

# Gain NCEA Level 2.

Open doors to further education  
and career pathways.

## NCEA FOR YOU

4 days

Monday - Thursday

9am - 3.15pm

Fees free (with criteria)



*Enrol  
anytime!*

## NOW ENROLLING IN MARTON

### MARTON LOCATION:

Te Puna Education, Training and Employment  
85 Hendersons Line,  
Marton



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# NCEA For You Level 2

This programme aims to assist people in completing NCEA Level 2 to prepare for higher learning, or to gain employment.



Qualification Code: 0973

## New Zealand Certificate in Educational Achievement (Level 2), Vocational Pathway Service Industries (Administration and Customer Service)

### Programme Details

Credits:	80
Programme Length:	26 weeks (excl holidays)
Delivery Mode:	Face to face
Delivery Method:	In class - tutor facilitated; face-to-face
Cost:	Fees free (criteria apply)
Programme Hours:	31 hours per week 9am - 3.15pm Monday-Thursday



Emani Sefilino  
NCEA Tutor

### Entry Requirements

To be eligible to enrol, you must meet the requirements listed below:

- Be over the age of 16 and not be enrolled at a secondary school or other tertiary education provider [or with a Ministry of Education exemption]
- Be identified as a domestic student
- Provide a birth certificate or passport as evidence of identity
- Meet the eligibility requirements of TEC Youth Guarantee or DQ 1+2 funding

# Graduate Outcomes

When you successfully complete this programme you will:

- Communicate effectively within a team or group to achieve objectives and contribute in meetings
- Demonstrate time management and problem-solving skills to manage work tasks and learning programmes efficiently.
- Utilise office equipment and administration processes to produce business documents, including a CV, and apply job search skills.
- Apply the main functions of word processing, spreadsheet, and presentation software to manage and present business information for specific purposes.
- Use the internet and digital devices to gather information, connect with others, and select appropriate digital tools for work-related tasks.
- Analyse banking products and services to manage personal finances effectively.
- Demonstrate knowledge of diversity in the workplace and its implications for effective communication and teamwork.
- Demonstrate effective personal presentation and maintain a positive attitude to
- meet workplace expectations.



*Enrol online, anytime!*

[www.trainingforyou.co.nz](http://www.trainingforyou.co.nz)

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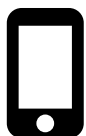




## Contact us today:



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for the future you want.**



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