



**Piopio College**

**NCEA Level 1**

**Course**

**Selection Guide**

**for 2023**

## Introduction

This Course Handbook provides you with information about the senior courses available at Piopio College. To choose your courses you should talk to your Subject Teachers, Curriculum Leaders, Whanau Teachers and Careers Staff to find what subjects are most suitable for you.

Ask yourself: (student checklist)

- Do I have the ability to study this subject?
- Do I enjoy this subject?
- Is this subject going to help me achieve my goals and promote my career pathway?

## Compulsory subjects

**All Year 11, 12 and 13 students study SIX subjects.**

YEAR 11/NCEA LEVEL 1

English, Mathematics, a Science and Physical Education are compulsory for all students.

YEAR 12/NCEA LEVEL 2

If you are intending to go on to further study at University, English is compulsory at Year 12.

Otherwise English or Practical English are highly recommended, but not compulsory.

YEAR 13/NCEA LEVEL 3

There are no compulsory subjects at Year 13. However, to achieve the University Entrance qualification you must take at least three University Approved subjects.

Year 13s may have one line of Supervised Study if they are following an Academic (predominately Achievement Standards based) course.

**COURSE FEES:** Please note that some courses have fees for materials. You are expected to pay the fees before being given the course materials.

## Prerequisites

There are prerequisites for some courses. A prerequisite is the minimum level of achievement that you must have reached, before selecting the course as an option.

## Standards and assessments

STANDARDS are parts of courses. Each standard is assessed and you can gain credits.

**Achievement standards** can be assessed:

- internally (assignments in class; assignments for homework; projects; practical tasks)
- or
- externally (end of year exams or portfolios etc).

**Unit standards** are assessed - internally (assignments in class; assignments for homework; projects; practical tasks)

AS = achievement standards / US = unit standards

Achievement standards and unit standards are worth **credits**. All of these credits count towards NCEA qualifications. All subjects at each level show the standards that may be included in 2018. You will be given a Course outline showing the standards for each subject at the beginning of next year.

## NCEA and University Entrance

The qualifications students study towards are:

- NCEA Level One
- NCEA Level Two
- NCEA Level Three
- University Entrance.

The requirements for these qualifications are below

To gain **NCEA Level 1**, a student needs a minimum of 80 credits.

- At least 10 credits must be numeracy.
- At least 10 credits must be literacy.
- The general rule is that to gain automatic entry to the next year level in a particular course, a student needs to gain 16 credits.

Achievement standards can be gained as Achieved, Merit, or Excellence.

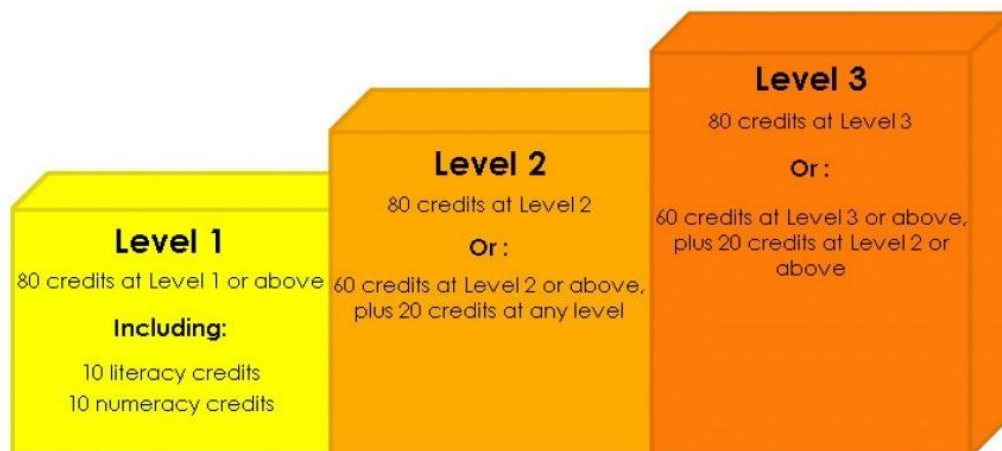
Gaining 14 or more credits in a subject at Merit gains a Merit endorsement in that subject, 14 Excellence gains an Excellence Endorsement. Gaining 50 or more credits at Merit or Excellence gains a Level 1 Merit or Excellence Endorsement.

### Moving Up:

Provided you have gained at least 20 Level 1 credits (and virtually everyone has), the target for Level 2 is 60 credits. There are no new numeracy or literacy requirements.

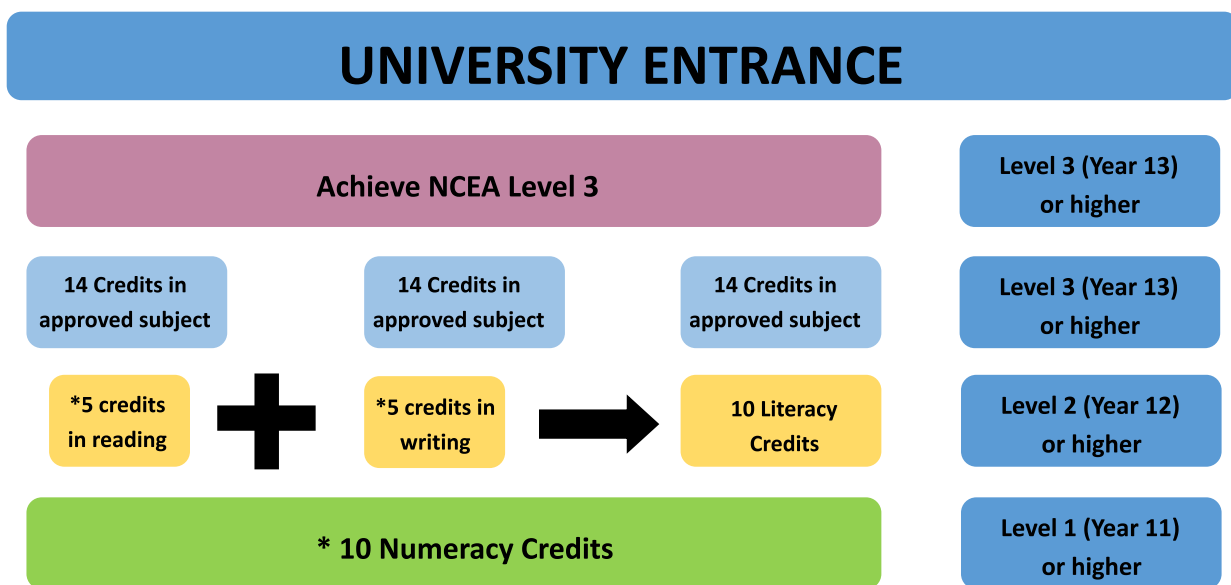
Gaining a Level 2 Excellence Endorsement can pay off in a big way: a number of Universities are offering Excellence Scholarships based on Level 2 results and some students may go to University each year with a fees Scholarship based on their Level 2 results.

**And at the Top:** Level 3 has the same structure as Level 2.



However, gaining entry to University is different. To do that you must have the following:

- A minimum of 14 credits in three UE approved subjects
- Passed Level 3 NCEA
- Numeracy - A minimum of 10 Level 1 Maths credits
- Literacy - A minimum of 10 Level 2 credits (5 Writing and 5 Reading)



### Help to choose your subjects

If you need more help to get started, you may like to use the CAREERSNZ website [www.careers.govt.nz](http://www.careers.govt.nz) that has information regarding subjects, careers, job outlook, pay, working conditions etc. 'Careerquest' is part of this website and is an online careers tool. It will link your areas of interest to careers and the subjects you need or book an appointment with your mentor.

## Vocational Pathways for all Secondary Students

All curriculum standards fall within one or more of these vocational pathways. Vocational Pathways relate the standards you are learning to future study options and job opportunities. The pathways provide clear study options that are valued by employers and show you what employers expect to see you achieve in your learning.

The pathways cover six broad industry sectors: (Colour Key for all subjects)

### Manufacturing and Technology

### Construction and Infrastructure

### Creative Industries

### Primary Industries

### Service Industries

### Social and Community Services



<http://www.careers.govt.nz/education-and-training/still-atschool/vocational-pathways/>

## Gateway Work Experience Programme

The Gateway Programme is an exciting opportunity for a student to investigate or broaden their future career options by integrating school-based learning with structured learning in the workplace. Students attend a workplace one day a week for approximately 10 to 20 weeks, where they gain hands-on practical skills, as well as having their learning in the workplace assessed against up to 20 NZQA standards. Gateway is not a classroom-based subject.

Students with an excellent attendance record and Level 1 Literacy and Numeracy will be selected into this programme, based on a successful interview with our Gateway Coordinator.

Applications are now open for next year. Please see Mrs Sheeran or Ms Taitoko (Jojo) if you are interested.

## Secondary Tertiary Partnerships

Up to 16 students will be given the opportunity to attend these campus-based courses one day a week.

- Wintec

Students travel to Hamilton 1 day a week and have the opportunity to undertake a practical course and provides sector related credits required to earn a Vocational Pathway Award on your NCEA Level 2 and NCEA Level 3 qualifications. Students gain specific and practical experience and skills in an industry based setting, and the opportunity to move directly into a job or apprenticeship, or further study, on completion of secondary school. Preference is given to Level 2 students.

## NCEA LEVEL 1 Courses on offer

**Please note that at least 6 students must enrol into a course before we could run it as a timetabled course. If less than 6 students select a course it will be considered as a correspondence, online or distance learning course.**

### NCEA LEVEL 1 ENGLISH

TT CODE [ENG]

#### Course Outline:

In this course you will be:

- Creating and presenting oral, visual, and written texts.
- Expressing ideas, and information to do with texts.
- Communicating by developing, and structuring writing in a controlled and convincing manner.
- Expressing how writers and directors use a selection of language features to achieve a specific purpose.
- Reading for pleasure and expressing your personal responses.

#### Assessment:

Students will have the opportunity to gain 24 Achievement Standard credits in this subject. This will consist of 16 internal credits and 8 external credits. Credits earned in Level 1 English go towards Level 1 Literacy, for which 10 credits are needed.

To achieve endorsement with Merit or Excellence in English, students gain 14 or more credits at the required level. At least 3 credits must be from internally assessed standards and 4 from externally assessed standards.

Time frames for assessments will be outlined in detail in the term planner given at the start of Term 1.

The related Vocational Pathways and possible literacy or numeracy credits are shown for each of the standards in the following table.

Level 1 English		Credit Value	Int/Ext	Literacy	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title									
AS 90857	Construct and deliver an oral text	3	Int	Y						
AS 90850	Show understanding of specified aspect(s) of studied visual or oral text(s), using supporting evidence	4	Ext	Y						
AS 90851	Show understanding of significant aspects of unfamiliar written text(s) through close reading, using supporting evidence	4	Ext	Y						
AS 90052	Produce creative writing	3	Int	Y						
AS 90855	Create a visual text	3	Int	Y						
AS 90854	Form personal responses to independently read texts, supported by evidence	4	Int	Y						
AS 90856	Show understanding of visual and/or oral text(s) through close viewing and/or listening, using supporting evidence	3	Int	Y						

## NCEA LEVEL 1 OUTDOOR RECREATION

TT Code [ 2ODR]

This course has a mixture of practical and theory assignments with a big part of the assessments being positive involvement in classes. You will be required to work on various written and practical assignments as both an individual and member of a team

There is a mixture of assessments around camping and tramping, outdoor adventure planning, navigation (using a topo map and compass), orienteering, processing of wild meat, knife handling and care (what knives for what meat), possibly caving, reading a weather map for outdoor activities and team work in the outdoors.

As well as working towards achieving credits there will be plenty of opportunities to participate in a wide range of sports and physical activity.

This subject is about developing life-long sporting, social and academic skills to prepare yourself for further study and a healthy lifestyle.

### This course consists of:

Five NCEA achievement standards contributing 17 credits at Level 1 of the national qualifications framework. The timetable of study for the units of work are outlined in detail in the term planner.

### Vocational Pathways/Literacy and Numeracy

The related Vocational Pathways and possible literacy or numeracy credits are shown for each of the standards in the following table.

#### Tama tu tama ora, tama noho tama mate

*An active person will become healthy, while a lazy one will become sick*

Level 2 Outdoor Recreation		Int/ Ext	Credi t Value	Num/ Lit	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title									
US 32834	Develop knowledge around the weather, land safety code and maps	Int	3							
US 426	Participate in an overnight camp	Int	3							
US 425	Participate in a day tramp	Int	2							
US 32842	Whakatipu tangata in the outdoors	Int	3							
US 32837	Prepare for an outdoor activity	Int	2							
US 5470	Orienteering	Int	2							
US 448	Caving (TBC)	Int	2							

### Maximum possible credits in each Vocational Pathway

Construction and Infrastructure	Manufacturing and Technology	Primary Industries	Service Industries	Social and Community Services	Creative Industries
		9	17	17	17

**Course Outline:**

This is an introduction to geography, its basic skills and concepts. Students will learn how the world’s natural and cultural environments interact through studies of population concepts, sustainability and the effects of extreme natural events. There is a focus on both New Zealand and global issues which will develop research and observation skills and give students the ability to take action and solve problems.

Level 1 Geography		Credit Value	Int/ext	L1 Lit/Num	UE Lit/Num	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title										
91007	Demonstrate geographic understanding of environments that have been shaped by extreme natural event(s)	4	Ext	la							
91010	Apply concepts and basic geographic skills to demonstrate understanding of a given environment	4	Ext	na	na						
91009	Apply geography concepts and skills to Demonstrate geographic understanding of the sustainable use of an environment	3	Int	la							
91011	Conduct geographic research, with direction	4	Int	lna	UEna						
91013	Describe aspects of a geographic topic at a global scale	3	Int	la							



**Course Outline:**

In Mathematics and Statistics, students explore relationships in quantities, space and data and learn to express these relationships in ways that help them make sense of the world around them. They have a broad range of practical applications to everyday life, from financial literacy to recreation and leisure. Many apparently simple systems in real life are based on complex mathematical models.

Despite all the practical importance mentioned above, the main purpose of mathematics is not the mathematical knowledge itself, but to make people think critically and logically, by organising their thinking using proper mathematical statements and not accepting statements without proof.

**This course consists of:**

Seven NCEA achievement standards contributing a maximum of 27 credits at Level 1 of the national qualification framework. The timetable of study for the units for work are outlined in detail in the term planner. All units are internally assessed, except for the two external papers which will be examined in a practice exam as well as the formal external examination to be completed at the end of the year.

It is expected all students will complete all set internal standards. This course is able to be endorsed with Merit or Excellence for NCEA for those sitting the external papers.

**Vocational Pathways/Literacy and Numeracy**

The related Vocational Pathways and possible literacy or numeracy credits are shown for each of the standards in the following table.

Level 1 Mathematics		Credit Value	Int/Ext	Num	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title									
AS 91026 (1.1)	Apply numeric reasoning in solving problems	4	Int	Y						
AS 91030 (1.5)	Apply measurement in solving problems	3	Int	Y						
AS 91035 (1.10)	Investigate a given multivariate data set using the statistical enquiry cycle	4	Int	Y						
AS 91031 (1.6)	Applying geometric reasoning in solving problems	4	Ext	Y						
AS 91027 (1.2)	Applying algebraic procedures in solving problems (MCAT)	4	Ext	Y						
AS 91037 (1.1)	Demonstrate understanding of chance and data	4	Ext	Y						

**Course Outline:**

This course aims to:

**Involve** students in investigating the physical components of their environment and make sense of them in a logical and creative way.

**This course consists of:**

Five NCEA achievement standards contributing 20 credits at Level 1 of the national qualifications framework. The timetable of study for the units of work are outlined in detail in the term planner. One further standard may be assessed subject to progress and demand

Four of the units are internally assessed; the remaining two will be examined in a practice exam as shown and the formal external examination will be completed at the end of the year. It is expected all students will complete all set internal standards and at least one external standard.

This course is eligible to be endorsed with Merit or Excellence for NCEA.

**Vocational Pathways/Literacy and Numeracy**

The related Vocational Pathways and possible literacy or numeracy credits are shown for each of the standards in the following table.

**Iti rearea, teitei kahikatea ka taea**

*Even the smallest bird can assail the tallest tree*

Level 1 Science		Int/Ext	Credit Value	Num/Lit	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title									
Bio 1.1 AS 90925	Carry out a practical investigation in a biological context with direction	Int (Prac)	4	Num						
Sci 1.13 AS 90952	Demonstrate understanding of the formation of surface features in NZ	Int (Prac)	3	Lit						
Phys 1.1 AS 90935	Carry out a practical investigation with direction that leads to a linear mathematical relationship	Int (Prac)	4	Num						
Sci 1.15 AS 90954	Demonstrate an understanding effects of astronomical cycles on the planet earth	Int	4	Lit						
Sci 1.9 AS 90948	Demonstrate understanding of biological ideas relating to genetic variation and change	Ext	4	Lit						

MAXIMUM TOTAL: 20 credits if all credits attempted.

Maximum possible credits in each Vocational Pathway.

Construction and Infrastructure	Manufacturing and Technology	Primary Industries	Service Industries	Social and Community Services	Creative Industries
12 credits	20 Credits	20 Credits	8 Credits	12 Credits	16 Credits

## NCEA LEVEL 1 AGRICULTURAL & HORTICULTURAL SCIENCE

TT Code [1AGH]

The Level 1 course runs for the whole year where agriculture and horticultural science adopts a practical, production focused approach around realistic contexts. It involves students identifying appropriate management practices as they explore agricultural and horticultural issues.

Students have the flexibility to “pick a pathway” that suits their particular requirements. The preferred option is a course made up of Internal Achievement Standards (AS) delivered by the College. In some cases, it can be negotiated that these AS are supplemented with resources from outside Providers, for example Kura Solutions, Primary ITO, Telford, Competenz (Forestry), NZ Equine Education Trust, and Career Hacks to cater for individual interests and future directions.

The course leads into a possible career in an array of Agriculture and Horticulture related occupations eg veterinary, fertiliser, banking, rural advisers, rural retail, farm management, farm worker, forestry, scientific research, stock handling/management to name a few.

### Level 1

This course offers a minimum of 15 L1 credits using a mixture of both Achievement and Industry Unit Standards with internal methods of assessment as well as the option of external assessment. Four numeracy credits and up to seven literacy credits are available.

Topics include investigating seed germination, demonstration of a range of practical skills, pasture/crop management practises, environmental impact, plus generic skills such as basic employment rights, positive employee behaviours, banking products and services.

Level 1 Agricultural & Horticultural Science		Int/Ext	Credit Value	Lit/Num	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Topic									
AS 90918 (1.1)	Carry out a practical investigation	Int	4	Num						
AS 90157 (1.2)	Demonstrate practical skills	Int	4							
AS 90155 (1.7)	Pasture/Crop Management Practices	Int	4	Lit						
AS 90160 (1.5)	DKO Impact on Environment	Int	3	Lit						

**Course Outline:**

This course has a mixture of practical and theory assignments with a big part of the assessments being positive involvement in classes. You will be required to work on various written and practical assignments as both an individual and a member of a team.

There is a mixture of assessments around positive participation in sport (various indoor and outdoor sports), anatomy and physiology, performing sport skills (indoor hockey and athletics), risk management (Outdoor Education Trip) and supporting others in your sports team (interpersonal skills).

As well as working towards achieving credits there will be plenty of opportunities to participate in a wide range of sports and physical activity.

This subject is about developing life-long sporting, social and academic skills to prepare yourself for further study and a healthy lifestyle.

**Tama tu tama ora, tama noho tama mate**

*An active person will become healthy, while a lazy one will become sick*

**Assessment:**

This course consists of 5 achievement standards contributing 20 credits at Level 1 of the national qualifications framework. The timetable of study for the units of work are outlined in detail in the term planner.

Students may achieve endorsement with Merit or Excellence for NCEA with 14 or more credits gained at that level.

**Vocational Pathways/Literacy and Numeracy**

The related Vocational Pathways and possible literacy or numeracy credits are shown for each of the standards in the following table.

Level 1 Physical Education		Int/Ext	Credit Value	Num/Lit	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title									
AS 90962	Participate actively in a variety of physical activities and explain factors that influence own participation	Int	5	Lit						
AS 90963	Demonstrate understanding of the function of the body as it relates to the performance of physical activity	Int	5	Lit						
AS 90964	Demonstrate quality movement in the performance of a physical activity	Int	3							
AS 90966	Demonstrate interpersonal skills in a group and explain how these skills impact on others	Int	4	Lit						
AS 90970	Demonstrate and show understanding of, responsible behaviour during an outdoor activity	Int	3	Lit						

Maximum possible credits in each Vocational Pathway.

Construction and Infrastructure	Manufacturing and Technology	Primary Industries	Service Industries	Social and Community Services	Creative Industries
		9 Credits	20 Credits	20 Credits	20 Credits

## NCEA LEVEL 1 TE REO MĀORI

TT Code [1TRM]

### Course Outline:

This course is aimed at students who have an interest and a genuine desire to learn and speak in Te Reo Māori. You will be encouraged to korero; Te reo Māori provides a suitable pathway for those who may intend to go on to higher education.

### Assessments:

The programme involves completing internal assessments during the year which focuses on listening, speaking and writing. There are 2 external exams at the end of the year which involves reading articles and answering questions and also presenting some genre of writing.

Level 1 Te Reo Maori		Int/Ext	Credit Value	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title								
AS 91085	Whakarongo kia mōhio ki te reo o tōna ao	Int	6						
AS 91086	Kōrero kia whakamahi i te reo o tōna ao	Int	6						
AS 91089	Waihanga tuhinga i te reo o tōna ao	Int	6						

## Year 11 Design and Visual Communication

This NCEA Level 1 course develops students visual communication and design skills. Students start the course exploring design ideas around outdoor seat and then move on two other design projects, for first design student start to explore the influence of a significant designer and then move on to designs within the contexts of product design and spatial design. The design briefs are customisable to reflect individual students interests and passions. Interspersed in the projects are exercises to develop students' technical skills.

Level 1 Design and Visual Communication		Int/Ext	Credit Value	Lit/ Num	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Topic									
AS 91068	Undertake development of design ideas through graphics practice	Int	6							
AS 91067	Use the work of an influential designer to inform design ideas	Int	3							
AS 91066	Use rendering techniques to communicate the form of design ideas	Int	3							
AS 91064	Produce instrumental, multi-view orthographic drawings that communicate technical features of design ideas	Ext	3							

## NCEA LEVEL 1 VISUAL ARTS

TT code [1ART]

Emphasis on learning at this level is on students developing an understanding of the processes and procedures involved in the making of artworks. This is demonstrated through practical work. Students participate and learn through the processes of thinking, decision-making, production of art work, and evaluating.

Artists' approaches are studied, and used as a means of understanding and demonstrating ways of communicating meaning in artworks. Confidence with a range of materials is built throughout the course, enabling students to apply their knowledge of art-making practices to explore ideas and solve problems in a large-scale body of work in the latter half of the course.

Level 1 Visual Art		Credit Value	Int/Ext	Lit/Num	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title									
AS 90913	Demonstrate understanding of artworks from a māori and another cultural context using art terminology	4	Int							
AS 90914	Use drawing methods and skills for recording information using wet and dry media.	4	Int							
AS 90915	Use drawing conventions to develop work in more than one field of practice.	6	Int							
AS 90916	Produce a body of work informed by established practice, which develops ideas, using a range of media.	12	Ext							

## NCEA LEVEL 1 TECHNOLOGY HARD MATERIALS

TT Code [1THM]

### Course Outline:

This Level 1 qualification has no compulsory pre-requisite and includes both practical and theory studies with an emphasis on, wherever possible, learning through real practical projects. Students will be encouraged to work towards The National Certificate in Building, Construction and Allied Trades - Entry Level 1 for which Units 24352, 24355 and 24356 plus English and Maths are compulsory. This can be achieved over one or two years by students who show good self-motivation and set themselves high standards. You will be required to purchase the necessary materials to produce the items you construct.

Level 1 Technology Hard Materials		Credit Value	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title							
US 24352	Plan, construct and finish a high quality piece of decorative woodwork. Demonstrate knowledge of and apply safe working practices in a BCATS Project.	2						
US 24355	Demonstrate knowledge of construction and manufacturing materials.	4						
US 25921	Make a cupboard as a BCATS project.	6						
US 12927	Identify, select, use and maintain hand tools used for BCATS projects.	6						
US 29520	Use joints for a BCATS project.	3						
US 24352	Demonstrate knowledge of and apply safe working practices in a BCATS workplace.	4						
US 24356	Apply elementary workshop procedures and processes.	8						

## NCEA LEVEL 1 TECHNOLOGY SOFT MATERIALS

TT Code [1TSM]

### Course Outline:

This is a course that requires you to design and make a range of clothes and to produce a design folder that illustrates the technological processes of working with fabric. You will be required to purchase the necessary fabric to produce the items you design. This is an Internally/Externally assessed Achievement Standard course.

Level 1 Technology Soft Materials					CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title	Int/Ext	Credit Value	Num/Lit						
AS 91058	<b>Retro Cushion</b> - Implement basic procedures using textile materials to make a specified product	Int	6							
AS 91060	Demonstrate understanding of basic concepts used to make products from textile materials	Int	4							
AS 91096	Make basic adaptations to a pattern to enable a design to fit a person	Int	4							
AS 91053	Demonstrate understanding of design elements. Optional	Ext	4							

## NCEA LEVEL 1 HOSPITALITY

TT Code [1HOS]

### Course Outline:

In Hospitality this year, you will be working towards gaining level 1 credits for NCEA. Each course assessment is both practical and theory assessment and are all internally assessed. There will be 6 practical units of work will be delivered throughout the year. All assessments are Unit Standards. All practical assessments must be cooked individually.

Topics include preparing and serving finger foods, cakes, mocktails, meat, fruit and vegetable dishes.

Level 1 Hospitality		Credit Value	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title							
US 15901	Prepare and present fruit & vegetables in the hospitality industry	3						
US 21049	Demonstrate knowledge of knife care, use, storage, and carrying for the hospitality industry	2						
US 19770	Prepare and present egg and cheese dishes in the hospitality industry	2						
US 15900	Prepare and present meat in the hospitality industry	4						
US 15919	Prepare and present hot finger food in the hospitality industry	3						
US 15921	Prepare and cook a cake, a sponge and a batch of scones in the hospitality industry	3						
US 21057	Prepare and present mocktails for the hospitality industry	2						
US 15892	Demonstrate knowledge of terminology used for food & recipes in commercial cookery.	5						

## NCEA LEVEL 1 FOOD AND NUTRITION

TT Code [1FNT]

### Course Outline:

The course will offer credits using Achievement Standards with internal methods of assessment as well as the option of external assessment.

In Level 1 Food and Nutrition you will be menu planning for a specific nutritional need such as sport player or a person with a chronic disease looking at their physical demands on different nutrients and how society impacts on their food choices. Also, you will be learning safe food handling skills, different cultural practices and how they impact on eating patterns. This course includes 1 cooking practical per week.

Level 1 Hospitality		Credit Value	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title							
AS 90957	Demonstrate understanding of societal influences on an individual's food choices and well-being	5						
AS 90958	Demonstrate understanding of how cultural practices influence eating patterns in New Zealand	5						
AS 90959	Demonstrate knowledge of practices and strategies to address food handling issues	5						



## CORRESPONDENCE COURSES

These courses are for students that can self manage, problem solve and are competent at self directed learning. To participate in these courses the student must be signed off by their mentor. If there are other subjects of interest to you that are not listed below please indicate this on your options form.

### CORRESPONDENCE — NCEA LEVEL 1 BUSINESS STUDIES

TT code [1CBUS]

#### Course Outline

The study of business is about how individuals and groups of people organise, plan and act to produce goods and services to satisfy customers. In a rapidly changing world, it is important that citizens are able to make informed and rational decisions about business matters. Business Studies covers five key themes that encompass business knowledge, content and concepts - business formation, functions of business, people in business, business management and the business environment. The knowledge and skills gained in Business Studies and exposure to enterprise culture can help shape 'creative, energetic and enterprising' people who will contribute to New Zealand's economic future. In Business Studies, students develop their understanding of business theory and practices in a range of relevant contexts.

Level 1 Business Studies		Credit Value	Int/ext	L1 Lit/Num	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title									
121	Demonstrate and apply knowledge of office equipment and administration processes	5	Int							
22847	Demonstrate knowledge of innovation and entrepreneurship in business contexts	2	Int							
90837	Demonstrate an understanding of internal features of a small business	4	Ext	la						
90838	Demonstrate an understanding of external factors influencing a small business	4	Ext	la						
90839	Apply business knowledge to an operational problem(s) in a given small business context	4	Ext	la						
90840	Apply the marketing mix to a new or existing product	3	Int	la						
90841	Investigate aspects of human resource processes in a business	3	Int	la						

**What is History**

To understand the past is to understand the present and history gives students an insight into current world problems and an awareness of what it is to be a New Zealander. It explores people and events and how they have influenced the world, both historically and currently. It is not just about presenting the facts but observing and questioning values and attitudes. Students will gain a wider awareness of the world through historical knowledge, while improving their communication and writing skills to enable them to express clear, convincing and well thought out arguments.

**Course Outline**

Over the last 100 years the world has undergone rapid and significant change, and this course focuses on significant, and at times horrific, historical events throughout the 20th century. The effects of events that are studied can still be seen, and help to provide an understanding of today's international problems.

Level 1 History		Credit Value	Int/ext	L1 Lit/Num	UE Lit/Num	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Title										
91001	Carry out an investigation of an historical event, or place, of significance to New Zealanders	4	Int	la							
91002	Demonstrate understanding of an historical event, or place, of significance to New Zealanders	4	Int	la							
91003	Interpret sources of an historical event of significance to New Zealanders	4	Ext	la							
91004	Demonstrate understanding of different perspectives of people in an historical event of significance to New Zealanders	4	Int	la	UEna						
91005	Describe the causes and consequences of an historical event	4	Ext	la	UEna						
91006	Describe how a significant historical event affected New Zealand society	4	Ext	la							

**CORRESPONDENCE — NCEA LEVEL 1 ACCOUNTING**

TT code [1CACC]

**Course Outline**

Accounting is fundamental not just for businesses but everyday life. It enhances students' financial literacy and gives them the tools to make real life financial decisions in a changing and uncertain world. Accounting includes the process of preparing and communicating financial information to a wide range of users. Further study can lead to diverse careers in accounting in many business environments worldwide. With a business or commerce degree, students can keep their options wide open.

LEVEL 1 ACCOUNTING		Credits	Int/Ext	Lit/ Num	CON & INF	MAN & TECH	PRI IND	SVC IND	SOC & COM	CRE IND
Standard	Description									
90976	Demonstrate understanding of accounting concepts for small entities	3	Ext	la						
90977	Process financial transactions for a small entity	5	Int							
90978	Prepare financial statements for sole proprietors	5	Ext							
90979	Prepare financial information for a community organisation's annual general meeting	4	Int	la						
90980	Interpret accounting information for sole proprietors	4	Ext	la						
90981	Make a financial decision for an individual or group	3	Int	la						
90982	Demonstrate understanding of cash management for a small entity	4	Int	la						