**13 WORK – Mr Solomone**

This is the Work part of the 13FAW course.

It is an introduction to the study of work and careers in New Zealand. The standards covered are all Internal Level 3 standards and can go towards achievement of NCEA Level 3. 13 credits in total can be achieved from this one semester course.

Standard Title Credits

12384 Demonstrate knowledge of analytical and global thinking styles 2

*A study of thinking styles and the processes involved; considers the uses, advantages and disadvantages of each thinking process*

12360 Describe and explain emerging patterns of work 3

*A study of the way work has changed over time; examines how World War 2 changed work patterns in New Zealand and how it impacted on the way women worked; examines how technology has changed the way we work today*

4251 Plan a career pathway 2

*Examines one’s personal career goals then provides a structure to map out a plan to achieve the chosen career pathway*

1980 Describe, from an employee perspective, ways of dealing with employment relationship problems 2

*A brief study of the Employment Relations Act (2000) then examines how this law determines employer-employee relationships in New Zealand*

1982 Demonstrate knowledge of collective employment agreement negotiation processes 2

*Follows on from US 1980 and considers how employment agreements are negotiated and created to comply with the ERA (2000)*

7126 Respond to oral one-to-one complaints 2

*Examines how to handle oral customer complaints using the LEAD and LAST process*

Refer to the 2014 13 Work Calendar to plan and monitor your progress.

All assessments are conducted in class. Students will have suitable resubmission opportunity. Absences during assessment time (see 13 Calendar) must be communicated well to Mr Solomone.

Maintain an up to date Folder or exercise book containing all class notes and handouts.

Cooperative learning and active participation is necessary in this course.

“Don’t pass it or kick it away. Pick it up or catch it and run it straight!”