

| Unit # | Version | Unit Standard Title | Level | Credits | Field | Subfield | Domain |
|--------|---------|--|-------|---------|------------|-------------------------|----------------------------------|
| 114 | 6 | Demonstrate knowledge of and use office automation systems | 3 | 4 | Business | Business Administration | Business Information Management |
| 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 |
| 125 | 6 | Demonstrate knowledge of record management systems within an organisation | 3 | 5 | Business | Business Administration | Business Information Management |
| 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 |
| 129 | 4 | Establish links with and produce information for the information media | 3 | 3 | Business | Business Administration | Business Information Management |
| 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 |
| 1272 | 7 | Read efficiently to gain maximum information in time | 3 | 2 | Humanities | Communication Skills | Reading |

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| | | spent | | | | | |
| 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 |
| 1277 | 5 | Communicate information in a specified workplace | 2 | 3 | Humanities | Communication Skills | Interpersonal Communications |
| 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 |
| 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 |

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| 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 |
| 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 |
| 1983 | 4 | Analyse work content and identify work team needs | 4 | 5 | Business | Business Ops and Development | People Development and Coordination |
| 1986 | 6 | Apply calculations, data analysis, and statistical interpretation in a business context | 4 | 5 | Business | Business Administration | Business Information Management |
| 1987 | 4 | Develop strategies to establish and maintain positive workplace relationships | 4 | 5 | Business | Business Ops and Development | People Development and Coordination |
| 1988 | 4 | Supervise workplace operations | 4 | 6 | Business | Business Ops and Development | Systems & Resources 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 |
| 1992 | 5 | Control and evaluate small business operations | 4 | 5 | Business | Business Ops and Development | Systems & Resources Management |
| 2925 | 4 | Describe marketing options for enterprise activities | 3 | 8 | Business | Marketing | Generic Marketing |
| 2926 | 4 | Demonstrate knowledge of the principles of marketing | 4 | 10 | Business | Marketing | Generic Marketing |
| 2927 | 4 | Determine social, cultural and ethical responsibilities for marketing activities | 5 | 7 | Business | Marketing | Generic Marketing |
| 2931 | 4 | Plan a marketing campaign | 5 | 8 | Business | Marketing | Generic Marketing |
| 2935 | 4 | Determine the marketing mix | 5 | 10 | Business | Marketing | Generic Marketing |
| 2936 | 4 | Produce and coordinate strategies to market products in non-consumer markets | 5 | 5 | Business | Marketing | Generic Marketing |

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| 2938 | 4 | Produce and coordinate retail marketing strategies | 5 | 10 | Business | Marketing | Generic Marketing |
| 2939 | 4 | Produce and coordinate wholesale sector marketing strategies | 5 | 5 | Business | Marketing | Generic Marketing |
| 2940 | 4 | Produce and coordinate marketing strategies for not-for-profit operations | 5 | 5 | Business | Marketing | Generic Marketing |
| 2941 | 4 | Demonstrate and apply knowledge of direct marketing | 5 | 10 | Business | Marketing | Direct Marketing |
| 2941 | 3 | Produce and coordinate direct marketing strategies | 5 | 10 | Business | Marketing | Generic Marketing |
| 2942 | 4 | Develop and apply telemarketing skills | 3 | 5 | Business | Marketing | Generic Marketing |
| 2943 | 4 | Produce and coordinate telemarketing strategies | 5 | 5 | Business | Marketing | Generic Marketing |
| 2944 | 4 | Produce and coordinate product strategies | 5 | 8 | Business | Marketing | Generic Marketing |
| 2946 | 4 | Discuss pricing strategies | 5 | 8 | Business | Marketing | Generic Marketing |
| 2948 | 4 | Produce and monitor physical distribution strategies | 5 | 3 | Business | Marketing | Generic Marketing |
| 2950 | 4 | Produce and coordinate promotional strategies | 5 | 8 | Business | Marketing | Generic Marketing |
| 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 |
| 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 |

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| 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 |
| 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 |
| 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 |
| 6403 | 5 | Produce self-assessments of suitability for managing small business enterprise opportunities | 3 | 4 | Business | Business Environment | Business Culture and Environment |
| 6404 | 5 | Develop marketing options for small business operations | 4 | 5 | Business | Marketing | Generic Marketing |
| 6405 | 5 | Determine advertising options for small business enterprises | 4 | 5 | Business | Marketing | Generic Marketing |
| 6406 | 5 | Establish and maintain quality customer relations for a small business enterprise | 4 | 5 | Business | Business Operations and Development | Business Relationships Management |

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| 6407 | 5 | Establish human resource needs of the small business operation | 5 | 5 | Business | Business Operations and Development | Human Resource 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 |
| 7091 | 4 | Establish a culturally safe and inclusive learning environment for adults in New Zealand's cultural setting | 4 | 4 | Education | Adult Education and Training | Delivery of Adult Education & Training |
| 7092 | 3 | Formulate a proposal for adult education and training | 5 | 9 | Education | Adult Education and Training | Management of Adult Ed & Training |
| 7093 | 3 | Design learning sessions for adults | 5 | 6 | Education | Adult Education and Training | Design & Development of Adult Ed & Training |
| 7094 | 3 | Design a course for adult education and training | 6 | 10 | Education | Adult Education and Training | Design & Development of Adult Ed & Training |
| 7095 | 3 | Develop and facilitate individualised adult learning plans | 5 | 6 | Education | Adult Education and Training | Delivery of Adult Education & Training |
| 7095 | 1 | Facilitate adult learners' individualised learning | 5 | 3 | Education | Adult Education and Training | Design & Development of Adult Ed & Training |
| 7096 | 3 | Deliver learning presentations for adult learners | 4 | 8 | Education | Adult Education and Training | Delivery of Adult Education & Training |
| 7097 | 4 | Facilitate interactive learning sessions for adult learners | 5 | 10 | Education | Adult Education and Training | Delivery of Adult Education & Training |
| 7098 | 3 | Evaluate an adult training course | 6 | 10 | Education | Adult Education and Training | Evaluation in 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 |
| 7102 | 3 | Demonstrate knowledge of theoretical models of adult learning | 5 | 6 | Education | Adult Education and Training | Delivery of Adult Education & Training |
| 7103 | 3 | Determine the training requirements of individual adults for a specified job | 4 | 5 | Education | Adult Education and Training | Design & Development of Adult Ed & Training |
| 7104 | 3 | Conduct a training needs analysis for adults in an organisation | 6 | 12 | Education | Adult Education and Training | Design & Development of Adult Ed & Training |
| 7105 | 3 | Conduct a training needs analysis for an adult group | 5 | 10 | Education | Adult Education and Training | Design & Development of Adult Ed & Training |
| 7106 | 3 | Prepare learning plans and provide guidance for individual adult learners | 4 | 5 | Education | Adult Education and Training | Delivery of Adult Education & Training |
| 7107 | 1 | Facilitate group learning activities for adults | 4 | 4 | Education | Adult Education and Training | Delivery of Adult Education & Training |

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| 9732 | 2 | Explain and apply strategic management concepts for organisational planning and development | 5 | 10 | Business | Management | Management - Organisational Direction and Strategy |
| 9733 | 4 | Explain and apply principles and practices of contractual employment relations | 5 | 10 | Business | Business Ops and Development | People Development and Coordination |
| 9734 | 3 | Demonstrate knowledge of workplace team leadership and team working | 5 | 12 | Business | Business Ops and Development | People Development and Coordination |
| 9737 | 4 | Explain and apply principles for managing equal employment opportunities and diversity policies | 5 | 7 | Business | Business Ops and Development | People Development and Coordination |
| 9738 | 3 | Explain and apply principles and practices of operations management | 5 | 15 | Business | Business Ops and Development | Systems & Resources Management |
| 9739 | 3 | Explain and apply work study and design methodologies | 5 | 7 | Business | Business Ops and Development | Systems & Resources Management |
| 9740 | 3 | Explain and apply principles and practices for innovation, entrepreneurship, and entrepreneurship | 5 | 5 | Business | Business Environment | Business Culture and Environment |
| 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 |
| 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 |
| 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 |
| 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 |

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| 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 | 2 | Undertake an organisational adult literacy and numeracy needs analysis | 5 | 10 | Education | Adult Education and Training | Adult Literacy and Numeracy Education |
| 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 |
| 21203 | 1 | Develop adult learners' literacy and numeracy skills using information communication technologies | 4 | 10 | Education | Adult Literacy Education | Adult Literacy Educator |
| 21204 | 3 | Develop adult learners' literacy and numeracy skills within a workplace training or education programme | 5 | 30 | Education | Adult Education and Training | Adult Literacy and Numeracy Education |
| 21204 | 2 | Develop adult learners' literacy and numeracy skills within a training or education programme | 5 | 30 | Education | Adult Literacy Education | Adult Literacy Educator |
| 21336 | 1 | Lead a group/team to achieve an objective(s) with some complexity | 5 | 5 | Humanities | Communication Skills | Interpersonal Communications |
| 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 |
| 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 |

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| 21981 | 2 | Deliver learning opportunities for adults that promote transfer of competence into new contexts | 5 | 8 | Education | Adult Education and Training | Delivery of Adult Education & Training |
| 21982 | 2 | Facilitate the transfer of existing competence into new contexts for adult trainees | 5 | 6 | Education | Adult Education and Training | Delivery of Adult Education & Training |
| 22133 | 2 | Describe the roles of trade union representatives in the workplace | 2 | 8 | Business | Business Operations and Development | Employment Relations |
| 22134 | 2 | Identify how workplace issues are used in workplace organising | 2 | 3 | Business | Business Operations and Development | Employment Relations |
| 22135 | 2 | Plan, implement and evaluate a union organising activity in the workplace | 3 | 4 | Business | Business Operations and Development | Employment Relations |
| 22136 | 2 | Demonstrate union recruitment skills | 3 | 2 | Business | Business Operations and Development | Employment Relations |
| 22137 | 2 | Sign up union members | 2 | 2 | Business | Business Operations and Development | Employment Relations |
| 22138 | 2 | Identify the employment rights of employees with regard to union membership | 2 | 3 | Business | Business Operations and Development | Employment Relations |
| 22139 | 2 | Describe the elected positions and structure of a union | 2 | 2 | Business | Business Operations and Development | Employment Relations |
| 22140 | 2 | Describe the concept of good faith as applied in the workplace | 2 | 2 | Business | Business Operations and Development | Employment Relations |
| 22141 | 2 | Demonstrate knowledge of an applicable collective employment agreement as a union member | 2 | 2 | Business | Business Operations and Development | Employment Relations |
| 22144 | 2 | Demonstrate knowledge of responsibilities with regard to employee diversity in workplace relationships | 2 | 3 | Business | Business Operations and Development | Employment Relations |
| 23023 | 1 | Describe strategies required for the role of a Learning Representative | 3 | 4 | Business | Business Operations and Development | Employment Relations |
| 23024 | 1 | Describe how workplace learning operates in New Zealand and the role of unions in the process | 3 | 4 | Business | Business Operations and Development | Employment Relations |
| 23025 | 1 | Demonstrate knowledge of the purpose and role of a Learning Representative | 3 | 4 | Business | Business Operations and Development | Employment Relations |
| 23394 | 1 | Plan for and carry out staff selection | 5 | 4 | Business | Business Ops and Development | People Development and Coordination |
| 23395 | 1 | Participate in staff selection processes | 4 | 3 | Business | Business Ops and Development | People Development and Coordination |
| 23396 | 1 | Demonstrate knowledge of performance management planning | 4 | 3 | Business | Business Ops and Development | People Development and Coordination |
| 23397 | 1 | Plan and monitor performance of others | 5 | 6 | Business | Business Ops and Development | People Development and Coordination |

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| 23400 | 1 | Demonstrate and apply knowledge of change management in a business operation | 4 | 5 | Business | Business Ops and Development | Systems & Resources Management |
| 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 |
| 24873 | 1 | Demonstrate knowledge of teamwork and its importance within a workplace | 3 | 3 | Business | Business Ops and Development | People Development and Coordination |
| 24874 | 1 | Demonstrate knowledge of performance management, motivation theory and performance review in a workplace | 3 | 8 | Business | Business Ops and Development | People Development and Coordination |
| 24875 | 1 | Describe and review team building and team leadership in a specified workplace | 3 | 6 | Business | Business Ops and Development | People Development and Coordination |
| 24876 | 1 | Develop a plan for, and describe, recruitment and selection of staff for a specified workplace | 3 | 6 | Business | Business Operations and Development | Human Resource Management |
| 24877 | 1 | Describe employment legislation requirements for job descriptions and write a job description | 3 | 3 | Business | Business Operations and Development | Human Resource Management |
| 24878 | 1 | Describe preparation for and contribution to structured meetings in a workplace | 2 | 3 | Humanities | Communication Skills | Interpersonal Communications |
| 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 |
| 25212 | 1 | Apply scope controls to a project | 4 | 5 | Business | Business Ops and Development | Project Management |
| 25213 | 1 | Apply time management techniques to a project | 4 | 5 | Business | Business Ops and Development | Project Management |
| 25214 | 1 | Apply cost management techniques to a project | 4 | 5 | Business | Business Ops and Development | Project Management |
| 25215 | 1 | Apply quality management techniques to a project | 4 | 5 | Business | Business Ops and Development | Project Management |
| 25216 | 1 | Apply human resource management approaches to a project | 4 | 5 | Business | Business Ops and Development | Project Management |
| 25217 | 1 | Apply risk management techniques to a project | 4 | 5 | Business | Business Ops and Development | Project Management |

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| 25218 | 1 | Apply contract and procurement techniques to a project | 4 | 5 | Business | Business Ops and Development | Project Management |
| 25219 | 1 | Manage projects | 4 | 16 | Business | Business Ops and Development | Project Management |
| 25221 | 1 | Manage application of project integrative processes | 5 | 8 | Business | Business Ops and Development | Project Management |
| 25222 | 1 | Manage project scope | 5 | 6 | Business | Business Ops and Development | Project Management |
| 25223 | 1 | Manage project time | 5 | 6 | Business | Business Ops and Development | Project Management |
| 25224 | 1 | Manage project costs | 5 | 6 | Business | Business Ops and Development | Project Management |
| 25225 | 1 | Manage project quality | 5 | 7 | Business | Business Ops and Development | Project Management |
| 25226 | 1 | Manage project human resources | 5 | 7 | Business | Business Ops and Development | Project Management |
| 25227 | 1 | Manage project communications | 5 | 7 | Business | Business Ops and Development | Project Management |
| 25228 | 1 | Manage project risk | 5 | 8 | Business | Business Ops and Development | Project Management |
| 25229 | 1 | Manage project procurement | 5 | 5 | Business | Business Ops and Development | Project Management |
| 25449 | 1 | Demonstrate knowledge of requirements for managing staff exit in an organisation | 4 | 4 | Business | Business Ops and Development | People Development and Coordination |
| 25450 | 1 | Prepare for and conduct staff exit in an organisation | 5 | 8 | Business | Business Ops and Development | People Development and Coordination |
| 25463 | 1 | Manage a plan to achieve organisational objectives | 5 | 10 | Business | Business Ops and Development | People Development and Coordination |
| 25666 | 1 | Manage inventory and flow of materials in an organisation | 5 | 7 | Business | Business Ops and Development | Systems & Resources Management |
| 25680 | 1 | Introduce a staff recruitment and appointment system into an organisation | 5 | 8 | Business | Business Operations and Development | Human Resource Management |
| 25681 | 1 | Evaluate and maintain a staff recruitment and appointment system in an organisation | 5 | 6 | Business | Business Operations and Development | Human Resource Management |
| 25682 | 1 | Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice | 4 | 4 | Business | Business Operations and Development | Human Resource Management |
| 25685 | 1 | Demonstrate knowledge of performance management systems in human resource | 4 | 4 | Business | Business Operations and Development | Human Resource Management |

| Unit # | Version | Unit Standard Title | Level | Credits | Field | Subfield | Domain |
|--------|---------|--|-------|---------|-----------|-------------------------------------|--|
| | | management practice | | | | | |
| 25688 | 1 | Demonstrate knowledge of remuneration systems in human resource management practice | 4 | 4 | Business | Business Operations and Development | Human Resource Management |
| 25689 | 1 | Introduce a programme for workforce health, safety, and wellness into an organisation | 5 | 10 | Business | Business Operations and Development | Human Resource Management |
| 25690 | 1 | Evaluate and maintain a programme for workforce health, safety, and wellness in an organisation | 5 | 10 | Business | Business Operations and Development | Human Resource Management |
| 25691 | 1 | Demonstrate knowledge of workforce health, safety, and wellness programmes in human resource management practice | 4 | 4 | Business | Business Operations and Development | Human Resource Management |
| 25694 | 1 | Demonstrate knowledge of workforce development systems in human resource management practice | 4 | 4 | Business | Business Operations and Development | Human Resource Management |
| 25695 | 1 | Describe human resource management in organisations in New Zealand | 5 | 10 | Business | Business Operations and Development | Human Resource Management |
| 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 |
| 26009 | 1 | Establish a culturally safe and inclusive multicultural learning environment for adults | 4 | 3 | Education | Adult Education and Training | Delivery of Adult Education & Training |
| 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 |
| 26387 | 1 | Plan a direct mail campaign as part of a direct marketing strategy | 4 | 4 | Business | Marketing | Direct Marketing |
| 26388 | 1 | Evaluate a marketing campaign | 5 | 5 | Business | Marketing | Generic Marketing |
| 26389 | 1 | Demonstrate knowledge of distribution channels | 5 | 5 | Business | Marketing | Generic Marketing |
| 26768 | 1 | Use a computerised accounts receivable and payable system to produce financial information | 3 | 7 | Business | Business Administration | Business Administration Services |