

Life Skills LFS 111

COURSE STATEMENT 2009

To develop the Key Competencies and Values of the New Zealand Curriculum while developing:

- written and oral communication skills
- the personal qualities, skills and values necessary to succeed in year 12 and in the world of work

There will be **14** Unit Standards available worth a total of **38** credits which will be able to be counted towards NCEA level one, and towards the National Certificate of Employment Skills.

All learning shapes us as people, some of the learning in this class will not be formally assessed but this does not mean that it is not a valuable exercise that will contribute to a student's personal development.

Assessment

As only Unit Standards are assessed, all assessment is internal.

Assessment activities will take a variety of forms including oral presentations, open book tests, assignment work, teacher and peer observation and project work. Classroom tests will not be longer than 50 minutes in duration. The nature of some of the Core Generic Unit Standards requires that they be assessed over a period of time. In some instances this extends to a period of weeks.

Authentication of Student Work

All assignments completed outside class time must be the student's own work and students will be expected to put their signature on the cover sheet as a declaration of authenticity. Issues associated with authenticity will be referred to the Principals Nominee (Ms Lynch term 1, or Mrs. Butler terms 2 - 4)

Absence Authorisation Reassessment and Appeal Procedures

Absence authorisation for missed assessments or scheduled submission dates will be in keeping with the school wide assessment policy.

Usually there will be one opportunity provided for students to be reassessed in those elements of the Unit Standards that they do not achieve on their first attempt.

Any queries about assessment decisions must be made to the class teacher at the time the assessment is handed back. Any dispute over the result of a Unit Standard assessment will be investigated the Principal's Nominee, (Ms Lynch term 1, or Mrs. Butler terms 2 - 4.) Formal appeals should be made within one week of receiving a result. Work done using pencil or "twink" cannot be considered for an appeal.

Storage of Student Work

All work associated with assessment activities will be stored in the Careers Department office and will be available to students on request. Work is stored until it is no longer required for moderation purposes and assessment security.

Recording and Verification of Results

The class teacher will hold a master copy of results, but students should keep their own record on the tracking sheet provided. Throughout the year students will be asked to sign a record sheet to verify their results before they are submitted to NZQA.

Course Content

Term 1: Skills for personal growth, team work and learning.

Developing key competencies: managing self and relating to others, participating and contributing.

Developing values: excellence, diversity and respect.

Topics

Working in a team, Listening and conversing, Child minding, Careers

Term 2: Goal setting and connections

Developing key competencies: managing self, relating to others, participating and contributing.

Developing values: excellence, diversity, equity, and respect.

Topics

Goal setting, Learner licence, Knowledge law enforcement, Cultural identity

Term 3: Letter writing, reading for leisure, meetings

Developing key competencies: using text, relating to others, participating and contributing.

Developing values: excellence, curiosity, respect, and diversity.

Topics

Letter writing, Information technology, Wide reading, and reading texts for practical purposes, Meetings

Term 4: Youth and the law, report writing

Developing key competencies: managing self, relating to others, participating and contributing and using text.

Developing values: excellence, integrity, equity and respect

Topics

Volunteering, participating in the community, producing transactional texts

LFS 222 Student Record Sheet

This sheet is to be filled out each time you receive assessment results

A = Achieved

N = Not Achieved

Term 1

Date	No, Version	Name of Standard	Credits	Assessment type	Result&Verification
Week 4	3503 V3	Working in a team or group	2	Practical & written	
	4249 V3	Care and timeliness as an employee	3	Written & Practical	
Week 6	3501 V3	Apply listening techniques	4	Written & Practical	
	10790 V2	Hold a conversation with others	2	Written & Practical	
Week 9	504 V4	Produce a CV	2	Written & Practical	

Term 2

Date	No, Version	Name of Standard	Credits	Assessment type	Result&Verification
Week 4	1293 V4	Participate in an informal one to one interview	2	Written & Practical	
Week 6	3483 V4	Fill in a Form	4	Written	
	12350 V2,	Demonstrate knowledge of law enforcement	2	Written	
Week	12352 V2, L2	Describe aspects of ones cultural identity	3	Written	

Term 3

Date	No, Version	Name of Standard	Credits	Assessment type	Result&Verification
Week 4	10792 V2	Write formal personal correspondence	3	Written	
	101 V5	Develop and use keyboarding skills	3	Written	
Week 8	8808 V4	Read an inclusive range of texts	3	Reading & Written	
Week 10	10791 V2, L2	Participate in informal meetings	3	Written & Practical	

Term 4

Date	No, Version	Name of Standard	Credits	Assessment type	Result&Verification
Week 5	8812 V2	Produce transactional written text in simple form	2	Written	