



# Workskills

Prepare for study,  
employment and  
independent living



**Ara**

Institute of Canterbury

Ara rau, taumata rau


He aha te mea nui o te ao?  
Māku e kī atu, he tangata, he tangata, he tangata!

What is most important in the world?  
It is people, it is people, it is people!

Ara offers full and part time programmes for adults with learning disabilities who are interested in developing skills to assist them into the workforce.


This programme will provide you with encouragement, support and new challenges, and help you towards a better quality of life.


## New Zealand Certificate in Skills for Living for Supported Learners with an Optional Strand in Skills for Working

 Level 1, 55 credits

 Christchurch

 Free

 Full-time: 1 year

 February

### Gain confidence and skills for the workplace.

The aim of this programme is to give you skills that will assist you to be a productive citizen of Aotearoa. As well as learning how to self-manage your participation in social, cultural, family/whanau and community situations, you'll be supported to seek further skills and knowledge to improve your educational and employment pathway. This includes an optional strand if you wish to gain specific skills for the workplace.

Title	Level	Credits
Managing Everyday Living	1	15
Developing Communication Skills	1	15
Hauora (Health and Wellbeing)	1	15
Responsible Citizenship	1	15
<b>Optional strand</b>		
Getting and Keeping a Job	1	10
On the Job Experience	1	10

### Career opportunities

With this qualification, your employment opportunities may include working in aged care facilities, cafés, supermarkets, warehouses, fast food outlets or as a gardener or advocacy support.

### Study pathways

This qualification can lead to the New Zealand Certificate in Foundation Skills Level 1 or other qualifications at levels one and two. These can lead to further study in a specific area, e.g. hospitality, retail, trades.

### Entry requirements

#### Academic

This programme has no academic entry requirements.

#### Additional

- Applicants are required to attend an interview
- Evidence of good character and personal attributes via a referee report



- Evidence of a learning disability (intellectual disability), This may be from a psychological assessment or referral from a medical practitioner, needs assessment service or educational provider.
- Applicants must be aged 18 years or over at the programme start date.
- Entry to the optional Skills for Working strand is only by approval of the programme leader.

### English

All applicants are required to demonstrate a level of communication in English or New Zealand Sign Language that allows them to participate in the programme.

### Selection

Applications for the New Zealand Certificate in Skills for Living must be on the Ara application form and those who meet the requirements will be invited to attend a selection interview.

### Interview

- A basic literacy and numeracy assessment activity will be part of the interview process.
- Applicants are encouraged to bring an advocate who will be given an opportunity to speak on their behalf
- During this interview applicants should be able to demonstrate:
  - an interest in learning
  - mature, appropriate behaviour and respect for others and the environment
  - an ability to learn in a group environment
  - an interest in acquiring new work and improved social skills

Where successful applicants outnumber the available places in the programme, some applicants may be waitlisted. Late applicants will be interviewed if there are vacancies for placement in the programme.

### Course related costs

Stationery, field trips, travel costs associated with work placement in optional strand

### Applications due

30 September (late applications considered)

## Part-time courses

Note: These are non-assessed part time courses designed for people with learning disabilities.

### Preparation for Study for Supported Learners



Christchurch



Please enquire



Part-time: 10 weeks per term



February

### Gain the simple essentials needed to be in a tertiary environment.

This part time programme has been designed to enable students to gain the skills required for a successful transition from secondary school to a tertiary education environment. It is intended for students with an intellectual or learning disability who require some support with their learning, either through additional resources, specialised equipment or adapted teaching programmes. There are some places available for students who have recently left school.

#### Entry requirements

You will need to have a basic level of literacy and computer skills.

#### Course related costs

Stationery

#### Applications due

Received all year.

There are four courses:

#### Communicating with Others

9am–12pm, Wednesday and Thursday, 10 weeks, Term 1

This course aims to enable students to be socially aware when communicating with others. This includes respectful communication, developing your social networks and appropriate behaviour in different social contexts.

#### Keeping Yourself Safe

9am–12pm, Wednesday and Thursday, 10 weeks, Term 2

This course aims to enable students to develop safe practices in home and community environments.

This includes keeping personal property safe and identifying potentially hazardous situations and actions that need to be taken.

#### Emotions and Life Issues

9am–12pm, Wednesday and Thursday, 10 weeks, Term 3

This course aims to enable students to develop self-awareness of emotionally unsafe situations and basic strategies to manage this. This includes recognising feelings of grief, anger and stress, identifying unsafe situations and appropriate responses to keep safe.

#### Preparing for Independence

9am–12pm, Wednesday and Thursday, 10 weeks, Term 4

This course aims to enable students to understand the skills required to become more independent.

This includes awareness of good health and hygiene habits, identifying everyday responsibilities and exploring future options.



## Enrolment information

### To Apply

#### Full-Time

For the full-time New Zealand Certificate in Skills for Living for Supported Learners Level 1 programmes ONLY. Complete an application form and have the enclosed referee report completed and attached.

#### Return to:

Enrolment Support  
Ara Institute of Canterbury  
PO Box 540  
Christchurch

Early applications are encouraged.

#### Part-Time

You can pre-enrol by telephone.

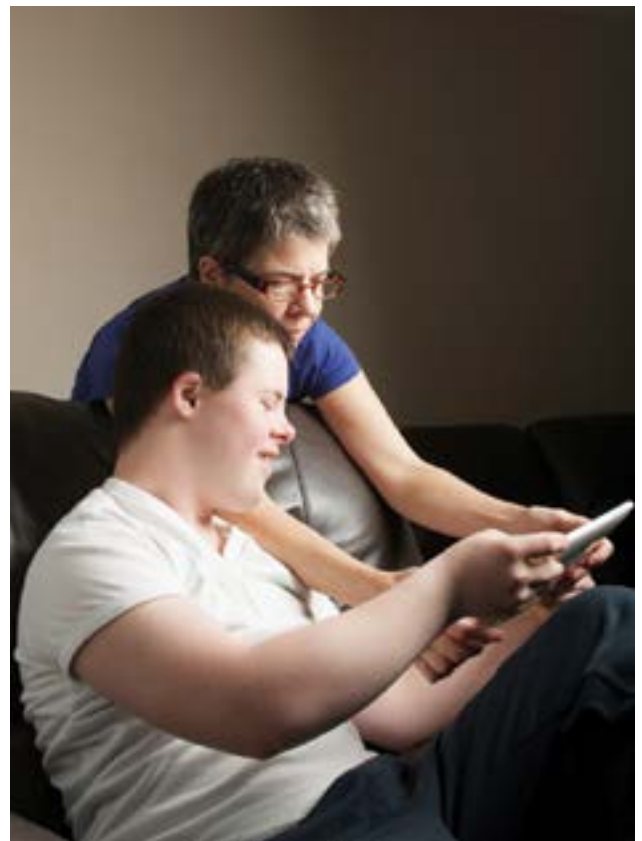
#### Contact

Phone 0800 24 24 76 for more information and to pre enrol for part time courses.

Email: [info@ara.ac.nz](mailto:info@ara.ac.nz)

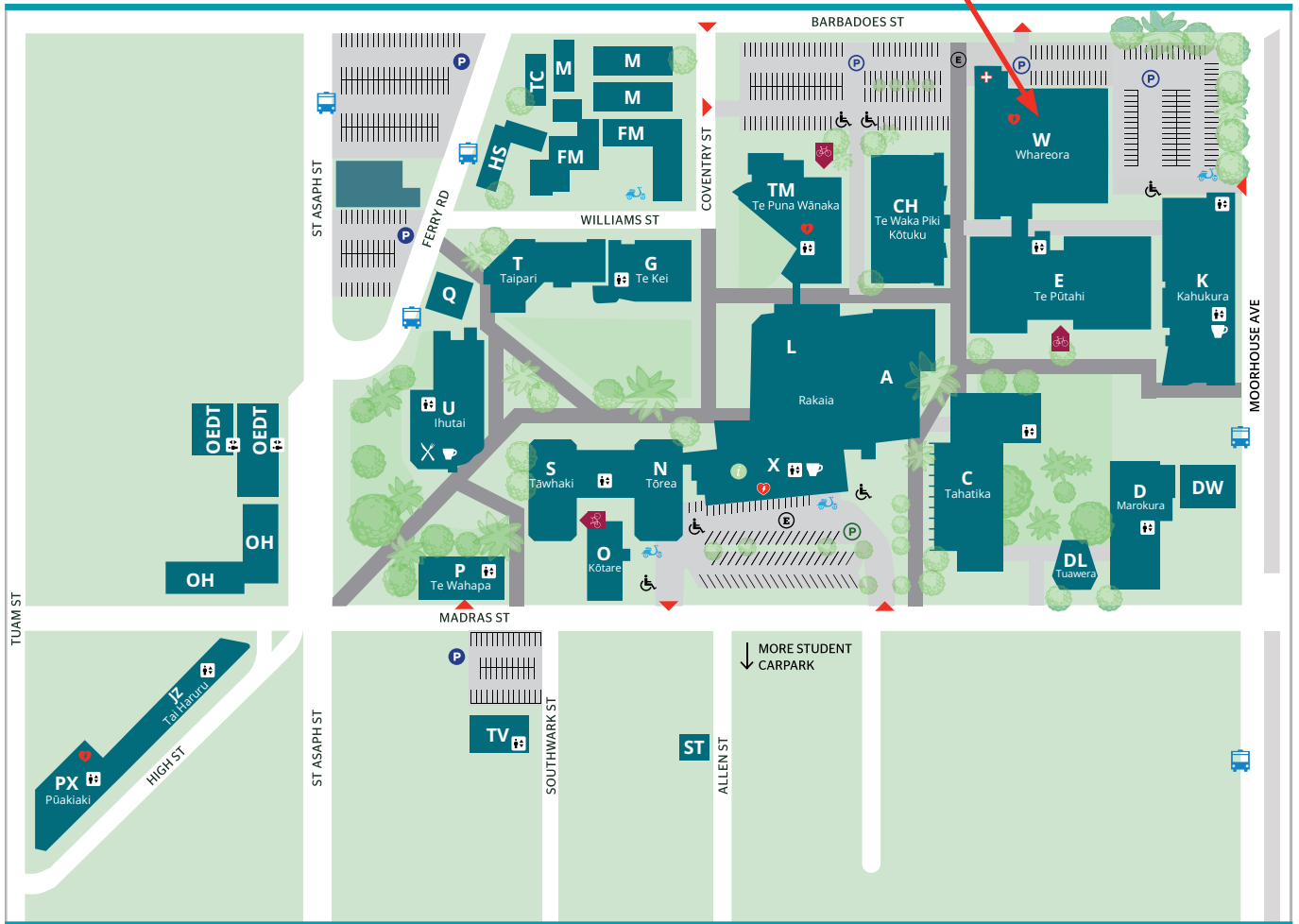
#### Student Support

The programme team prides itself in supporting and encouraging all willing students in these courses through the use of tutor, student and Ara resources.



# City campus map

Workskills classrooms





## Application Checklist

Programme code: **NZ2853**  
Programme name: **New Zealand Certificate in Skills for Living for Supported Learners Level 1 with optional strand in Skills for Working**

### Please check you have supplied all the required information

- Completed an Admission & Enrolment form
- Signed your declaration/disclosure
- Attached referee report/s

Signed  Date

- Please tick if you would like the Programme Leader to contact you or your caregiver if you require specific learning or other support needs.
- Are you happy for us to contact your referee?





## Referee Report

**THIS MUST BE A PERSON OTHER THAN A FAMILY MEMBER**

Programme code: **NZ2853**

Programme name: **New Zealand Certificate in Skills for Living for Supported Learners Level 1  
with optional strand in Skills for Working**

Applicant's name

Address

The above details are completed by the applicant. This report must be attached to the Admission & Enrolment form.

**PLEASE SEE NOTE ON PAGE 2 BEFORE COMPLETING THIS FORM.**

Please comment about suitability of this applicant to:

- undertake a full time, one-year course
- It would be helpful if you covered the following information: personal qualities, interpersonal relationships, attitudes towards work and study, team work, leadership potential, outstanding abilities, and any other information you consider relevant.

Signed  Date

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**Referee's name**

Address   
Phone   
Position/role

*Note: The information and opinion provided in this report constitute "personal information" in terms of the Privacy Act 1993. The person about whom this information and opinion are provided (the applicant) is entitled to have access to this report under IPP6 and to seek correction of this report under IPP7. Information or opinion provided in this report may be disclosed under IPP11 to the applicant and members of the selection committee.*

Thank you for taking the time to complete this report.

Please return this form after completion to the applicant who is responsible for its return to Ara.

Are you happy for us to share information in this report with the applicant?



# Apply now

[ara.ac.nz](http://ara.ac.nz)

0800 24 24 76

## City campus

Madras Street  
Christchurch

## Timaru campus

Arthur Street  
Timaru



Ara is a Business Division of Te Pūkenga – New Zealand Institute of Skills and Technology.

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