

# Communication

## Document overview

### What is this document for?

Use this document to assess and record the skill level and capability of your employees in preparation for the Jobs for Nature programme work.

This form can be used to:

- Assess skill level
- Record evidence of capability (qualifications and/or experience)
- Create a training plan
- Report in association with Jobs for Nature projects.

### What is in this document?

This training catalogue has 4 sections:

#### 1. How to use this document

Guidance for how to use each section with an example completed form.

#### 2. Qualification and experience form

Assistance for employers to assess the skill of their employees and to document evidence of capability for the identified skills.

#### 3. Training matrix

Collection of currently available training for the listed skills.

*Note: We have given priority to New Zealand Qualifications Authority (NZQA)-approved training with delivery models that are either work-based or online. In the matrix there are individual courses and certificates that cover multiple courses, as well as other bespoke training and resources.*

#### 4. Course details list

Information for the identified courses, including: NZQA credits, indicative cost, delivery mode, course length, providers.

### What's NZQA-approved training?

NZQA-approved training includes both full qualifications and individual unit standards. They are delivered by several different accredited educational providers throughout the country. NZQA also has a quality assurance system for education organisations.

#### Disclaimer

*This training catalogue is a collection of currently available training, not a recommendation of preferred training. Training listed in the catalogue does not include all training available within New Zealand and Te Papa Atawhai (DOC) has not vetted the quality of the providers listed. Training not listed can be used if it delivers the required skills.*

*The information in this document is accurate as of the 20th of May 2021.*

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Document overview

## How to use this document

### 1. Identify skills

Use the **Qualifications and experience form** to identify your employee's skill level.

Skill assessment should be done by those delivering project work as part of their contract agreement.

### 2. Assess employees skill level **a**

If you select **competent**, please specify if the employee has a qualification, experience, or both **b**, and provide evidence **c**.

If you select **training needed**, go to the **Training matrix** to see the courses or resources available for each skill.

Select **n/a** if the employee will not need this skill in their work.

*Note: Training not listed can be used if it delivers the required skills.*

### 3. Discover courses

You can click on the courses listed in the **Training matrix** to see the **Course details** summarised in this document, including NZQA credits, indicative cost, delivery mode, course length, and providers. You can also click the links in the **Course details** to visit provider websites directly. This information will help you decide which courses to add to the **training plan c**.

### 4. Create a training plan

Once you've identified the appropriate courses for the employee for each skill, provide a **training plan c** in the **Qualifications and experience form** and save it as a record for reporting purposes.

Example form	<b>a</b>	<b>b</b>	<b>c</b>
Skill	Skill level	Evidence and training plan	
Chainsaw tree felling	<input type="checkbox"/> Competent <input checked="" type="checkbox"/> Training needed <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> Qualification <input type="checkbox"/> Experience	Please specify evidence below or provide a training plan: <i>Has unit standards 17763 and 71766 but limited experience. Will have chainsaw leader directly supervise the work until comfortable with capability.</i>
Build and maintain fences stock control	<input checked="" type="checkbox"/> Competent <input type="checkbox"/> Training needed <input type="checkbox"/> n/a	<input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Experience	Please specify evidence below or provide a training plan: <i>Worked as a farm hand for 5 years - work included building fences.</i>
Identify NZ bird species	<input type="checkbox"/> Competent <input checked="" type="checkbox"/> Training needed <input type="checkbox"/> n/a	<input type="checkbox"/> Qualification <input type="checkbox"/> Experience	Please specify evidence below or provide a training plan: <i>Training plan: DOC Bird ID training and field practice. DOC Bird ID assessment.</i>

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## Qualifications and experience form

**Name:**

**Role:**

**Date employed:**

Skill	Skill level	Evidence and training plan
Write a social media post to communicate with the public	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Produce web content for publishing	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Prepare and write content for news stories	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Write a media release	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Communicate in person with the public clearly and positively	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Organise, facilitate and lead meetings	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Photography take good photos that tell a story	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Videography film and edit video footage	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Record data accurately	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:

# Communication

## Qualifications and experience form

Skill	Skill level	Evidence and training plan
Knowledge of Te Reo and Tikanga Māori	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Deliver mihi to introduce self to others	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Karanga in formal ceremony	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Speak on paepae	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Plan and consult with Iwi, Whānau, Hapū	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Mātauranga Māori <i>development and application</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience

I certify that the information I have provided is correct.

**Employee Signature:** \_\_\_\_\_

**Date:**

I certify that this employee has the qualifications and experience noted above.

**Manager Signature:** \_\_\_\_\_

**Date:**

Skill	Courses currently available <i>(Other appropriate training may also exist)</i>		
Write a social media post to communicate with the public	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px;">Graduate Certificate in Information Design</div> <div style="width: 30%; background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px;">Writing for the Web</div> <div style="width: 30%; background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px;">Plain English for Professional Purposes</div> </div>		
Produce web content for publishing			
Prepare and write content for news stories	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px;">Professional Writing</div> <div style="width: 30%; background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px;">Professional and Technical Writing</div> <div style="width: 30%;"></div> </div>		
Write a media release	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px;">Technical Communication</div> <div style="width: 30%; background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px;"></div> <div style="width: 30%; background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px;"></div> </div>		
Communicate in person with the public clearly and positively			
Organise, facilitate and lead meetings			
Photography take good photos that tell a story			
Videography film and edit video footage	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px;">Visual Design</div> <div style="width: 30%;"></div> <div style="width: 30%;"></div> </div>		
Record data accurately			

Skill	Courses currently available <i>(Other appropriate training may also exist)</i>		
Knowledge of Te Reo and Tikanga Māori	Te Reo Māori and Tikanga Māori Course		
Deliver Mihi to introduce self to others	Te Reo Māori and Tikanga Māori Course		
Karanga in formal ceremony	Poupou Karanga	Poupou Tū Whaikōrero	Diploma in Te Pinakitanga Ki Te Reo Kairangi
Speak on Paepae	Poupou Tū Whaikōrero, Diploma in Te Pinakitanga Ki Te Reo Kairangi		
Plan and consult with Iwi, Whānau, Hapū	Incorporating Māori Perspectives into Decision Making		
Mātauranga Māori <i>development and application</i>	He Tikanga Whakaaro	Heke Mātauranga Māori	

## Graduate Certificate in Information Design

NZQA Te Pūkenga

Level 7 or individual courses within this programme  
Professional writing, technical communication, visual design.

[Visit the Ara website](#)


**C** 60 credits      **\$** \$780 - \$3,400 p.a.       Online, self-directed      **L** Full time: 19 weeks

### Technical Communication

NZQA Te Pūkenga

Level 7  
Create effective and appropriate technical communication content and understand the industry, related professional/business workplace issues, and the impact of cultural difference on communication.

[Visit the Ara website](#)


**C** 15 credits      **\$** Unknown       Online, self-directed

### Professional Writing

NZQA Te Pūkenga

Level 6  
Write and edit user-centred content appropriate to a range of audiences and contexts.

[Visit the Ara website](#)


**C** 15 credits      **\$** Unknown       Online, self-directed

### Visual Design

NZQA Te Pūkenga

Level 7  
Produce effective information products using the principles of visual design.

[Visit the Ara website](#)

**C** 15 credits      **\$** Unknown       Online, self-directed

## Writing for the Web

NZQA Te Pūkenga

Level 5  
[Visit the Open Polytechnic website](#)

**C** 20 credits      **\$** \$750       Online, self-directed      **L** 16 weeks / 13 hrs weekly

## Professional and Technical Writing

NZQA Te Pūkenga

Level 5  
[Visit the Open Polytechnic website](#)

**C** 20 credits      **\$** \$750       Online, self-directed      **L** 16 weeks / 13 hrs weekly

## Plain English for Professional Purposes


NZQA Te Pūkenga

Level 6

[Visit the Open Polytechnic website](#)

**C** 20 credits

**\$** \$750

 Online

**L** 16 weeks / 13 hrs weekly

## Te Reo and Tikanga Māori Course

Multiple regional providers at all levels

[Te Reo courses](#)



[Tikanga Māori courses](#)

and other providers

NZQA Te Pūkenga

**C** Varied

**\$** Varied

  In-person or online options available

[Te Wānanga o Raukawa](#)



[Te Wānanga o Aotearoa](#)

[Te Awa Māori](#) and other providers

NZQA

**C** Varied

**\$** Varied

  In-person or online options available

[Massey University](#)


[Tōku Reo](#)

and other providers

Resource only

**C** n/a

**\$** Free

 Online, self-directed

## Poupou Karanga

NZQA Te Pūkenga


Level 4 (Requires Intermediate level (or above) ability in Te Reo Māori)

Training covers the necessary skills to start your journey to become a competent Kaikaranga.

[Visit the Wānanga website](#)

**C** 40 credits

**\$** Free

 Residential seminars, self-directed learning

**L** 18 weeks

## Poupou Tū Whaikōrero

NZQA Te Pūkenga


Level 5 (Requires Intermediate level (or above) ability in Te Reo Māori and some experience in Whaikōrero)

Enhance capability in whaikōrero, both as an art form and mode of communication in various situations.

[Visit the Wānanga website](#)

**C** 60 credits

**\$** Free

 Residential seminars, self-directed learning

**L** 18 weeks

## Diploma in Te Pinakitanga Ki Te Reo Kairangi

NZQA Te Pūkenga



Level 7 (Requires an equivalent Te Reo Māori qualification at Level 6.)

Increase fluency to the level of sophistication and eloquence used in Karanga and Whaikōrero.

[Visit the TWA website](#)

**C** 120 credits

**\$** Free

  Wānanga, online study and noho marae

**L** Full time:40 weeks



## Incorporating Māori Perspectives into Decision Making


Resource only

Developed by Ngā Kaihautū Tikanga Taiao, this resource is a tool to incorporate Māori perspectives appropriately into any decision making.

[Visit the EPA website](#)

 n/a

 Free

 PDF learning resource


## He Tikanga Whakaaro

NZQA Te Pūkenga


Level 4


This programme delivers the New Zealand Certificate in Tikanga (Mātauranga Māori)

[Visit the TWA website](#)

 120 credits

 Free

 Online, self-directed, kaitiaki support


 1 year / 24 hrs weekly


## Heke Mātauranga Māori



Level 5


Incorporating Te Reo and Iwi and Hapū studies, this programme looks at Māori knowledge as our Tūpuna understood it, as we understand it today and as it will be applied tomorrow.

[Visit the Wānanga website](#)

 120 credits

 \$3,500

  Online, self-directed, residential seminars

 1 year