

Unit #	Version	Unit Standard Title	Level	Credits	Field	Subfield	Domain
121	6	Demonstrate and apply knowledge of office equipment and administration processes	2	5	Business	Business Administration	Business Administration Services
122	6	Provide office reception services	3	5	Business	Business Administration	Business Administration Services
123	6	Use office information, copying, and telecommunication systems	3	5	Business	Business Administration	Business Administration Services
124	4	Provide executive and/or personal assistant services	5	10	Business	Business Administration	Business Administration Services
126	5	Provide medical administration services	3	5	Business	Business Administration	Business Administration Services
127	6	Demonstrate knowledge required in legal administration roles, and produce legal documents	3	5	Business	Business Administration	Business Administration Services
128	4	Identify the New Zealand legal structure in relation to legal administration	3	10	Business	Business Administration	Business Administration Services
327	6	Document business financial transactions for an entity	2	4	Business	Business Administration	Business Administration Services
328	6	Identify the requirements for a financial record system for an entity	3	4	Business	Business Administration	Business Administration Services
329	6	Process financial information for cash transactions for an entity	2	4	Business	Business Administration	Business Administration Services
330	6	Complete accounting procedures and produce financial statements	4	15	Business	Business Administration	Business Administration Services
331	6	Operate computer accounts receivable and payable ledger systems to produce financial information	3	5	Business	Business Administration	Business Administration Services
332	6	Operate computer general ledger accounting systems to produce financial information	3	5	Business	Business Administration	Business Administration Services
333	6	Operate computer general ledger accounting systems to produce financial reports	3	5	Business	Business Administration	Business Administration Services
334	6	Demonstrate knowledge of and operate inventory systems	3	4	Business	Business Administration	Business Administration Services
335	7	Prepare computerised payroll and related administration records using payroll software	4	6	Business	Business Administration	Business Administration Services
11648	5	Plan, organise, and record business meetings	5	7	Business	Business Administration	Business Administration Services
11649	5	Manage business meetings to achieve objectives	5	8	Business	Business Administration	Business Administration Services
11651	5	Manage travel arrangements for international business travel	5	7	Business	Business Administration	Business Administration Services
16750	2	Maintain medical administration services and complete computerised medical records	4	10	Business	Business Administration	Business Administration Services
21862	2	Demonstrate knowledge of management administrative services	4	8	Business	Business Administration	Business Administration Services
21863	2	Provide and evaluate management administrative services	5	10	Business	Business Administration	Business Administration Services
21864	2	Manage travel arrangements for domestic business travel	4	5	Business	Business Administration	Business Administration Services

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21866	2	Demonstrate knowledge required in medical administration roles, and produce medical documents	4	8	Business	Business Administration	Business Administration Services
21867	2	Process medical records and related information using a computerised patient database	4	5	Business	Business Administration	Business Administration Services
21868	2	Demonstrate knowledge of hospital clinical administration support services	4	10	Business	Business Administration	Business Administration Services
26768	1	Use a computerised accounts receivable and payable system to produce financial information	3	7	Business	Business Administration	Business Administration Services
114	6	Demonstrate knowledge of and use office automation systems	3	4	Business	Business Administration	Business Information Management
125	6	Demonstrate knowledge of record management systems within an organisation	3	5	Business	Business Administration	Business Information Management
129	4	Establish links with and produce information for the information media	3	3	Business	Business Administration	Business Information Management
1986	6	Apply calculations, data analysis, and statistical interpretation in a business context	4	5	Business	Business Administration	Business Information Management
6910	4	Integrate business administration functions and systems	3	5	Business	Business Administration	Business Information Management
6911	4	Manage copying services	4	4	Business	Business Administration	Business Information Management
11646	5	Produce business information for management	5	6	Business	Business Administration	Business Information Management
11647	5	Present business information for a business purpose	5	5	Business	Business Administration	Business Information Management
1989	5	Research small business opportunities	4	5	Business	Business Environment	Business Culture and Environment
1990	5	Assess small business ownership options and business structures	4	5	Business	Business Environment	Business Culture and Environment
6403	5	Produce self-assessments of suitability for managing small business enterprise opportunities	3	4	Business	Business Environment	Business Culture and Environment
9740	3	Explain and apply principles and practices for innovation, entrepreneurship, and entrepreneurship	5	5	Business	Business Environment	Business Culture and Environment
20078	2	Describe taxation, financial, and insurance responsibilities for small business owner-operators	3	4	Business	Business Environment	Business Culture and Environment
23915	1	Analyse environmental factors external to an organisation that may impact on a business and an individual's work role	4	4	Business	Business Environment	Business Culture and Environment
23916	1	Demonstrate knowledge of the impact of environmental factors on business strategy and operations	5	10	Business	Business Environment	Business Culture and Environment
23917	1	Monitor environmental factors to anticipate change and/or impacts on a business operation	5	6	Business	Business Environment	Business Culture and Environment
6406	5	Establish and maintain quality customer relations for a small business enterprise	4	5	Business	Business Operations and Development	Business Relationships Management
19796	2	Demonstrate knowledge of employment law	4	6	Business	Business Operations and Development	Employment Relations

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11537	3	Manage plans and processes for the release of human resources	5	10	Business	Management	Human Resource Management
11540	3	Manage career development plans and processes	5	8	Business	Management	Human Resource Management
11544	3	Manage processes for the delivery of remuneration and benefits	5	7	Business	Management	Human Resource Management
11546	3	Manage employee support processes	5	5	Business	Management	Human Resource Management
11548	3	Contribute to the organisation's compliance with its legal and contractual obligations	5	6	Business	Management	Human Resource Management
11550	3	Manage policies and processes for handling discipline and for employment relationship problems	5	6	Business	Management	Human Resource Management
7447	3	Develop, provide, and report information for management decision making	5	5	Business	Management	Management - Organisational Direction and Strategy
7449	2	Contribute to planning business strategy, purpose, direction and values	5	10	Business	Management	Management - Organisational Direction and Strategy
9732	2	Explain and apply strategic management concepts for organisational planning and development	5	10	Business	Management	Management - Organisational Direction and Strategy
8079	3	Sponsor and support teams for the improvement of products, services and production, and/or delivery	5	4	Business	Management	Quality Management
8080	3	Develop plans to gather and analyse information for the management of quality	5	6	Business	Management	Quality Management
5504	3	Identify the role and structure of the New Zealand advertising industry	3	2	Business	Marketing	Advertising
5505	3	Establish social, ethical, legal, and regulatory parameters for advertising activities	5	5	Business	Marketing	Advertising
5507	3	Establish advertising objectives	5	5	Business	Marketing	Advertising
5508	3	Determine advertising target audiences	5	5	Business	Marketing	Advertising
5509	3	Determine advertising brand positioning strategies	5	5	Business	Marketing	Advertising
5514	3	Produce and coordinate direct response advertising strategies	5	10	Business	Marketing	Advertising
5515	3	Produce and coordinate retail advertising strategies and plans	5	10	Business	Marketing	Advertising
5517	3	Evaluate advertising media options	5	10	Business	Marketing	Advertising
5518	3	Write advertising copy	5	10	Business	Marketing	Advertising
2941	4	Demonstrate and apply knowledge of direct marketing	5	10	Business	Marketing	Direct Marketing
11658	3	Develop a customer loyalty strategy for direct marketing	5	5	Business	Marketing	Direct Marketing
11660	3	Establish, manage, and maintain customer data for direct marketing	4	5	Business	Marketing	Direct Marketing
26387	1	Plan a direct mail campaign as part of a direct marketing strategy	4	4	Business	Marketing	Direct Marketing

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7112	1	Support and promote the adult training and development function within an organisation	5	6	Education	Adult Education and Training	Evaluation in Adult Ed & Training
7113	3	Trial and evaluate an innovation for adult education and training within an organisation	6	10	Education	Adult Education and Training	Evaluation in Adult Ed & Training
7116	1	Evaluate and record adult education and training information	4	2	Education	Adult Education and Training	Evaluation in Adult Ed & Training
20469	2	Evaluate adult learning sessions	5	5	Education	Adult Education and Training	Evaluation in Adult Ed & Training
7092	3	Formulate a proposal for adult education and training	5	9	Education	Adult Education and Training	Management of Adult Ed & Training
7100	3	Manage learning events for adult education and training	5	8	Education	Adult Education and Training	Management of Adult Ed & Training
7109	3	Develop an organisational learning culture for adults	6	9	Education	Adult Education and Training	Management of Adult Ed & Training
7110	1	Improve individual and professional knowledge and practice in the management of adult education and training	4	6	Education	Adult Education and Training	Management of Adult Ed & Training
7110	2	Improve individual and professional knowledge and practice in the management of adult education and training	4	6	Education	Adult Education and Training	Management of Adult Ed & Training
7112	3	Support and promote the adult training and development function within an organisation	5	6	Education	Adult Education and Training	Management of Adult Ed & Training
21191	1	Demonstrate knowledge of the history and development of adult literacy in Aotearoa New Zealand	4	5	Education	Adult Literacy Education	Adult Literacy Educator
21192	1	Demonstrate knowledge of Maori adult literacy	4	5	Education	Adult Literacy Education	Adult Literacy Educator
21193	1	Demonstrate knowledge of adult literacy teaching and learning theories	5	10	Education	Adult Literacy Education	Adult Literacy Educator
21194	1	Assess adult literacy learning	5	10	Education	Adult Literacy Education	Adult Literacy Educator
21195	1	Design literacy skills development for a group of adult learners	5	7	Education	Adult Literacy Education	Adult Literacy Educator
21196	1	Design literacy skills development for an individual adult learner	5	5	Education	Adult Literacy Education	Adult Literacy Educator
21197	1	Deliver literacy skills development for an individual adult learner	5	8	Education	Adult Literacy Education	Adult Literacy Educator
21198	1	Deliver literacy skills development for a group of adult learners	5	10	Education	Adult Literacy Education	Adult Literacy Educator
21199	1	Demonstrate knowledge of adult numeracy teaching	4	8	Education	Adult Literacy Education	Adult Literacy Educator
21200	1	Deliver numeracy skills development for adult learners	5	10	Education	Adult Literacy Education	Adult Literacy Educator
21201	1	Undertake an organisational adult literacy needs analysis	5	10	Education	Adult Literacy Education	Adult Literacy Educator
21202	1	Prepare and deliver an organisational adult literacy programme	6	12	Education	Adult Literacy Education	Adult Literacy Educator

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21203	1	Develop adult learners' literacy and numeracy skills using information communication technologies	4	10	Education	Adult Literacy Education	Adult Literacy Educator
21204	2	Develop adult learners' literacy and numeracy skills within a training or education programme	5	30	Education	Adult Literacy Education	Adult Literacy Educator
4098	5	Use standards to assess candidate performance	4	6	Education	Generic Education and Training	Assessment of Learning
4099	2	Assess candidate performance against standards	5	6	Education	Generic Education and Training	Assessment of Learning
11280	4	Manage assessment within an organisation	6	9	Education	Generic Education and Training	Assessment of Learning
11281	4	Prepare candidate(s) for assessment against standards	4	3	Education	Generic Education and Training	Assessment of Learning
11551	4	Moderate assessment	6	8	Education	Generic Education and Training	Assessment of Learning
11552	4	Design and evaluate assessment materials	5	8	Education	Generic Education and Training	Assessment of Learning
18203	4	Verify evidence for assessment	4	3	Education	Generic Education and Training	Assessment of Learning
26171	1	Develop and implement an assessment strategy for an organisation	6	9	Education	Generic Education and Training	Assessment of Learning
26172	1	Manage moderation within an organisation	6	9	Education	Generic Education and Training	Assessment of Learning
10472	3	Demonstrate knowledge of support systems required for the provision of open, flexible, and networked learning (OFNL)	4	5	Education	Generic Education and Training	Open, Flexible, and Networked Learning
10473	3	Develop open and distance learning materials	6	12	Education	Generic Education and Training	Open, Flexible, and Networked Learning
10474	3	Manage the design of teaching and learning in open and distance learning materials	6	14	Education	Generic Education and Training	Open, Flexible, and Networked Learning
10475	3	Support open and distance learning through teaching and learning technologies	6	12	Education	Generic Education and Training	Open, Flexible, and Networked Learning
10476	3	Facilitate student learning in an open and distance learning environment	5	9	Education	Generic Education and Training	Open, Flexible, and Networked Learning
25779	1	Develop materials for open, flexible, and networked learning (OFNL)	5	10	Education	Generic Education and Training	Open, Flexible, and Networked Learning
25780	1	Manage the provision of open, flexible, and networked learning (OFNL)	6	15	Education	Generic Education and Training	Open, Flexible, and Networked Learning
25781	1	Facilitate learning in an open, flexible, and networked learning (OFNL) environment	5	9	Education	Generic Education and Training	Open, Flexible, and Networked Learning

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1277	5	Communicate information in a specified workplace	2	3	Humanities	Communication Skills	Interpersonal Communications
1282	2	Complete practical transactions using a small number of learnt language patterns	1	16	Humanities	Communication Skills	Interpersonal Communications
1283	2	Complete practical transactions using learnt language patterns	1	16	Humanities	Communication Skills	Interpersonal Communications
1284	2	Complete practical transactions not requiring negotiation	1	20	Humanities	Communication Skills	Interpersonal Communications
1285	5	Make inquiries and complete practical transactions	1	4	Humanities	Communication Skills	Interpersonal Communications
1286	2	Talk about self using a small number of learnt language patterns	1	20	Humanities	Communication Skills	Interpersonal Communications
1287	2	Talk about self using learnt language patterns	1	20	Humanities	Communication Skills	Interpersonal Communications
1288	2	Talk about self	1	12	Humanities	Communication Skills	Interpersonal Communications
1289	2	Participate in conversations using a small number of learnt language patterns	1	16	Humanities	Communication Skills	Interpersonal Communications
1290	2	Participate in conversations using learnt language patterns	1	16	Humanities	Communication Skills	Interpersonal Communications
1291	2	Participate in conversations with known people	1	20	Humanities	Communication Skills	Interpersonal Communications
1292	2	Participate in conversations	1	12	Humanities	Communication Skills	Interpersonal Communications
1293	5	Be interviewed in an informal one-to-one, face-to-face interview	1	2	Humanities	Communication Skills	Interpersonal Communications
1294	5	Be interviewed in a formal interview	2	2	Humanities	Communication Skills	Interpersonal Communications
1295	2	Conduct a predictable 1-1 interview	2	3	Humanities	Communication Skills	Interpersonal Communications
1296	4	Interview in an informal one-to-one situation	3	3	Humanities	Communication Skills	Interpersonal Communications
1297	4	Interview in a formal situation	4	5	Humanities	Communication Skills	Interpersonal Communications
1298	2	Be assertive in predictable 1-1 situations	2	4	Humanities	Communication Skills	Interpersonal Communications
1299	7	Be assertive in a range of specified situations	2	4	Humanities	Communication Skills	Interpersonal Communications
1300	2	Participate in a team or small group	2	4	Humanities	Communication Skills	Interpersonal Communications
1301	2	Participate in a formal meeting	3	3	Humanities	Communication Skills	Interpersonal Communications
1302	2	Lead a formal meeting	4	2	Humanities	Communication Skills	Interpersonal Communications
1303	2	Avoid bias in communication	2	2	Humanities	Communication Skills	Interpersonal Communications
1304	7	Communicate with people from other cultures	3	2	Humanities	Communication Skills	Interpersonal Communications
1305	2	Listen actively	2	2	Humanities	Communication Skills	Interpersonal Communications
1306	2	Report an incident orally or tell a story to a specified audience in a predictable situation	1	6	Humanities	Communication Skills	Interpersonal Communications
1307	5	Speak to a specified audience in a predictable situation	3	3	Humanities	Communication Skills	Interpersonal Communications
1308	2	Present ideas and information orally to a specified audience in the workplace	3	8	Humanities	Communication Skills	Interpersonal Communications
1309	2	Present ideas and information in formal business settings to a specified audience	4	12	Humanities	Communication Skills	Interpersonal Communications
1310	2	Present a personal case in a predictable forum	3	4	Humanities	Communication Skills	Interpersonal Communications

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1311	4	Present and defend an argument orally	4	4	Humanities	Communication Skills	Interpersonal Communications
1312	4	Give oral instructions in the workplace	3	3	Humanities	Communication Skills	Interpersonal Communications
1313	2	Demonstrate an understanding of the process of interpersonal communication	4	3	Humanities	Communication Skills	Interpersonal Communications
3501	4	Demonstrate knowledge of and apply listening techniques	1	3	Humanities	Communication Skills	Interpersonal Communications
3502	1	Listen to gain and evaluate information in specific contexts	3	4	Humanities	Communication Skills	Interpersonal Communications
3503	4	Participate and communicate in a team or group to complete a routine task	1	2	Humanities	Communication Skills	Interpersonal Communications
3504	1	Collaborate in a team or group to complete tasks of some complexity	2	4	Humanities	Communication Skills	Interpersonal Communications
3505	1	Collaborate in a team or group to complete complex tasks	4	4	Humanities	Communication Skills	Interpersonal Communications
3506	1	Lead a team or group collaborating to complete routine tasks within set time-frames	3	4	Humanities	Communication Skills	Interpersonal Communications
3507	1	Lead a team or group collaborating to complete tasks with some complexity within set time-frames	4	5	Humanities	Communication Skills	Interpersonal Communications
9674	4	Facilitate a group and/or team to gather ideas and information	5	4	Humanities	Communication Skills	Interpersonal Communications
9675	4	Facilitate a group and/or team to make decisions	5	4	Humanities	Communication Skills	Interpersonal Communications
9676	5	Facilitate a group and/or team to recommend solutions to problems	5	4	Humanities	Communication Skills	Interpersonal Communications
9677	7	Participate in a group/team which has an objective(s)	2	3	Humanities	Communication Skills	Interpersonal Communications
9678	5	Conduct formal meetings	5	4	Humanities	Communication Skills	Interpersonal Communications
9679	4	Participate in a formal meeting	4	4	Humanities	Communication Skills	Interpersonal Communications
9680	4	Communicate within a specified organisational context	2	3	Humanities	Communication Skills	Interpersonal Communications
9681	4	Contribute within a group/team which has an objective(s)	3	3	Humanities	Communication Skills	Interpersonal Communications
9682	4	Participate in panel interviews as an interviewer	5	3	Humanities	Communication Skills	Interpersonal Communications
9683	4	Apply knowledge of group processes in a specified situation	6	6	Humanities	Communication Skills	Interpersonal Communications
9684	4	Collaborate in a group to deliver an oral presentation	6	3	Humanities	Communication Skills	Interpersonal Communications
9691	5	Demonstrate knowledge of group processes	5	5	Humanities	Communication Skills	Interpersonal Communications
9692	4	Present information orally to an audience	5	4	Humanities	Communication Skills	Interpersonal Communications
9693	4	Analyse interpersonal communication theories	6	4	Humanities	Communication Skills	Interpersonal Communications
9694	5	Demonstrate and apply knowledge of communication process theory	3	5	Humanities	Communication Skills	Interpersonal Communications
9695	4	Examine a problem-solving model and associated techniques	4	3	Humanities	Communication Skills	Interpersonal Communications
9696	4	Apply problem-solving techniques	4	4	Humanities	Communication Skills	Interpersonal Communications
9704	4	Manage interpersonal conflict	4	6	Humanities	Communication Skills	Interpersonal Communications
9705	4	Give and respond to feedback on performance	3	3	Humanities	Communication Skills	Interpersonal Communications
9706	4	Recognise and apply non verbal communications	3	4	Humanities	Communication Skills	Interpersonal Communications

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9707	5	Demonstrate knowledge of workplace communications requirements	1	5	Humanities	Communication Skills	Interpersonal Communications
10790	3	Converse with others	1	2	Humanities	Communication Skills	Interpersonal Communications
10791	3	Participate in an informal meeting	2	3	Humanities	Communication Skills	Interpersonal Communications
11096	4	Analyse feedback contexts and apply constructive feedback techniques	5	3	Humanities	Communication Skills	Interpersonal Communications
11097	2	Listen to gain information in an interactive situation	3	3	Humanities	Communication Skills	Interpersonal Communications
11098	3	Analyse listening techniques, and listen and respond to information received	5	2	Humanities	Communication Skills	Interpersonal Communications
11099	4	Develop strategies for communicating in a culturally diverse workplace	4	4	Humanities	Communication Skills	Interpersonal Communications
11100	3	Develop strategies for facilitating organisational inter-cultural communication	6	6	Humanities	Communication Skills	Interpersonal Communications
11101	2	Collaborate within a group/team which has an objective(s)	4	4	Humanities	Communication Skills	Interpersonal Communications
21336	1	Lead a group/team to achieve an objective(s) with some complexity	5	5	Humanities	Communication Skills	Interpersonal Communications
24878	1	Describe preparation for and contribution to structured meetings in a workplace	2	3	Humanities	Communication Skills	Interpersonal Communications
1272	7	Read efficiently to gain maximum information in time spent	3	2	Humanities	Communication Skills	Reading
2967	1	Begin to read in English	1	12	Humanities	Communication Skills	Reading
2968	1	Read with assistance texts about life experiences	1	12	Humanities	Communication Skills	Reading
2969	1	Begin to read independently texts about life experiences	1	18	Humanities	Communication Skills	Reading
2970	5	Independently read texts about life experiences which relate to a personal identified interest	1	3	Humanities	Communication Skills	Reading
2971	1	Read texts about life experiences	1	16	Humanities	Communication Skills	Reading
2972	1	Read literary texts	2	16	Humanities	Communication Skills	Reading
2973	1	Read and analyse literary texts	3	16	Humanities	Communication Skills	Reading
2974	1	Read with assistance texts for practical purposes	1	20	Humanities	Communication Skills	Reading
2975	1	Begin to read independently texts for practical purposes	1	16	Humanities	Communication Skills	Reading
2976	1	Read independently texts for practical purposes	1	20	Humanities	Communication Skills	Reading
2977	5	Read texts for practical purposes	1	4	Humanities	Communication Skills	Reading
2978	1	Read a range of texts for practical purposes	2	12	Humanities	Communication Skills	Reading
2979	1	Read and assess texts for practical purposes	3	16	Humanities	Communication Skills	Reading
2980	1	Read with assistance texts giving instructions	1	6	Humanities	Communication Skills	Reading
2981	1	Begin to read independently texts giving instructions	1	8	Humanities	Communication Skills	Reading
2982	1	Read texts giving instructions	1	8	Humanities	Communication Skills	Reading
2983	1	Read the telephone directory	1	4	Humanities	Communication Skills	Reading
2984	1	Read a newspaper	1	5	Humanities	Communication Skills	Reading

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2985	1	Read with assistance texts to gain knowledge	1	20	Humanities	Communication Skills	Reading
2986	1	Begin to read independently texts to gain knowledge	1	20	Humanities	Communication Skills	Reading
2987	1	Read independently texts to gain knowledge	1	20	Humanities	Communication Skills	Reading
2988	1	Read texts to gain knowledge	1	20	Humanities	Communication Skills	Reading
2989	4	Select, assess, and read texts to gain knowledge	2	3	Humanities	Communication Skills	Reading
2990	5	Read texts to research information	3	4	Humanities	Communication Skills	Reading
2991	1	Read with assistance texts which debate issues	1	16	Humanities	Communication Skills	Reading
2992	1	Begin to read independently texts which debate issues	1	16	Humanities	Communication Skills	Reading
2993	1	Read independently texts which debate issues	1	20	Humanities	Communication Skills	Reading
2994	1	Read texts which debate issues	2	14	Humanities	Communication Skills	Reading
2995	1	Read and assess texts which debate issues	3	14	Humanities	Communication Skills	Reading
25060	1	Independently read texts for practical purposes and to gain knowledge	1	6	Humanities	Communication Skills	Reading
25073	1	Read texts to recognise differing points of view on a topic	2	3	Humanities	Communication Skills	Reading
1273	1	Express own ideas in writing	1	4	Humanities	Communication Skills	Writing
1273	6	Express ideas in writing and write an original story	1	4	Humanities	Communication Skills	Writing
1274	2	Express own ideas in writing to a specified audience	2	4	Humanities	Communication Skills	Writing
1275	2	Express own ideas in writing to a wide audience	3	4	Humanities	Communication Skills	Writing
1276	2	Present ideas and information in writing to a specified audience	1	5	Humanities	Communication Skills	Writing
1278	2	Write a formal report	3	4	Humanities	Communication Skills	Writing
1279	4	Write in plain English	3	3	Humanities	Communication Skills	Writing
1280	5	Use graphics in communication	2	2	Humanities	Communication Skills	Writing
3473	1	Begin to write in English	1	6	Humanities	Communication Skills	Writing
3474	1	Begin to write texts with assistance	1	4	Humanities	Communication Skills	Writing
3475	1	Use cards to express in writing personal greetings and condolences and to issue invitations	1	4	Humanities	Communication Skills	Writing
3476	1	Use cards and personal notes to express greetings and condolences in writing	1	6	Humanities	Communication Skills	Writing
3477	1	Write with assistance simple personal texts	1	20	Humanities	Communication Skills	Writing
3478	1	Write personal texts	1	20	Humanities	Communication Skills	Writing
3479	1	Write personal texts for specified audiences	1	20	Humanities	Communication Skills	Writing
3480	1	Write personal texts on a range of subjects	2	12	Humanities	Communication Skills	Writing
3481	1	Fill in simple predictable forms	1	2	Humanities	Communication Skills	Writing
3482	1	Fill in simple forms	1	2	Humanities	Communication Skills	Writing
3483	5	Fill in a form	1	2	Humanities	Communication Skills	Writing
3484	1	Write with assistance presenting information	1	8	Humanities	Communication Skills	Writing
3485	1	Write presenting information	1	12	Humanities	Communication Skills	Writing

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3486	1	Write presenting information to a specified audience	1	12	Humanities	Communication Skills	Writing
3487	1	Write letters	1	8	Humanities	Communication Skills	Writing
3488	4	Write business correspondence for a workplace	2	6	Humanities	Communication Skills	Writing
3489	1	Write letters to complete business transactions	3	6	Humanities	Communication Skills	Writing
3490	5	Complete an incident report	1	2	Humanities	Communication Skills	Writing
3491	5	Write a report	3	4	Humanities	Communication Skills	Writing
3492	5	Write a short report	2	3	Humanities	Communication Skills	Writing
3493	1	Use graphics to present information in formal reports	3	2	Humanities	Communication Skills	Writing
3494	4	Take notes and write minutes for a formal meeting	3	3	Humanities	Communication Skills	Writing
3495	1	Write technical texts	4	4	Humanities	Communication Skills	Writing
3496	1	Write manuals	4	8	Humanities	Communication Skills	Writing
3497	1	Write with assistance expressing personal opinions on issues	1	6	Humanities	Communication Skills	Writing
3498	1	Write expressing opinions on familiar issues	1	8	Humanities	Communication Skills	Writing
3499	1	Write expressing opinions on issues	2	12	Humanities	Communication Skills	Writing
3500	1	Write presenting and defending an argument	3	12	Humanities	Communication Skills	Writing
9685	5	Write an analytical report	5	5	Humanities	Communication Skills	Writing
9686	4	Customise an existing user-guide and/or procedures manual	5	3	Humanities	Communication Skills	Writing
9697	4	Write organisational publications	5	4	Humanities	Communication Skills	Writing
9700	4	Write briefing notes	5	3	Humanities	Communication Skills	Writing
9701	5	Write a proposal	4	3	Humanities	Communication Skills	Writing
9703	5	Write a job procedure	5	3	Humanities	Communication Skills	Writing
10792	3	Write formal personal correspondence	1	3	Humanities	Communication Skills	Writing
11095	5	Write business correspondence to convey complex ideas and information	3	3	Humanities	Communication Skills	Writing
12336	3	Write a user guide or technical text	4	4	Humanities	Communication Skills	Writing
16612	2	Use effective business writing skills in a business organisation	4	4	Humanities	Communication Skills	Writing
19629	3	Present a reasoned argument in a report	4	4	Humanities	Communication Skills	Writing