



TOI MAI

Workforce
Development
Council

PROGRAMME GUIDANCE
for
New Zealand Certificate in Computing
(Foundation User)
(Level 2) (ref 4132 v1)
September 2022

This guidance has been developed to aid providers developing programmes leading to this qualification and provides a list of suggested unit standards that have been aligned to the qualification's Graduate Profile Outcomes (GPOs).

Strategic Purpose

The purpose of this qualification is to provide Aotearoa New Zealand organisations and communities with graduates who have attained a range of digital technology foundation skills and can be employed in a range of general entry-level roles or proceed to further IT-related study.

Graduates will be capable of using a range of digital technologies at an introductory level to produce and process information and operate with a range of relevant skills. They will be able to perform a range of basic tasks independently in familiar situations, and in a supervised work environment.

This qualification will assist graduates in improving digital literacy and capability in society, in a range of personal, community and voluntary areas.

General Conditions for Programme

Programme design

Programmes must cover a range of introductory digital technology concepts intended to produce graduates with skills at beginner/intermediate level who gain confidence and are able to work as responsible digital citizens. This may involve the operation of personal computers and other digital devices, including online activity and the basics of productivity software (such as word processing, spreadsheets and presentation applications).

Programmes must reflect quality industry practice and maintain currency with amendments to, and replacements of, relevant legislation, regulations, Australia/New Zealand standards (AS/NZS), and security responsibilities including cyber safety.

Diversity and inclusion

Programme design must consider bicultural, multicultural, gender and accessibility perspectives. Programme design must also consider ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

Professional practice

Professional practice must be an integral part of the programme and delivery. Professional practice includes the core 'soft skills' of communication, collaboration, interpersonal skills, self-management, problem solving, reflection and ethical principles and practices.

It also includes the awareness of implications of complying with legal and regulatory requirements (e.g. health and safety, copyright, intellectual property, spamming, software licensing, privacy), and observing security responsibilities relevant to an organisational environment.

Practical experience

Practical experience is essential, and it is recommended that learners complete at least half of their programme in real or realistic practical settings such as workplaces, labs or other simulated environments, or table-top walk-through exercises.

Suggested unit standards

The following list of standards aligned to each GPO was developed as part of the 2021 review of Computing and Information Technology unit standards and follows the 2020 review of this qualification. It includes both recommended and optional standards with recommended standards highlighted.

Suggested unit standards towards the NZ Certificate in Computing (Foundation User) (Level 2) [Ref: 4132] (60 credits)				
Qualification GPO	Unit	Title	Level	Credits
GPO1 Use the main features, functions and settings of a range of common digital devices and software (word processing, spreadsheets, presentations) to create, access, organise, present and store information and data relevant to the context. (25 Credits)	29769	Use the main features and functions of a word processing application for a purpose.	2	4
	29770	Use the main features and functions of a spreadsheet application for a purpose.	2	4
	29771	Use the main features and functions of a presentation application for a purpose.	2	3
	29772	Manage files and folders using digital devices.	2	2
	29773	Produce digital images for a range of digital media.	2	3
	29774	Use the main features and functions of a desktop publishing application to create documents for a purpose.	2	4
	29775	Use the main features and functions of a web authoring and design tool to create a website.	2	3
	29776	Use the main features of an HTML editor to create a website.	2	4
	29777	Use the main features and functions of a database application to create and test a database.	2	3
	29778	Use the main features and functions of a schematic diagram application to create diagrams.	2	2
	29779	Create, assemble, and test a microprocessor-controlled device built from components	2	3
	32002	Compose and enter text to create and manage business documents	2	3
32000	Enter prescribed text accurately using basic keyboarding skills and identify safe ergonomic practices	1	3	

Suggested unit standards towards the NZ Certificate in Computing (Foundation User) (Level 2) [Ref: 4132] (60 credits)				
Qualification GPO	Unit	Title	Level	Credits
GPO2 Use Internet and common digital devices and a range of relevant communication and collaboration application software to connect with other users and devices, recognising ethical responsibilities and applying conventions of online etiquette. (10 Credits)	29780	Configure and use contemporary and emerging digital devices .	2	3
	29781	Use the Internet and common digital devices and software to gather information and connect with other users and devices . <i>Note: may also contribute to GPO 6.</i>	2	7
GPO3 Demonstrate knowledge of the types and purpose of common computing hardware, operating systems, networks, software and terminology to choose the appropriate tool for a given task. (5 Credits)	29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes. <i>Note: may also contribute to GPO 6.</i>	2	5
GPO4 Recognise basic security risks and compliance requirements when using digital devices and software, and implement and maintain basic digital safety and security in a home, work or study context. (5 Credits)	32975	Use digital tools securely, safely, ethically and legally.	2	5

Suggested unit standards towards the NZ Certificate in Computing (Foundation User) (Level 2) [Ref: 4132] (60 credits)				
Qualification GPO	Unit	Title	Level	Credits
GPO5 Investigate and use problem solving techniques and critical thinking to make informed decisions about digital solutions, and to trouble-shoot and fix simple or routine hardware, software and connectivity problems. (7 credits)	29784	Troubleshoot, fix and escalate simple or routine hardware, software and connectivity problems.	2	2
	32976	Use problem solving techniques and critical thinking to make informed decisions about digital solutions.	2	5
GPO6 Apply basic communication, collaboration and self-management skills to enhance own learning in a digital context. (8 Credits)	32977	Apply self-management skills to enhance own learning in a digital context	2	3
	7117	Develop strategies to enhance own learning	2	2
	9677	Communicate in a team or group which has an objective	2	3

Standards from other domains that might contribute as options.

In addition to computing unit standards the following standards from other domains are possible options to align with the qualification outcomes. Level 1 and 2 programming standards 18739 and 18740 have been included for those interested in a programme leaning more towards an IT Professional pathway. This is not an exhaustive list, and other standards may also be suitable for programme development.

Unit standard	Standard title	Level	Credits	Possible alignment
7123	Apply a problem-solving method	2	3	GPO5
9695	Examine problem-solving models and explain associated techniques	3	3	GPO5
30910	Develop strategies to respond to cyberbullying	1	2	GPO5/6
1277	Communicate information in a specified workplace	2	3	GPO6

Unit standard	Standard title	Level	Credits	Possible alignment
3492	Write a short report	2	3	GPO6
496	Produce, implement, and reflect on a plan to improve own personal wellbeing	1	3	GPO6
12349	Demonstrate knowledge of time management	2	3	GPO6
7118	Manage own learning in a programme	2	3	GPO6
18739	Create and use simple command sequences in a computer language	1	2	IT Professional pathway
18740	Create a simple computer program to meet a set brief	2	3	IT Professional pathway

For further information and questions on this guidance, please contact us at qualifications@toimai.nz.