

# Future Skills Hub

Building Literacy, Numeracy and Career Confidence



## REGISTER YOUR INTEREST

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 [www.front-line.co.nz](http://www.front-line.co.nz)



## What will I learn?

This course is designed to provide learners with the essential skills for success in education and beyond. It focuses on understanding and overcoming individual learning challenges, creating a supportive environment that encourages active involvement and personal growth. You will work with your tutor to set goals and develop a learning plan that aligns with your aspirations. You will also earn NZQA Unit Standards, with a strong emphasis on improving literacy and numeracy skills throughout the programme.



### NZQA Credits

NZQA Literacy and Numeracy Unit Standards



### Flexible Hours

300 Hours  
Monday - Thursday  
9am - 3pm (Flexible)  
Rolling Intake



### Progression

Progression to pursue further education and employment opportunities suited to individual goals

This programme aims to provide learners with intensive literacy and numeracy skills that enable them to participate and engage more positively in education. It also encompasses a range of core knowledge and practical skills that will support your confidence and participation into further training or employment.

The Literacy and Numeracy programme is designed to manage and nurture learners in the quest to develop quality learning skills, break down learning barriers and encourage participation, in a vocational context. Soft and technical skills are taught concurrently alongside literacy, numeracy, and language skills.

The programme begins with all students undertaking the TEC Literacy and Numeracy Evaluation. A learning plan is created in consultation with the learner where learning goals are discussed and implemented. NZQA Unit Standards are offered throughout the programme, where literacy and numeracy skills are embedded. These units are offered where appropriate and suitable to the learners needs and learning goals; however, literacy and numeracy skills are the primary focus.

### What do you achieve?

- NZQA Literacy and Numeracy Unit Standards
- NZQA Unit Standards contributing to NCEA Level 1 & 2  
*(for Alternative Education learners only)*

### Learners gain credits towards:

Progression towards NCEA Level 1 & 2: Retail, Hospitality and Foundation Skills programme  
*(for learners age 16-19)*

The programme begins with all students undertaking the TEC Literacy and Numeracy Evaluation

### What's in it for you?

At the successful completion of this programme, learners will have met some of the entry level requirements for enrolling in higher levels of learning and be in a more advantageous position for employment or further upskilling.

### How long does it take?

300 hours total  
20 hours per week  
*(flexible for non Alternative Education learners)*

Monday - Thursday  
9am - 3pm

### Important dates

The first week of each school holiday is your recess week

Student Handbook, given at interview, contains all relevant course and holiday dates

### NZQA Unit Standards Covered

#### For Alternative Education learners only:

32001	Compose and manage text to produce documents using basic keyboarding and layout skills
18758	Find information using the Internet
376	Employ customer service techniques to accommodate customer behavioural styles in a workplace
505	Manage personal physical fitness with guidance
548	Demonstrate knowledge of the impact of alcohol and other drugs
1294	Be interviewed in a formal interview
1827	Identify personal support needs and services in the local community
1978	Describe basic employment rights and responsibilities, and sources of information and/or assistance
4252	Produce a personal targeted CV (curriculum vitae)
10780	Complete a work experience placement
12355	Describe strategies for managing stress
12383	Explore career options and their implications
14436	Provide table service for a commercial hospitality establishment
24697	Perform income-related calculations for personal finances
30908	Demonstrate knowledge of consequences of breaking laws
32000	Enter prescribed text accurately using basic keyboarding skills and identify safe ergonomic practices
2989	Read and assess texts on a topic

#### For Literacy & Numeracy and Alternative Education learners:

26622	Write to communicate ideas for a purpose and audience
26623	Use number to solve problems
26624	Read texts with understanding
26625	Actively participate in spoken interactions
26626	Interpret statistical information for a purpose
26627	Use measurement to solve problems