

ROOM:

Essential skills in	Unit Covered in						
Communication Skills:							
Communicate competently and confidently by listening, speaking, reading, and writing, and by using other forms of communication where appropriate:							
convey and receive information, instruction, ideas and feelings appropriately and effectively in a range of different cultural, language, and social contexts;							
develop skills of discrimination and critical analysis in relation to the media, and to the aural and visual messages from other sources;							
argue a case clearly, logically and convincingly;							
become confident in using new information and communication technologies, including augmented communication for people with disabilities.							
Numerary Skills:							
calculate accurately;							
estimate proficiently and with confidence;							
use calculators and a range of measuring instruments confidently and competently;							
recognize, understand, analyze, and respond to information which is presented in; mathematical ways, for example, in graphs, tables, charts, or percentages;							
organize information to support logic or reason;							
recognize and use numerical patterns and relationships.							
Information Skills:							
identify, locate, gather, store, retrieve, and process information from a range of sources;							
organize, analyze, synthesize, evaluate, and use information;							
present information clearly, logically, concisely and accurately;							
identify, describe, and interpret points of view, and distinguish fact from opinion;							
use a range of information-retrieval and information-processing technologies confidently and competently.							
Problem-solving Skills:							
think critically, creatively, reflectively, and logically;							
exercise imagination, initiative and flexibility;							
identify, describe, and redefine a problem;							
analyze problems from a variety of different perspectives;							
make connections and establish relationships;							
inquire and research, and explore, generate, and develop ideas;							
try out innovative and original ideas;							
design and make;							
test ideas and solutions, and make decisions on the basis of experience and supporting evidence;							
evaluate processes and solutions.							

Self-management and Competitive Skills:							
set, evaluate , and achieve realistic personal goals;							
manage time effectively;							
show initiative, commitment, perseverance, courage, and enterprise;							
adapt to new ideas, technologies, and situations;							
develop constrictive approaches to challenge and change, stress and conflict, competition, and success and failure;							
develop skills of self-appraisal and self-advocacy;							
achieve self-discipline and take responsibility for their own actions and decisions;							
develop self-esteem and personal integrity;							
take increasing responsibility for their own health and safety, including the development of skills for protecting the body from harm and abuse;							
develop a range of practical life skills, such as parenting, budgeting, consumer, transport, and household maintenance skills.							
Social and Co-operative Skills:							
develop good relationships with others, and work in co-operative ways to achieve common goals;							
take responsibility as a member of a group for jointly decided actions and decisions;							
participate appropriately on a range of social and cultural settings;							
learn to recognize, analyze, and respond appropriately to discriminatory practices and behaviours;							
acknowledge individual differences and demonstrate respect for the rights of all people;							
demonstrate consideration for others through qualities such as integrity, reliability, trustworthiness, caring and compassion (aroha), fairness, diligence, tolerance(rangimarie), and hospitably or generosity (manaakitanga);							
develop a sense of responsibility for the well-being of others and for the environment;							
participate effectively as responsible citizens in a democratic society;							
develop the ability to negotiate and reach consensus.							
Physical Skills:							
develop personal fitness and health through regular exercise, good hygiene, and healthy diet;							
develop locomotor, non-locomotor, and manipulative skills;							
develop basic first aid skills;							
develop specialized skills related to sporting to sporting, recreational, and cultural activities;							
learn to use tools and materials efficiently and safely;							
develop relaxation skills.							
Work and Study Skills:							
work effectively, both independently and in groups;							
build on their own learning experiences, cultural backgrounds, and preferred learning styles;							
develop sound work habits;							
take increasing responsibility for their own learning and work;							
develop the desire and skills to continue throughout life;							
make career choices on the basis of realistic information and self-appraisal.							