



Workskills

New Zealand Certificate in Skills
for Living for Supported Learners
Level 1

ADVANTAGE YOU
Kia raka te matau, kia raka te mau



Ara
Institute of Canterbury
Ara rau, taumata rau

**He aha te mea nui o te ao?
Māku e kī atu, he tangata, he tangata, he tangata!**

What is most important in the world?
It is people, it is people, it is people!

Ara offers full and part time programmes for adults with learning disabilities who are interested in developing skills to assist them into the workforce.

This programme will provide you with encouragement, support and new challenges, and help you towards a better quality of life.

New Zealand Certificate in Skills for Living for Supported Learners Level 1 with optional strand in Skills for Working

CODE	LEVEL	FULL-TIME	PART-TIME	LOCATION	STARTS
NZ2853	1	1 year	x	Christchurch	Feb
APPLICATIONS DUE	FEES PER YEAR		COURSE RELATED COSTS		
30 September (late applications considered)	FREE		Stationery, field trips, travel costs associated with work placement in optional strand		

Gain confidence and skills for the workplace.

The aim of this programme is to give you skills that will assist you to be a productive citizen of Aotearoa. As well as learning how to self-manage your participation in social, cultural, family/whanau and community situations, you'll be supported to seek further skills and knowledge to improve your educational and employment pathway. This includes an optional strand if you wish to gain specific skills for the workplace.

CODE	TITLE	LEVEL	CREDITS
SKLS101	Managing Everyday Living	1	15
SKLS102	Developing Communication Skills	1	10
SKLS103	Hauora (Health and Wellbeing)	1	15
SKLS104	Responsible Citizenship	1	15
Optional strand			
SKLS105	Getting and Keeping a Job	1	10
SKLS106	On the Job Experience	1	10

Career opportunities

With this qualification, your employment opportunities may include working in aged care facilities, cafés, supermarkets, warehouses, fast food outlets or as a gardener or advocacy support.

Study pathways

This qualification can lead to the New Zealand Certificate in Foundation Skills Level 1 or other qualifications at levels one and two. These can lead to further study in a specific area, e.g. hospitality, retail, trades.

Entry requirements

Academic

This programme has no academic entry requirements.

Additional

- Applicants are required to attend an interview
- Evidence of good character and personal attributes via a referee report



- Evidence of a learning disability (intellectual disability). This may be from a psychological assessment or referral from a medical practitioner, needs assessment service or educational provider.
- Applicants must be aged 18 years or over at the programme start date.
- Entry to the optional Skills for Working strand is only by approval of the programme leader.

English

All applicants are required to demonstrate a level of communication in English or New Zealand Sign Language that allows them to participate in the programme.

Selection

Applications for the New Zealand Certificate in Skills for Living must be on the Ara application form and those who meet the requirements will be invited to attend a selection interview.

Interview

- A basic literacy and numeracy assessment activity will be part of the interview process.
- Applicants are encouraged to bring an advocate who will be given an opportunity to speak on their behalf
- During this interview applicants should be able to demonstrate:
 - an interest in learning
 - mature, appropriate behaviour and respect for others and the environment
 - an ability to learn in a group environment
 - an interest in acquiring new work and improved social skills

Where successful applicants outnumber the available places in the programme, some applicants may be waitlisted. Late applicants will be interviewed if there are vacancies for placement in the programme.

Part time courses

NB: These are non-assessed part time courses designed for people with learning disabilities.

CODE	FULL-TIME	PART-TIME	LOCATION	STARTS
Varies	x	10 weeks per term	Christchurch	Feb
APPLICATIONS DUE	FEES PER YEAR	COURSE RELATED COSTS		
Received all year	Please enquire	Stationery		

Gain the simple essentials needed to be in a tertiary environment.

Preparation for Study for Supported Learners

This part time programme has been designed to enable students to gain the skills required for a successful transition from secondary school to a tertiary education environment. It is intended for students with an intellectual or learning disability who require some support with their learning, either through additional resources, specialised equipment or adapted teaching programmes. There are some places available for students who have recently left school.

There are **four** courses:

- **Communicating with Others**
9am-12pm, Wednesday and Thursday, 10 weeks, Term 1

This course aims to enable students to be socially aware when communicating with others. This includes respectful communication, developing your social networks and appropriate behaviour in different social contexts.

- **Keeping Yourself Safe**
9am-12pm, Wednesday and Thursday, 10 weeks, Term 2

This course aims to enable students to develop safe practices in home and community environments.

This includes keeping personal property safe and identifying potentially hazardous situations and actions that need to be taken.

- **Emotions and Life Issues**
9am-12pm, Wednesday and Thursday, 10 weeks, Term 3

This course aims to enable students to develop self-awareness of emotionally unsafe situations and basic strategies to manage this. This includes recognising feelings of grief, anger and stress, identifying unsafe situations and appropriate responses to keep safe.

- **Preparing for Independence**
9am-12pm, Wednesday and Thursday, 10 weeks, Term 4

This course aims to enable students to understand the skills required to become more independent.

This includes awareness of good health and hygiene habits, identifying everyday responsibilities and exploring future options.

Entry requirements

You will need to have a basic level of literacy and computer skills.



Enrolment information

To Apply

Full-Time

For the full-time New Zealand Certificate in Skills for Living for Supported Learners Level 1 programmes ONLY. Complete an application form and have the enclosed referee report completed and attached.

Return to:

Enrolment Support
Ara Institute of Canterbury
PO Box 540
Christchurch

Early applications are encouraged.

Part-Time

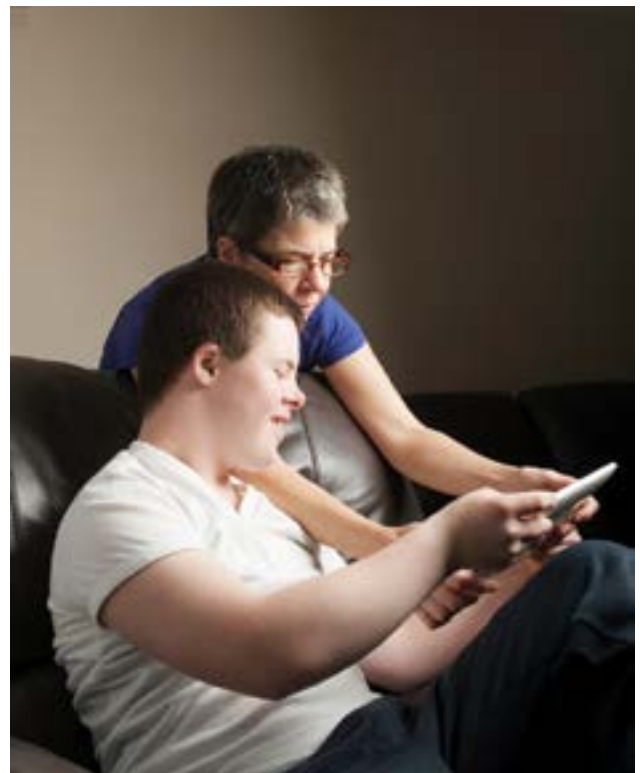
You can pre-enrol by telephone.

Contact

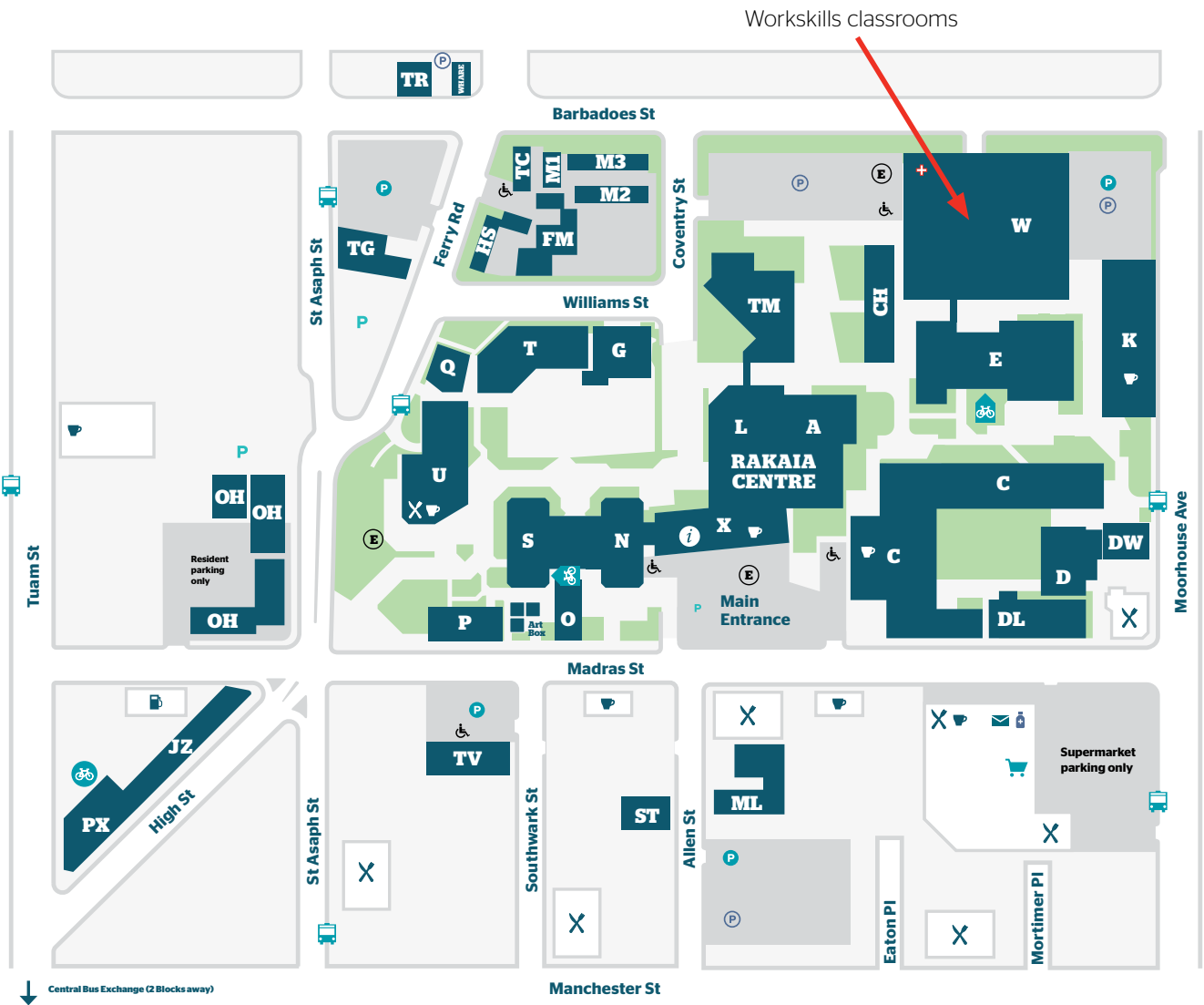
Phone 0800 24 24 76 for more information and to pre enrol for part time courses.
Email: info@ara.ac.nz

Student Support

The programme team prides itself in supporting and encouraging all willing students in these courses through the use of tutor, student and Ara resources.



City campus map



Application Checklist



Programme code: **NZ2853**

Programme name: **New Zealand Certificate in Skills for Living for Supported Learners
Level 1 with optional strand in Skills for Working**

Please check you have supplied all the required information

Completed an Admission & Enrolment form

Signed your declaration/disclosure

Attached referee report/s

Signed

Date

Please tick if you would like the Programme Leader to contact you or your caregiver if you require specific learning or other support needs.

Are you happy for us to contact your referee?

Referee Report

THIS MUST BE A PERSON OTHER THAN A FAMILY MEMBER

Programme code: **NZ2853**

Programme name: **New Zealand Certificate in Skills for Living for Supported Learners
Level 1 with optional strand in Skills for Working**

Applicant's name

Address

The above details are completed by the applicant. This report must be attached to the Admission & Enrolment form.

PLEASE SEE NOTE ON PAGE 2 BEFORE COMPLETING THIS FORM.

Please comment about suitability of this applicant to:

- undertake a full time, one-year course
- It would be helpful if you covered the following information: personal qualities, interpersonal relationships, attitudes towards work and study, team work, leadership potential, outstanding abilities, and any other information you consider relevant.

Signed

Date

Referee's name

Address

Phone

Position/role

Note: *The information and opinion provided in this report constitute "personal information" in terms of the Privacy Act 1993. The person about whom this information and opinion are provided (the applicant) is entitled to have access to this report under IPP6 and to seek correction of this report under IPP7. Information or opinion provided in this report may be disclosed under IPP11 to the applicant and members of the selection committee.*

Thank you for taking the time to complete this report.

Please return this form after completion to the applicant who is responsible for its return to Ara.

Are you happy for us to share information in this report with the applicant?





For more information:
ara.ac.nz | 0800 24 24 76