DVC Design and Visual Communication.....	32
2HOS Hospitality .....	31
2TBC Technology Building and Construction .....	34
2TME Technology Mechanical Engineering.....	33

#### Vocational

2GAT Gateway.....	37
-------------------	----

# PLANNING YOUR FUTURE

The purpose of this booklet is to assist you to make informed choices for 2022, 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 2022. 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 2022 and satisfy course pre- requisites.

<b>Year 11</b>	You will study for the National Certificate of Educational Achievement Level 1 by gaining credits from Achievement and/or Unit Standards It is compulsory that you study courses in <b>English and Mathematics this year. A course in a Science is strongly recommended.</b> All other subjects are optional.
<b>Year 12</b>	You will study for the National Certificate of Educational Achievement Level 1 and/or 2, and/or National Certificates and/or Level 2 Vocation Pathway Awards. You should know which of your subjects continue into Level 3 courses. <b>You must study a course in English. Mathematics is compulsory if you do not have Numeracy.</b> All other subjects are optional.
<b>Year 13</b>	You will study for the National Certificate of Educational Achievement Level 1, 2 and/or 3, and/or National Certificates and/or Level 2 Vocational Pathway Awards. You need to consider career, polytechnic or university requirements when you choose your subjects <b>There are no compulsory subjects</b>

## Choice of Subjects

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

You will be placed in a class based on the combination of advice from the previous school, NCEA results, tests and an interview with the Year level Kaitiaki or Deputy Principal responsible for the senior school.

# NATIONAL QUALIFICATIONS AND CERTIFICATES

## National Certificate of Educational Achievement (NCEA)

### NCEA Level 1 - requires students to gain 80 or more credits

- A full year's subject course will offer a minimum of 16 credits.
- You will study 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 usually awarded at Credit (Achieved) only, but a few can be achieved at Merit and Excellence grades.
- 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.
- As part of the Level 1 requirements, you must gain enough Literacy and Numeracy credits. This can be done in one of two ways.

**Unit standards** – Three unit standards worth a total of 10 credits need to be completed for both Literacy and Numeracy. Evidence can be collected from any subject and is used to create portfolio's which demonstrates competency in the required Literacy and Numeracy skills.

**Achievement standards** – Achievement standards in a variety of subjects are signposted as counting towards Literacy or Numeracy competency. You need to gain 10 or more credits in Standards that count towards Literacy and 10 or more credits that count towards Numeracy, in order to gain the competency standard required for NCEA Level 1.

More details of the standards can be found at the site

<https://www.nzqa.govt.nz/ncea/subjects/literacy-and-numeracy/level-1-requirements/>

### NCEA Level 2 – requires students to gain 80 credits

- You need a minimum of 80 credits of which 60 credits must be at Level 2 or above
- Credits maybe achieved from either Achievement Standards or Unit Standards.
- You also need to gain the Level 1 Literacy and Numeracy requirement

### NCEA Level 3 - requires students to gain 80 credits

- You need a minimum of 80 credits of which 60 must be at Level 3 or above.
- Credits maybe achieved from either Achievement Standards or Unit Standards.
- You also need to gain the Level 1 Literacy and Numeracy requirement
- If considering applying for University, the following year it is **strongly advised** that you study five University approved Level 3 subjects in Year 13. **If you take four or more University Approved Level 3 subjects you may be able negotiate a study line with Mr. Murphy.**

### National Certificates offered at Edgecumbe College are: (teacher responsible)

- National Certificate in Computing Levels 2 & 3 (See Ms. McKernan)
- National Certificate of Business and Computing Levels 2 & 3 (See Ms. McKernan)
- National Certificate in Tourism Level 2 (See Dr. Murphy)

- National Certificate in Mechanical Engineering Technology Level 1&2 (see Mr. van Veen)
- National Certificate in Building, Construction and Allied trades Level 2 (see Mr. van Veen)
- NZ Certificate in Agriculture Level 2 (see Mrs. Jackson)

The correct units must be studied to satisfy NZQA requirements for a National Certificate

### **Endorsement of Certificates**

The National Certificate of Educational Achievement (NCEA) may be endorsed with the words “Merit” or “Excellence” for any level. To gain a Merit endorsement you need to gain 50 or more credits at a Merit level. To gain an Excellence endorsement you need to gain 50 or more credits at an Excellence level. Credits gained in a higher level can count down to enable you to gain an endorsement at a lower level.

**Note:** Usually Unit Standards will not give you credits towards Merit or Excellence endorsement.

### **Subject (Course) Endorsement**

You will gain an endorsement for a course where you achieve:

- 14 or more credits in a subject (at least 3 credits need to be from externally assessed standards and 3 from internally assessed standards. See note below).
- To gain an Excellence Course endorsement the 14 credits need to be at Excellence level
- To gain a Merit Course endorsement the 14 credits need to be at Merit level or a combination of Merit and Excellence level credits.
- To gain an Achieved Course endorsement the 14 credits need to be at an Achieved level or a combination of Achieved, Merit and Excellence level credits
- Credits can only be counted once in a single school year i.e., credits gained as a Year 10 student cannot be counted for subject endorsement in Year 11.

### **Note:**

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

### **NZ Scholarship**

Scholarship provides recognition and monetary reward to top secondary school students. Scholarship exams enable candidates to be assessed against challenging standards and are demanding even for the most able candidates in each subject. They are externally assessed and are an additional set of exams. They do not attract credits, nor contribute towards a qualification, but the fact that you gain a Scholarship appears on your Record of Achievement. You can enter up to 3 Scholarship exams.

# VOCATIONAL PATHWAYS

The Vocational Pathways were developed in collaboration with industry and education to better align and prepare students for further study, training or work. There are six pathways:

- Construction and Infrastructure (C.I)
- Creative Industries (C.R)
- Manufacturing and Technology (M.T)
- Primary Industries (P.I)
- Services Industries (S.I)
- Social and Community Services (S.C)



Standards have been assessed to see which of the 6 industries their content aligns to or supports. Some standards support all pathways. When you look through the course information you will find some subjects are more aligned to specific pathways e.g. Hospitality credits are only aligned with the Service Industry (S.I) pathway.

You can gain a Vocational Pathways Award in one or all pathways. More information can be found at <http://www.youthguarantee.net.nz/vocational-pathways/>

Your vocational pathway progress can be accessed through the student portal on KAMAR.  
Your vocational pathway record can be viewed through your NZQA login page.

## How do I achieve Vocational Pathway awards?

To achieve the Vocational Pathways Award, you must achieve:

- NCEA Level 2 which includes literacy (10 credits) and numeracy (10 credits) at Level 1 or above, and
- 60 Level 2 credits from the *Recommended* Assessment Standards for a Vocational Pathways sector e.g. Primary Industries (P.I),

*included within these 60 credits must be at least*

- 20 Level 2 credits from *Sector-Related* Standards for that sector e.g. Primary Industries (P.I)

Both the *Recommended* Assessment Standards and the *Sector-Related* Standards must come from the same Vocational Pathway.

You can achieve more than one Vocational Pathways Award if you complete more than one Vocational Pathway. Frequently asked questions can be found at <http://www.youthguarantee.net.nz/vocational-pathways/faqs/>

*Recommended* standards are indicated with ▲ in the course outline

*Sector related* standards are indicated with ● in the course outline

**NOTE: Level 1 credits do not count toward Vocational Pathway Awards. They are indicated as recommended Level 1 standards to complete, to gain a good background to attempt the required Level 2 standards.**

**The Profile Builder:** this is an online tool to create a Vocational Profile. You enter the standards achieved (or plan to achieve) using the assessment standards, to build an individual profile. The profile is a graphic representation of learning achievement (and future study options). It shows your learning and achievement, or planned achievement, links to future study options and careers.

Visit <http://www.youthguarantee.net.nz/vocational-pathways/profile-builder/> to build a profile.

## Vocational Pathway award credits available in each course

	Construction and Infrastructure (C.I)		Creative Industries (C.R)		Manufacturing and Technology (M.T)		Primary Industries (P.I)		Services Industries (S.I)		Social and Community Services (S.C)	
	R	SR	R	SR	R	SR	R	SR	R	SR	R	SR
Photography			12	12								
Visual Art			12	12								
Māori Per.Arts.				28					28			
Music Studies			23	4								
English	22		16		16		29		29		29	
Lit. & Com.	3		3	3			3	3	3	3	3	3
Te Reo Māori				28			22	6	28		16	
Physical Ed.			12	4			3		15	7	11	
Applied Maths										6		
Mathematics	18		9		18		20		13		7	
Ag Hort Sci								23				
Biology					4		20			10	14	3
Chemistry	22		3		22		22		14		15	
Physics	19		3		22		19				12	
Geography			15				21		22	7		
History			5						9			
Tourism									18	20		
Hospitality										20		
D.V.C		26	19	10	13	13			7			
Mech. Eng.						27	6					
Build. & Con.		18										
Office Admin			6							7	5	
Info.Com.Tech.	10		10	3	10		10		10		10	
Gateway												



## SUGGESTED SUBJECT SELECTIONS FOR DIFFERENT VOCATIONAL PATHWAY

Pathway	Compulsory course	Optional courses
<b>Construction and Infrastructure (C.I)</b>	<b>At least one from</b> Design and Visual Communication or Technology Building and Construction	<b>At least three from</b> English, Mathematics, Chemistry, Physics,
<b>Creative Industries (C.R)</b>	<b>At least three from</b> Photography, Visual Art, Maori Performing Art, Music Studies, Te Reo Māori, Design and Visual Communication	<b>At least one from</b> English, Physical Education, Mathematics,
<b>Manufacturing and Technology (M.T)</b>	<b>At least one from</b> Mechanical Engineering or Design and Visual Communication	<b>At least three from</b> Mathematics, Chemistry, Physics, English
<b>Primary Industries (P.I)</b>	<b>Must study</b> Agricultural and Horticultural Science	<b>At least three from</b> English, Te Reo Māori, Mathematics, Biology, Chemistry, Physics, Geography
<b>Services Industries (S.I)</b>	<b>At least one from</b> Tourism, Hospitality	<b>At least three from</b> Maori Performing Arts, English, Te Reo Māori, Physical Education, Mathematics, History, Geography,
<b>Social and Community Services (S.C)</b>	<b>Must study</b> At present this pathway is not achievable at the school	<b>At least three from</b>

If the following six subjects were chosen at Level 2

**Mechanical Engineering, Design and Visual Communication, English, Mathematics, Chemistry and Te Reo Māori**

Then it would be possible to gain awards in the vocational pathways of

**Manufacturing and Technology (M.T), Construction and Infrastructure (C.I) and Creative Industries (C.R).**

# ENTRANCE TO UNIVERSITY

## Minimum standard

- Gaining Level 3  
**and**
- Gaining 14 credits at Level 3 in each of **three** University approved subjects (see the list on the next page)  
**plus**
- a minimum of 10 numeracy credits at Level 1 or higher in Mathematics  
**and**
- a minimum of 10 literacy credits at Level 2 or higher (5 must be reading and 5 writing). The Literacy component for University Entrance at Level 2 can be achieved in designated standards in many subjects. Information indicating this is shown in the course outlines. Ask your subject teacher for details or check out <http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/literacy-requirements/>

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

Credits can be accumulated over more than one year. Where a Unit Standard and an Achievement Standard assess the same learning outcomes, they are mutually exclusive for the NCEA qualifications and university entrance purposes. You can check these out by asking your subject teacher or visiting the web site

[http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/#\\_msocom\\_6](http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/#_msocom_6)

## University Approved Subjects for 2022

Accounting	Digital Technologies	Indonesian	Processing Technologies
Agriculture & Horticulture	Drama	Japanese	Psychology
Biology	Earth and Space Science	Korean	Religious Studies
Business Studies	Economics	Latin	Samoan
Calculus	Education for Sustainability	Mathematics/ Pāngarau	Science/Pūtaiao
Chemistry	English	Media Studies	Sculpture (Practical Art)
Chinese	French	Music Studies	Social Studies
Classical Studies	Geography	New Zealand Sign Language	Spanish
Construction and Mechanical Technologies	German	Painting (Practical Art)	Statistics
Cook Islands Māori	Health Education	Photography (Practical Art)	Technology/ Hangarau
Dance	History	Physical Education	Te Ao Haka
Design (Practical Art)	History of Art	Physics	Te Reo Māori
Design and Visual Communication	Home Economics	Printmaking (Practical Art)	Te Reo Rangatira
			Tongan

A new subject (Te Ao Haka) has been added to the Approved Subjects list, for the 2021 and 2022 academic years, to accommodate the piloting of the standards.

More details of approved subjects and the approved standards within each subject can be found at

<http://www.nzqa.govt.nz/qualifications-standards/awards/university-entrance/approved-subjects/>

## Course Overview at Edgecumbe College

Area	Year 9	Year 10	Level 1	Level 2	Level 3
<b>The Arts</b>	Visual Arts	Visual Arts	Visual Arts	Visual Arts (Painting, Photography)	Visual Arts (Painting, Design, Photography Print, Sculpture)
	Māori Performing Arts	Māori Performing Arts Drama	Māori Performing Arts Drama	Māori Performing Arts	Māori Performing Arts
	Music	Music	Music Studies	Music Studies	Music Studies
<b>English</b>	English	English	English	English Literacy and Com.	English Literacy and Com.
<b>Languages</b>	Mandarin	Mandarin	Other Languages	Other languages	Other languages
	Te Reo Māori	Te Reo Māori	Te Reo Māori	Te Reo Māori	Te Reo Māori
<b>Health and Physical Education</b>	Physical Education & Health	Physical Education & Health	Physical Education	Physical Education	Physical Education
<b>Mathematics</b>	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
			Applied Maths	Applied Maths	
<b>Science</b>	Science	Science	Science Applied Science	Biology Chemistry Physics	Biology Chemistry Physics
	Horticulture	Agriculture & Horticulture Science	Agriculture & Horticulture Science	Agriculture & Horticulture Science	
<b>Social Science</b>	Social Studies	Social Studies	Geography History	Geography History Tourism	Geography History Tourism
<b>Technology</b>	Food Technology	Food Technology	Hospitality	Hospitality	Hospitality
	Design and Visual Communication	Design and Visual Communication	Design and Visual Communication	Design and Visual Communication	Design and Visual Communication
	Mechanical Engineering	Mechanical Engineering	Mechanical Engineering	Mechanical Engineering	Mechanical Engineering
	Technology Wood	Technology Wood	Building and Construction	Building and Construction	Building and Construction
<b>Business Studies</b>	Digital Technologies	Digital Technologies	Office Administration	Office Administration	Office Administration
			Information and Communication Technology	Information and Communication Technology	Information and Communication Technology
<b>Vocational</b>			Gateway Star Courses Trades Academy	Gateway Star Courses Trades Academy	Gateway Star Courses Trades Academy

# YEAR 12 COURSE SELECTION

## Choices you must make:

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

**English is compulsory in Year 12. Mathematics is compulsory if you do not have Numeracy.** The appropriate English (or Literacy and Communication) and Mathematics courses will be selected for you based on your Year 11 work and results.

Year 12 students who have gained

- less than 40 credits need to do a complete Level 1 course (refer to the Level 1 course selection booklet)
- between 40 – 60 credits can do two Level 2 (or three if they are at the higher end) subjects if they have achieved the pre-requisites. The rest of their timetable should be at Level 1.
- 60 – 80 credits must do two (or one if they are at the higher end) Level 1 course(s).
- 80 or more Level 1 credits can do a full Level 2 course

The above guidelines also apply to Year 13 students who have not yet gained Level 1.

## Codes used in the course selection information

**AS** – Achievement Standard      **US** - Unit Standard

**I/E** - indicates if the standard is internally (I) or externally (E) assessed.

**C** - number of credits the standard is worth.

**L/N** - indicates if the standard counts toward Level 1 Literacy (L) or Numeracy (N).

**R/W** – indicates if the standard counts towards University Entrance Literacy  
(R - Reading and W-Writing).

**TIC** – Teacher in charge      **HOD**- Head of Department

**Endorsement** – this indicates if a subject is Achieved, Merit or Excellence endorsement can be achieved from the course

## Vocational Pathways

**C.I** - Construction and Infrastructure

**C.R** - Creative Industries

**M.T** - Manufacturing and Technology

**P.I** - Primary Industries

**S.I** - Services Industries

**S.C** - Social and Community Services

# Photography 2 (2PHT)

- 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 NCEA Level 1 Art (1ART) or HOD approval (Mr. Folker).
- Leads on to** Visual Art subjects. Level 3 Photography (3PHT). Independent creative thinking.
- Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	C	L/N	R/W	Vocational Pathways			
						C	R		
Demonstrate an understanding of methods and ideas from established practice appropriate to photography	AS91307	I	4	L		●			
Use drawing methods to apply knowledge of conventions appropriate to photography	AS91312	I	4			●			
Develop ideas in a related series of drawings appropriate to established photography practice	AS91317	I	4			●			
Produce a systematic body of work that shows understanding of art making conventions and ideas within photography	AS91322	E	12			▲			

Reviewed July 2021

## Possible career pathways

Advertising, Film/TV, Media Productions, Photographer.

Creativity is becoming increasingly valued in all walks of life and employment.

# Visual Arts 2 (2ART)

- Description** Level 2 Art is a progressive step up from Level 1 that focuses on the development of your critical thinking skills to enable greater independence.
- Assessment** A number of internal assessments are available. These play a supporting role to the folio which is externally assessed.
- Pre-requisites** Ideally successful completion of NCEA Level 1 Art (1ART) or HOD approval (Mr. Folker).
- Leads on to** Visual Arts subjects. Level 3 Art (3ART). Independent creative thinking.
- Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	C	L/N	R/W	Vocational Pathways			
						C	R		
Demonstrate an understanding of methods and ideas from established practice appropriate to painting	AS91306	I	4	L		●			
Use drawing methods to apply knowledge of conventions appropriate to painting	AS91311	I	4			●			
Develop ideas in a related series of drawing appropriate to established painting	AS91316	I	4			●			
Produce a systematic body of work that shows understanding of art making conventions and ideas within painting	AS91321	E	12			▲			

Reviewed July 2021

## Possible career pathways

Advertising, Animator, Artist, Body Artist, Illustrator, Sign Writer.

Creativity is becoming increasingly valued in all walks of life and employment.

“Logic will get you from A to B. Imagination will take you everywhere.”

*Albert Einstein.*

# Maori Performing Arts 2 (2MPA)

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

**Assessment** Internally assessed during the year. The Unit Standards in the course can be achieved at Achieve, Merit or Excellence grades.

**Pre-requisites** Ideally successful completion of NCEA Level 1 Maori Performing Arts (1MPA) or HOD approval (Mr. Hakiaha)

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

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways			
						C	S		
						R	I		
Demonstrate knowledge and skills of waiata	US13359	I	6			●	▲		
Demonstrate knowledge and skills of waiata-a-ringa	US13363	I	6			●	▲		
Demonstrate knowledge and skills of poi	US13367	I	7			●	▲		
Demonstrate knowledge and skills of haka	US13371	I	6			●	▲		
Demonstrate knowledge and skills of whakaraka	US15019	I	3			●	▲		

Reviewed July 2021

## Possible career pathways

Tour Guide, Teacher/Tutor, Tourism



# Music Studies 2 (2MUS)

**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.

**Pre-requisites** Those students who have successfully completed the NCEA Level 1 Music (1MUS) course or TIC approval (Ms. Wilson).

**Leads on to** Level 3 Music (3MUS)

**Endorsement** Not available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways			
						C	R		
Perform as a Soloist	AS91270	I	6			▲			
Perform as a Soloist on a second instrument	AS91274	I	3			▲			
Perform as a member of a group	AS91272	I	4			●			
Compose two pieces of music	AS91271	I	6			▲			
Investigate an aspect of New Zealand music	AS91278	I	4	L		▲			
Devise an instrumentation for an ensemble	AS91273	I	4			▲			

Reviewed July 2021

## Possible career pathways

Musician, Composer, Teacher, Producer, Audio Engineer, Live Sound Design, Media Producer, Sound Technician.

# English 2 (2ENG)

**Description** This course provides the students with the opportunity to explore and think critically, analysing 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** A minimum of 14 credits NCEA Level 1 English programme. An external pass in one of AS 90854, AS90855 or AS 90856 will be an advantage for those who want to go on to Level 3 English

**Leads on to** Level 3 English (3ENG). Anyone looking at Tertiary, Armed Services or Trades.

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways					
						C I	C R	M I	P I	S I	S C
Analyse specified aspect(s) of studied written text(s) with supporting evidence.	AS91098	E	4	L	R W	▲		▲	▲	▲	▲
Analyse specified aspect(s) of studied visual or oral text(s) with supporting evidence	AS91099	E	4	L	W	▲		▲	▲	▲	▲
Analyse significant aspects of unfamiliar written text(s) through close reading, using supporting evidence.	AS91100	E	4	L	R W	▲		▲	▲	▲	▲
Produce a selection of crafted and controlled writing	AS91101	I	6	L	W	▲	▲		▲	▲	▲
Create a crafted visual and verbal text	AS91103	I	3	L			▲		▲	▲	▲
Analyse significant connections across texts, with supporting evidence.	AS91104	I	4	L			▲		▲	▲	▲
Use information literacy skills to form developed conclusion(s)	AS91105	I	4		R	▲		▲	▲	▲	▲
<b>OPTIONAL</b> Analyse significant aspects of visual and/or oral text(s) through close viewing and/or listening using supporting evidence.	AS91107	I	3	L			▲				

Reviewed July 2021

Note: There is the expectation that all students will attempt at least **ONE** external standard at the end of the year.

**Possible career pathways:** Actor, Author, Copywriter, Editor, Journalist, Teacher, Media.

# Literacy and Communication 2 (2LTC)

**Description** This course allows for individualised programmes of student interest. A strong focus is on vocational tasks. A range of technology design, core generic, work skills, media and communication skills papers are available. It is an alternative pathway if you require a practical approach to developing literacy skills at level 2.

**Assessment** A range of internal assessment tasks will take place during the year. No external achievement standards will be assessed unless negotiated.

**Pre-requisites** NCEA Level 1 English or TIC approval (Ms. Ngaheu)

**Leads on to** Level 3 Literacy and Communication (3LTC)

**Endorsement** Not available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways					
						CI	C R	M T	P I	S I	S C
Communicate information in a specific workplace	US1277	I	3				▲		▲	▲	▲
Select, read and assess texts to gain knowledge	US2989	I	3								
Write business correspondence for a whole workplace.	US3488	I	3								
Write a short report	US3492	I	3								
Participate in a team or group which has an objective	US9677	I	3			●	●		●	●	●

Reviewed July 2021

## Possible career pathways

Any career that requires general communication skills.

## Te Reo Māori 2 (2MAO)

**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 (1MAO) or HOD approval (Mr. Hakiaha).

**Leads on to** Level 3 Te Reo (3MAO)

**Endorsement** Available

### Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways			
						C R	P I	S I	S C
Whakarongo kia mohio ki te reo o te ao torotoro	AS91284	I	4	L		▲	▲	▲	▲
Korero kia whakamahi i te reo o te ao torotoro	AS91285	I	6	L		▲	▲	●	▲
Waihanga tuhinga auaha i te reo o te ao torotoro	AS91288	I	6	L	W	▲	▲	●	▲
Panui kia mohio ki te reo o te ao torotoro	AS91286	E	6	L	R	▲	▲	▲	
Tuhi i te reo o te ao torotoro	AS91287	E	6	L	W	▲	▲	▲	

Reviewed July 2021

### Possible career pathways

Curator, Editor, Health Promotor, Fisheries Officer, Journalist, TV/Radio Presenter,

# Physical Education & Outdoor Activities 2 (2PED)

Students work toward NCEA Physical Education credits at Level 7 of the NZ Curriculum. Students will develop and demonstrate knowledge and understanding of how and why biophysical principles (anatomy, exercise physiology, biomechanics) apply to skill learning and training to improve performance of physical activities. Participation in challenging outdoor physical activities will focus student learning on social responsibility, risk management and leadership strategies.

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

**Pre-requisites** Successful completion of at least 15 NCEA Level 1 Physical Education credits including AS 90963 and/or HOD approval (Ms. Barnes).

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

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways			
						C R	P I	S I	S C
Demonstrate understanding of how and why biophysical principles relate to the learning of physical skills.	AS91328	I	5	L		▲		▲	▲
Demonstrate understanding of the application of biophysical principles to training for physical activity.	AS91329	I	4	L		●		●	
Perform a physical activity in an applied setting.	AS91330	I	4			▲		▲	
Consistently demonstrate social responsibility through applying a social responsibility model in physical activity.	AS91334	I	3			▲		▲	▲
Analyse the application of risk management strategies to a challenging outdoor activity.	AS91333	I	3	L			▲	●	
Examine the implementation and outcome(s) of a physical activity event or opportunity.	AS91335	I	3	L				▲	▲

Reviewed July 2021

## Possible career pathways

Physiotherapy, Sport Science, Education, Fitness Industry, Sport & Outdoor Physical Activity Services.

# Applied Mathematics (2MAP)

**Description** This course is composed entirely of Unit Standards and is suited to students who would like to continue learning practical Mathematics at Level 2 rather than the more theoretical Level 2 Mathematics course. It is best described as a **Financial Capability** course and aims to teach students real-life skills such as budgeting, income-related calculations and checking the accuracy of financial records.

**Assessment** The course offers a total of 15 NCEA credits. All the Unit Standards are internally assessed through the course of the year and there is no examination at the end of the year. The Financial Literacy Unit Standards allow achievement at Achieved, Merit and Excellence levels.

**Pre-requisites** Students should have achieved 10 Numeracy credits at Level 1 and HOD approval (Mr. Luca).

**Leads on to** This is a terminating course

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways					
						M T	C I	C R	P I	S I	S C
Produce a balanced household budget and adjust the budget to reflect changing financial circumstances	US 28094	I	3								
Perform income-related calculations for personal financial capability (Level 1)	US24697	I	2								
Make an informed decision relating to personal income and explain its impacts	US 24699	I	2								
Explain taxation and other deductions relating to personal income	US 24695	I	2								
Analyse personal financial investment options	US28095	I	3							●	
Demonstrate understanding of insurance products for personal financial capability	US28096	I	3							●	

Reviewed July 2021

## Possible career pathways

Any career that requires a general proficiency in Mathematics.

# Mathematics (2MAT)

**Description** This course aims to prepare students for Y13 Mathematics. It deals with statistical concepts as they relate to everyday contexts and various mathematical approaches to solving real life problems. The course will appeal to students wanting to enter careers in the field of Science, Social Science, Engineering and Medicine but at the same time will appeal to the student who wants to achieve a better understanding of the world around them.

**Assessment** A range of Mathematics internal achievement standards will be assessed during the year. External achievement standards will be assessed during the NCEA examination period at the end of the year.

**Pre-requisites** Students will be required to have a minimum of 14 Level 1 achievement standard credits. Entry will ultimately be at the discretion of the HOD (Mr. Luca).

**Leads on to** NCEA Level 3 Mathematics (3MAT)

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways					
						C I	C R	M T	P I	S I	S C
2.5 Apply network methods in solving problems	AS91260	I	2	N		▲	▲	▲	▲	▲	▲
2.1 Apply co-ordinate geometry methods in solving problems	AS91256	I	2	N		▲	▲	▲		▲	
2.2 Apply graphical methods in solving problems, Level 2, 4 credits	AS91257	I	4	N		▲	▲	▲	▲	▲	
2.6 Apply algebraic methods in solving problems	AS91261	E	4	N		▲		▲	▲		
2.7 Apply calculus methods in solving problems	AS91262	E	5	N		▲		▲	▲		
2.9 Use statistical methods to make an inference	AS91264	I	4	L/ N					▲	▲	▲
2.10 Conduct an experiment to investigate a situation using statistical methods	AS91265	I	3	L/ N		▲	▲	▲	▲	▲	▲

Reviewed July 2021

Possible career pathways

Any career that requires a general proficiency in Mathematics.

# Agricultural and Horticultural Science (2AHS)

**Description** This course will develop the students understanding of the factors and management practices which effect plant growth. It will also help them to identify hazards in primary industry workplaces.

**Assessment** Internally assessed unit standards

**Pre-requisites:** Successful completion of the Level 1 Agricultural and Horticulture Science course (1AHS) or Level 1 Science (1SCI). Otherwise HOD approval required (Mrs. Jackson).

**Leads on to** National Certificate in Agricultural or Horticultural

**Endorsement** Not Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways			
						C I	P I		
Demonstrate knowledge of factors which influence plant growth	US22191	I	5				•		
Demonstrate knowledge of soils and fertilisers	US22174	I	5				•		
Demonstrate knowledge of livestock behavior and animal welfare.	US19116	I	3				•		
Demonstrate knowledge of safe work practices in a primary industry operation	US31656	I	10				•		
Other standards may be offered depending on student interest									

Reviewed July 2021

Possible career pathways: Orchard worker, assistant gardner, general farmhand, pack house hand, relief milker, junior farm assistant, nursery worker or turf laborer.



# Biology 2 (2BIO)

**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.

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

**Pre-requisites** 14 credits in Level 1 NCEA Science (AS90948 Genetics preferred); 14 credits in English and Mathematics or Teacher in charge (TIC) approval (Ms. Elkington).

**Leads on to** Level 3 Biology (3BIO)

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways			
						M I	P I	S I	S C
Analyse biological validity of information presented to public	AS91154	I	3	L			▲		▲
Demonstrate understanding of adaptations of plants and animals to their way of life	AS91155	I	3	L			▲	●	●
Demonstrate understanding of genetic variation and change	AS91157	E	4	L	W		▲		▲
Investigate an interrelationship or pattern in a population or community	AS91158	I	3	L			▲		
Investigate biological material at the microscopic level	AS91160	I	3				▲	●	▲
Carry out a practical biological investigation with supervision	AS91153	I	4	N		▲	▲	●	▲
Standards AS91159 or AS91156 may be offered depending on student interest									

Reviewed July 2021

## Possible career pathways

Biotechnologist, Health Promotor, Midwife, Nurse, Pest Controller, Pharmacist, Physiotherapist, Radiologist, Veterinary Nurse.

# Chemistry 2 (2CHE)

**Description** Chemistry is at the center of the Sciences, and together with Physics forms links to all science subject areas. A sound understanding of Chemistry provides a unique insight into how the world operates at the atomic level and provides access to employment in numerous areas.

**Assessment** Internal and External Achievement Standards will be offered throughout this course.

**Pre-requisites** At least 12 credits in in NCEA Level 1 Science (must have AS90930: Investigate a chemical reaction and preferably AS90944: Acids and Bases); 12 credits in Level 1 English and Mathematics or TIC approval (Mr. Murphy).

**Leads on to** Level 3 Chemistry (3CHE)

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways					
						C R	C I	M T	P I	S I	S C
2.1 Carry out Quantitative Analysis	AS91910	I	4	N			▲	▲	▲	●	
2.2 Carry out procedures to identify ions present in solution	AS91911	I	3				▲	▲	▲	●	
2.3 Demonstrate understanding of Chemistry used in the development of a current technology	AS91163	I	3	L		▲	▲	▲	▲	●	▲
2.4 Nature of structure and bonding & Energy Changes	AS91164	E	5	L			▲	▲	▲		▲
2.5 Organic Chemistry	AS91165	E	4	L			▲	▲	▲	▲	▲
2.7 Oxidation-reduction reactions	AS91167	I	3				▲	▲	▲		▲

Reviewed July 2021

## Possible career pathways

Medicine, Geochemist, Biochemistry, Veterinary Science, Dentistry, Biotechnology, Forensic Sciences, Agrochemical industry, Environmental Chemistry, Food Chemist, Polymer Industry, Teaching, Technical Pharmaceuticals and many others.

# Physics 2 (2PHY)

**Description** A course covering a range of Physics concepts: Mechanics; 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 and Level 1 Science AS90940 required (see Mrs. Jacksonl).

**Leads on to** Level 3 Physics (3PHY)

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways				
						C I	C R	M T	P I	S C
Carry out a practical physics investigation that leads to a non-linear mathematical relationship	AS91168	I	4	L N		▲		▲	▲	
Demonstrate an understanding of mechanics	AS91171	E	6	L N		▲		▲	▲	▲
Demonstrate an understanding of atomic and nuclear physics	AS91172	I	3	L				▲		▲
Demonstrate an understanding of electricity and electromagnetism	AS91173	E	6	L N		▲		▲	▲	
Demonstrate an understanding of physics relevant to a selected context.	AS91169	I	3	L		▲	▲	▲	▲	▲

Reviewed July 2021

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

## Possible career pathways

Architect, Biomedical Engineer, Civil Engineer, Optician, Refrigeration/Air –conditioning Technician, Sound Technician.

# Geography 2 (2GEO)

Geography at Level 2 continues to stimulate a sense of wonder about the world, by making students better able to make sense of a complex and changing world and their place in it. At Level 2, geography students have the opportunity to build on and expand their personal experiences of natural and cultural environments.

Level 2 geography students are encouraged to explore real and relevant contemporary contexts, think spatially, look at the processes that shape our world and undertake fieldwork investigations in different locations outside the classroom. In doing so they develop an awareness of the connections between people and places and participate in informed responsible action in relation to geographic issues that affect them.

**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 Social Sciences subject (History or Geography) and have demonstrated good learning habits, by HOD approval (Mr McClure).

**Leads on to** Level 3 Geography

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways		
						C R	P I	S I
Demonstrate geographic understanding of a large natural environment	AS91240	E	4	L	R W		▲	●
Demonstrate geographic understanding of an urban pattern	AS91241	I	3	L		▲		●
Demonstrate geographic understanding of differences in development	AS91242	E	4	L	R W		▲	▲
Apply geography concepts and skills to demonstrate understanding of a given environment	AS91243	E	4	N		▲	▲	▲
Conduct geographic research with guidance	AS91244	I	5	N		▲		▲
Explain aspects of a contemporary New Zealand geographic issue	AS91245	I	3	L		▲	▲	▲
Explain aspects of a geographic topic at a global scale (L3)	AS91246	I	3	L	R W		▲	▲
Apply spatial analysis, with guidance, to solve a geographic problem (L3)	AS91247	I	3		R W		▲	▲

Reviewed July 2021

**Possible career pathways:** Cartographer, Consultant, Environmental Manager, Immigration Policy Analyst, Researcher, Urban or Regional Planner, District and Regional Councils, Energy and Water Management, Environmental Consultancies, Mining and Resource Companies, Ministry for the Environment, New Zealand Planning Institute.

# History 2 (2HIS)

History provides students with a wide range of transferable skills. Principally, students develop the ability to **understand and analyse issues and events** to a high level of competence. Other marketable skills include a talent for **clear expression**, both spoken and written; **putting forward ideas and arguments** in a concise manner; gathering, **investigating and assessing** material; **basin conclusions on research** and generating ideas, and **organising material** in a logical and coherent way. To employers, these skills will be more important than the actual subject. History at Level 2 encourages an informed understanding of the origins of our diverse society in Aotearoa New Zealand. Central to this understanding is an awareness of the history of the Treaty of Waitangi and its principles, values, and ongoing relevance, encouraging an awareness that inspires students to become confident, questioning, and empathetic individuals.

**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 Social Sciences subject (History or Geography) and have demonstrated good learning habits, by HOD approval (Mr. McClure)

**Leads on to** Level 3 History (3HIS)

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways		
						C R	S I	
Carry out an inquiry of an historical event or place that is of significance to New Zealanders.	AS91229	I	4	L	R		▲	
Examine an historical event, or place, of significance to New Zealanders.	AS91230	I	5	L	R		▲	
Interpret different perspectives of people in an historical event that is of significance to New Zealanders.	AS91232	I	5	L	R	▲		
Examine causes and consequences of a significant historical event.	AS91233	E	5	L	R W			
Examine how a significant historical event affected New Zealand society.	AS91234	E	5	L	R W			

Reviewed July 2021

**Possible career pathways:** Legal Professions, Library, Information and Archivist careers, Politics, Publishing, Journalism, Media and Writing, Business and Commerce, Public Sector Administration, the charity and voluntary sectors, Museum Curator, History Teacher.

## Tourism 2 (2TOU)

Tourism at Level 2 starts with an investigation into various work roles in the tourism industry. Standards are assessed under the following broad headings: the business of tourism and careers, tourist characteristics and world tourism destinations and the impacts of tourism on the environment. Students learn about a wide range of global tourist destinations and discuss current trends in the industry.

**Assessment** Unit Standards

**Pre-requisites** Students need to have gained NCEA Level 1 and demonstrate a career/employment interest in the Tourism field. Alternatively, it is by HOD or TIC approval (Mr. McClure or Dr. Murphy).

**Leads on to** Level 3 Tourism (3TOU)

**Endorsement** Not available

### Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways		
						S	I	
Demonstrate knowledge of work roles in tourism	US24728	I	3			●		
Demonstrate knowledge of the business of tourism	US24730	I	4			●		
Demonstrate knowledge of tourist characteristics and needs	US24732	I	3			●		
Demonstrate knowledge of world tourist destinations	US24729	I	4			●		
Demonstrate knowledge of destination New Zealand	US24731	I	4			●		

Reviewed July 2021

**Possible career pathways:** Cook, Diver, Campground Manager, Café/Restaurant Manager, Hunter/Trapper, Café Workers, Outdoor Recreation Guide/Instructor, Bus Driver, Zookeeper, Casino Worker, Check-in agent, Entertainer, Translator, Tour Guide, Travel Agent/Advisor, Deckhand, Flight Attendant and a wide range of work roles available in the hotel and cruise ship industries.

# Hospitality 2 (2HOS)

**Description** This is an industry pre-training course for work or further training in the hospitality industry. It is designed for students who wish to pursue a career in Hospitality or as a chef, cook, caterer or barista.

**Assessment** Unit Standards are assessed internally and evidence must be gathered in both theory and practical aspects twice, to achieve.

**Leads on to** Chef/cookery apprenticeship, a career in the hospitality industry, work in a café and Level 3 Hospitality (Cookery and Café Service)

**Pre-requisites** Completion of Level 1 Hospitality (1HOS) and/or HOD approval (Mrs Esterhuizen).

**Endorsement** Not available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways			
						S	I		
Prepare and present salads for service	US13283	I	2			●			
Handle and maintain knives	US13285	I	2			●			
Prepare and present basic sandwiches for service	US13281	I	2			●			
Practice food safety methods in a food business	US167	I	4			●			
Cooking food items by grilling	US13276	I	2			●			
Prepare and present filtered coffee for service	US17287	I	2			●			
Prepare and present pressed coffee for service	US17286	I	2			●			
Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision	US17285	I	4			●			
Coffee Appreciation certificate									
Other standards may be offered at the discretion of the teacher									

Reviewed July 2021

**Possible career pathways:** Cookery apprenticeship, cookery courses at polytechnic, work in a café or restaurant.

# Design and Visual Communication 2 (2DVC)

**Description** This course extends the students skill level and understanding of the design process, instrumental drawing, computer aided design 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 DVC course by achieving a minimum of 12 credits or with TIC approval (Mr. Whelan).

**Leads on to** NCEA Level 3 Design and Visual Communication (3DVC)

**Endorsement** Available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways				
						C I	C R	M T	P I	S I
Use visual communication techniques to generate design ideas	AS91337	E	3			●	●	▲	▲	
Produce working drawings to communicate technical details of a design	AS91338	E	4			●	▲	●	▲	
Produce instrumental perspective projection drawings to communicate design ideas	AS91339	E	3			●	▲	●		
Use the characteristics of a design movement or era to inform own design ideas	AS91340	I	3	L			●			
Develop a spatial design through graphics practice	AS91341	I	6	L		●	▲	▲		
Develop a product design through graphics practice	AS91342	I	6			●	▲	●		
Use visual communication techniques to compose a presentation of a design	AS91343	I	4			●	●	▲		

Reviewed July 2021

## Possible career pathways

Architect, Architectural Technician, Digital Artist, Graphic Designer, Industrial Designer, Signmaker, Engineering, Building & Construction.



# Technology Mechanical Engineering 2 (2TME)

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. This course can lead to a National Certificate in Mechanical Engineering Technology (NZMET) Level 2 over two years (Year 12 and 13). Students need to obtain a total of 62 credits in approved Unit Standards and other 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 Mechanical Engineering (1TME) course and achieved a minimum of 12 credits and, or with HOD approval (Mr. van Veen).

**Leads on to** NCEA Level 2 Technology Mechanical Engineering (2TMEB)

**Endorsement** Not available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways			
						M	T	PI	
Engineering hand tools	US2395	I	4			●	▲		
Engineering sketching	US2430	I	4			●			
Simple measuring devices	US2433	I	2			●			
Engineering plane geometrical shapes	US2432	I	3			●			
Engineering measuring equipment	US4435	I	3			●			
Engineering marking out tools	US4436	I	4			●			
Engineering trade calculation	US21905	I	4			●			
Engineering worksite safety	US21911	I	1			●			
Engineering materials	US20917	I	2			●	▲		

Reviewed July 2021

## Possible career pathways

Engineering – Structural, Automotive, Mechanical. Fitter & Turner, Fitter Welder, Sheet Metal Worker, Welder.

# Technology Building and Construction 2 (2TBC)

**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 1 Technology Wood (1TBC) course and achieved a minimum of 12 credits or HOD approval (Mr. van Veen) required.

**Leads on to** Tertiary or Apprenticeship training.

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways			
						C I	P I	S I	
Knowledge of and use specified fixed machinery.	US24351	I	6			●			
Knowledge of and create sketches and drawings.	US24353	I	6			●			
Receive instructions and communicate information.	US24357	I	4			●			
Plan and monitor construction of a project and quality check product.	US24358	I	2			●			

Reviewed July 2021

## Possible career pathways

Carpenter, Joiner, Boat Builder, Furniture/Cabinet maker, Timber Worker, Machinist.

# Certificate in Office Administration 2 (2COA)

**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** Level 3 Certificate in Office Administration (3ADM) and a National Certificate in Business Administration Level 2

**Pre-requisites** Completion of the Level 1 Certificate in Office Administration Course (1COA). See Mrs McKernan for further information.

**Endorsement** Not available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways				
						C I	C R	M T	S I	S C
Demonstrate and apply knowledge of office equipment and administration processes	US121	I	4						●	
Demonstrate and apply knowledge of financial transaction source documents	US327	I	3				▲			
Process financial information for cash transactions for an organisation	US329	I	3				▲		●	
Use a word processor to produce documents for a business or organisation	US111	I	5							▲
Apply text processing skills to produce communications in a business or organisational context	US107	I	5							

Reviewed July 2021

## Other Unit Standards may be available on request

### Possible career pathways

Business organisations, Computer Support Technician, Database/Systems Administration, ICT Manager, Telecommunications Engineer/Technician

# Information and Communications Technology 2 (2ICT)

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

**Assessment** The course is individualised so students undertake assessments when necessary pre-learning has taken place.

**Pre-requisites** HOD approval (Mrs. McKernan) or students having completed Level 1 Information and Communication Technology (1ICT)

**Qualification** Can lead to the National Certificate in Computing (Level 2)  
Level 3 Information & Communication Technology (3ICT)

**Leads on to** National Certificates at Level 3, Polytechnic courses

**Endorsement** Not available

## Standards this course may cover

Title	Standard	I/E	Credit	L/N	R/W	Vocational Pathways					
						C I	C R	M T	P I	S I	S C
Use the internet and common digital devices and software to gather information and connect with other users and devices.	US29781	I	7			▲	▲	▲	▲	▲	▲
Use the main features and functions of a web authoring and design tool to create a website	US29775	I	3				●				
Use the main features and functions of a spreadsheet application for a purpose	US29770	I	3			▲	▲	▲	▲	▲	▲
Create electronic documents and manage a file for generic text and information management	US12884	I	3								
Create and enhance electronic documents combining text and images for generic text and information management	US12885	I	4								

Reviewed July 2021

**Possible career pathways:** Computer Support Technician, Database/Systems Administrator, ICT Manager, Telecommunications Engineer/Technician.

## Gateway 2 (2GAT)

**Description** Gateway is a work placement program that enables students to experience an industry or job they are interested in. They also have the opportunity to complete unit standards relevant to the work placement.

**Work experience is usually between 6-10 placement days. Sometimes the work experience and short courses may be outside school hours/holiday time due to the nature of the placement or to minimise the loss of learning time, otherwise it is generally during school hours.**

**Assessment** Students are expected to earn 20 credits of work/life skills learning.

**Pre-requisites** Prior to acceptance on to a Gateway placement, the student will be interviewed and expected to have started to develop a career plan through their career portfolio on <https://mymahi.co.nz/>

A core of unit standards can be offered, some of which can be achieved before the student commences the work placement.

Short courses will also be offered during the year. These may include First Aid, Health & Safety, Leadership & Communication, Customer Service Award (Level 2).

For further information or to apply please see  
– Mrs. N. Anderson. Gateway Co-ordinator  
Email: [nan@edgecumbecollege.school.nz](mailto:nan@edgecumbecollege.school.nz)