Service Skills Centre

4. Delivery and Assessment for the New Zealand Certificate in Personal Financial Capability (Level 2)

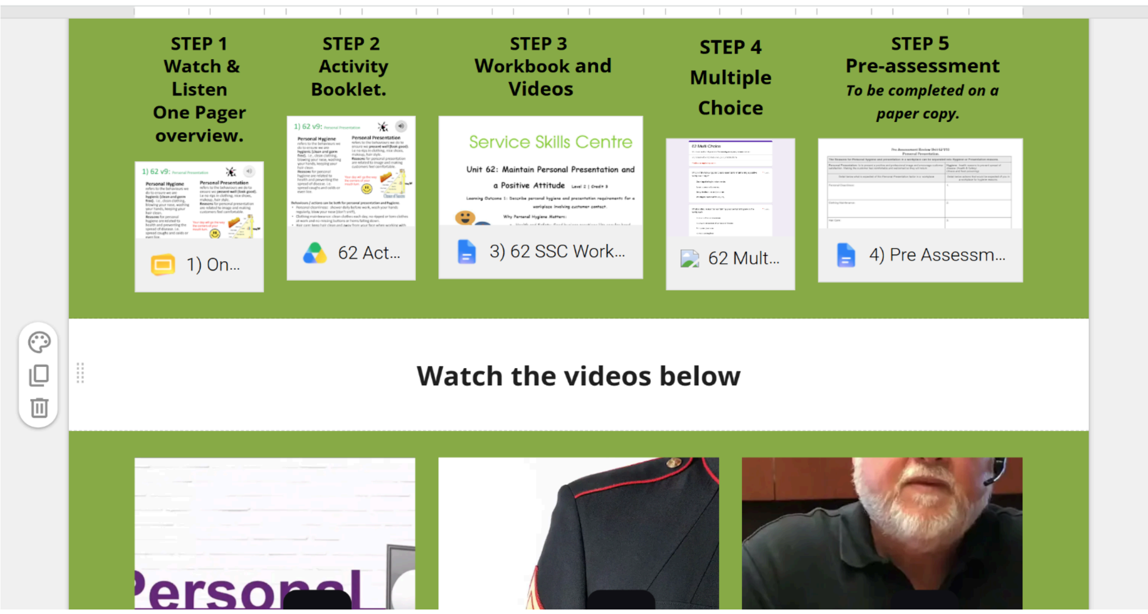
Programme delivery will utilise our current staff and physical resources.

The programme will be unit standard based with all workbooks and assessment material supplied by "SSC". As a YG provider, our delivery approach will be very focused on the financial journey of three characters from their first pay packet through to taking out a home loan and then even making higher level investment decisions. Details of this are below in the "Programme Framework". We will incorporate further detailed scenarios to cater for student involvement and problem solving. We will facilitate research, provide visits to organisations of interest and offer individual support, with opportunities to be involved in group work.

Lessons will enable self-paced learning with fully supported online materials available and teacher supported development. We have a unique system we have developed over years that offers a One Pager (visual and auditable overview), Activity Book (Specific Vocab development amongst the foundational learning for the unit, Workbook and Videos, Multichoice and Pre Assessment. These offer a mix of learning styles and can be adapted to paper or online, read or listen to match the students needs. Additionally students quickly can understand the system and build confidence in being able to learn and source information. It allows specifically for the attendance of students to cultural commitments for our client group (70% Maori). It is non competitive and allows the tutors to build relationships with their students individually. See the example from our website below.

We have a shared system for tutors to specifically provide feedback on any resources and request changes, updates or just point out areas that the students struggle with understanding. We then agree on adjustments and put into place for a trial period before feedback confirms if the change is fully implemented.

As this programme progresses, most activities will apply learning to personal goals.



Assessment

Assessment will use pre-moderated material supplied by "SSC" so that we may tailor it to our student needs. We will embed Numeracy and Literacy activities throughout the programme with multiple evidence collection points available.

Pre Moderation of assessments by an external contracted moderator will be undertaken before delivery.

Programme Framework: The Financial Journey

This programme structure scaffolds the NZQA Level 2 and Level 3 Unit Standards extracted from "2. *NZ Cert in Personal Financial Capability (Level 2) Graduate Profiles outcomes links to Units ERs and delivery timing.xlsx" into a relatable, chronological narrative. Rather than grouping units by abstract academic outcomes, **the curriculum follows three young adults navigating real-world financial milestones.**

The Three Character Personas

To make the learning concrete for 16-20 year olds without familial financial guidance, every unit is taught through the lived experiences of these three characters:

- **Jayden (Entering the Workforce):** Leaves school at 16 to work full-time in construction. His journey focuses on managing a sudden influx of cash, buying a car, avoiding high-interest debt, and eventually saving for his first home.
- **Mia (The Student):** Navigating part-time work while preparing for tertiary study. Her journey focuses on managing student loans, budgeting on a variable income, and navigating flatting expenses.
- **Tāne (The Entrepreneur/Investor):** Working retail but with big ambitions to start a business or build wealth. His journey focuses on maximizing income, understanding risk, and building a long-term investment portfolio.

Module 1: The First Pay Packet & Foundations

Focus: Securing basic financial infrastructure and understanding exactly what happens to money between earning it and spending it.

- **Unit 24697 (L1/Cr2):** Perform income-related calculations for personal finances.
  - *Narrative Hook:* Jayden gets his first construction payslip and wonders why his take-home pay is lower than his hourly rate times hours worked. We calculate gross vs. net pay.
- **Unit 24695 (L2/Cr2):** Explain taxation and other deductions relating to personal income.
  - *Narrative Hook:* Mia analyzes her retail payslip for PAYE, student loan deduction and KiwiSaver, then tracks a week of personal expenses to calculate how much GST she pays on everyday goods and services [source: 1]. This builds an early foundation for distinguishing between direct taxes (income/PAYE) and indirect taxes (GST).
- **Unit 28097 (L2/Cr3):** Explain and select banking products and services in relation to personal finances.
  - *Narrative Hook:* Tāne compares bank accounts to find the best setup for separating his daily spending from his savings without paying high fees.
- **Unit 24705 (L1/Cr2):** Interpret and confirm accuracy of personal financial documents.
  - *Narrative Hook:* The trio reviews bank statements and IRD summaries to spot errors, teaching the habit of verifying financial records.
- **Unit 24709 (L1/Cr3):** Produce a budget to manage personal finances.
  - *Narrative Hook:* Mai realises if she is able to budget well she may be able to not have a student loan and save the money so she can travel overseas as soon as her study finishes.

Module 2: Leaving Home & Daily Survival

Focus: Moving out, managing day-to-day living costs, and establishing control over spending habits without family safety nets.

- **Unit 28089 (L1/Cr3):** Demonstrate knowledge of personal financial goal setting.
  - *Narrative Hook:* Jayden sets a short-term goal to buy a reliable work vehicle; Mia sets a goal to save a flat deposit.
- **Unit 28094 (L2/Cr3):** Produce a household budget, set a financial goal and review and adjust the budget.
  - *Narrative Hook:* Mia moves into a flat and has to build a household budget for rent, power, and groceries on a variable student income.
- **Unit 28088 (L1/Cr3):** Describe credit and debt and their impacts on personal finances.
  - *Narrative Hook:* Jayden is offered a high-interest finance deal on a car and a credit card for tools. We explore the immediate impacts of consumer debt.

Module 3: Navigating Risks, Debt, and Study

Focus: Protecting the money they have, making informed choices about necessary debt, and dealing with external pressures.

- **Unit 28093 (L2/Cr3):** Describe tertiary study funding options and potential financial consequences.
  - *Narrative Hook:* Mia compares Student Allowance, Student Loans, and scholarships, calculating the long-term impact of borrowing for living costs versus tuition.
- **Unit 28099 (L3/Cr3):** Evaluate credit options and select debt management strategies.
  - *Narrative Hook:* Jayden struggles with his car loan payments after missing a week of work. We build a debt management and repayment strategy.
- **Unit 28096 (L2/Cr3):** Explain insurance products as financial risk management strategies.
  - *Narrative Hook:* Jayden’s car is broken into. We explore third-party vs. comprehensive car insurance and renter's contents insurance.
- **Unit 28104 (L3/Cr3):** Analyse external risk factors and select strategies to manage their impact.
  - *Narrative Hook:* Tāne analyzes how inflation and economic changes affect his savings power and job security.

Module 4: Growing Income & Life Transitions

Focus: Moving past survival mode by strategically increasing earning power and adapting to changing life stages.

- **Unit 28087 (L1/Cr3):** Demonstrate knowledge of the effect of life stages on personal income.
    - *Narrative Hook:* The trio maps out how their income potential and expenses will shift from their current ages into their late 20s and beyond.

- **Unit 28092 (L2/Cr3):** Explain the effect of significant life events on personal income.
    - *Narrative Hook:* Mia navigates the financial disruption of having to change cities for her career, while Jayden plans for the financial impact of starting a family.

- **Unit 28098 (L3/Cr3):** Evaluate options to increase personal income.
    - *Narrative Hook:* Tane investigates **Productivity:** Optimizing business processes and time management to increase profit per hour worked ; **GST (Business):** Monitoring annual turnover, registering for GST, and managing the intake vs. output of GST payments. **Company Taxes:** Deciding whether to operate as a sole trader or incorporate a company, and understanding flat corporate tax rates vs. personal income tax brackets. **Provisional Tax:** Budgeting forward for provisional tax obligations so business cash flow remains healthy throughout tax cycles.
    - Jayden; While evaluating trade apprenticeships vs. unskilled labor and should he take on an apprenticeship. Jayden explores workplace productivity—how efficiency, skill mastery, and output quality increase his market value and negotiation leverage for higher pay rates

Module 5: Wealth Creation, Property & Long-Term Investing

Focus: Transitioning from earners to owners. Building assets, understanding investment vehicles, and purchasing a home.

- **Unit 28090 (L1/Cr3)** Demonstrate knowledge of selected personal financial saving and investment options that provide financial benefits
    - *Narrative Hook:* Jayden gets a payrise and wants to capitalize on it.

- **Unit 28095 (L2/Cr3):** Explain personal financial savings and investment options that provide financial benefits.
    - *Narrative Hook:* Tāne starts looking beyond basic savings accounts, learning about term deposits, KiwiSaver funds, and index funds.

- **Unit 28100 (L3/Cr4):** Develop a plan to show how a budget contributes to achieving a long-term personal financial goal.
    - *Narrative Hook:* Jayden shifts his focus from cars to property, restructuring his daily budget entirely around securing a house deposit over a five-year timeline.

- **Unit 28101 (L3/Cr4):** Evaluate savings and investment options and make a plan to create a long-term personal investment portfolio.
    - *Narrative Hook:* Tāne builds a diversified, long-term investment portfolio designed to build wealth independently of his daily job.

- **Unit 28103 (L3/Cr4):** Analyse and select personal financing options for purchasing a property.
    - *Narrative Hook:* Jayden reaches his deposit goal and evaluates mortgage structures, interest rates, and government assistance (like First Home Grants) to finally purchase his home.