



US#	Description	Level	Credit	Our Versions Available <i>(not program specific)</i>	10 User	20 User	50 User	Assessor Pack
Text Processing								
101	Develop and use keyboard skills to enter text	1	3	7	80.00	150.00	300.00	45.00
102	Consolidate keyboarding skills and produce accurate text	1	3	7	80.00	150.00	300.00	45.00
103	Use data entry skills to input computer data	2	3	6	80.00	150.00	300.00	45.00
107	Apply language and text processing skills to produce communications	2	5	6	80.00	150.00	300.00	45.00
108	Apply text processing skills to produce business documents	3	5	6	140.00	250.00	500.00	75.00
109	Apply text processing skills to produce specialist documents	4	6	7	200.00	350.00	700.00	105.00
16677 - 16680	Speed and accuracy	77 = 1 78 = 2 79 = 3 80 = 4	77 = 1 78 = 1 79 = 1 80 = 1	4	140.00	250.00	500.00	75.00
Word Processing								
111	Use a word processor to produce documents	2	5	8	80.00	150.00	300.00	45.00
112	Produce information using word processing functions	3	5	7	140.00	250.00	500.00	75.00
113	Produce information using advanced word processing functions	4	10	7	200.00	350.00	700.00	105.00
12883	Enter and manage text for generic text and information management	1	3	7	80.00	150.00	300.00	45.00
12884	Create documents and manage files for generic text and information management	2	3	5 or 6	80.00	150.00	300.00	45.00
12885	Create and enhance documents combining text and images for generic text and information management	2	4	6	80.00	150.00	300.00	45.00
12886	Customise software features to manipulate text for generic text and information management	3	6	5 or 6	140.00	250.00	500.00	75.00
12887	Integrate text and images and manage multiple files for generic text and information management	3	6	6	140.00	250.00	500.00	75.00
Integrated Text/Word Processing								
111/ 107	Use a word processor to produce documents; Apply language and text processing skills to produce communications	2	111 - 5 107 - 5	107v7/111v8	140.00	250.00	500.00	75.00
112/ 108	Produce information using word processing functions; Apply language and text processing skills to produce business documents	3	112 - 5 108 - 5	6	240.00	390.00	800.00	105.00
113/ 109	Produce information using advanced word processing functions; Apply language and text processing skills to produce specialist documents	4	113 - 10 109 - 6	113 v8 / 109 v7	300.00	480.00	960.00	165.00

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Spreadsheets								
2784	Create and use a simple computer spreadsheet to solve a problem	2	3	8	80.00	150.00	300.00	45.00
2785	Create a computer spreadsheet to provide a solution for organisation use	3	5	7 or 8	140.00	250.00	500.00	75.00
18743	Produce a spreadsheet from instructions using supplied data	1	2	3 or 4	80.00	150.00	300.00	45.00
27642	Use a pivot table to display data	4	5	2	200.00	350.00	700.00	105.00
27643	Apply spreadsheet features to present data to meet a brief	4	6	3	200.00	350.00	700.00	105.00
Database								
2786	Create and use a computer database to solve a problem	2	3	6 or 7	80.00	150.00	300.00	45.00
2787	Create and use a computer database to provide a solution for organisation use	3	6	6 or 7	140.00	250.00	500.00	75.00
18742	Produce a relational database solution for organisational use	4	8	4 or 5	200.00	350.00	700.00	105.00
Desktop Publishing								
2788	Produce desktop published documents to meet a set brief	2	5	7 or 8	80.00	150.00	300.00	45.00
2789	Produce desktop published documents for organisation use	3	6	6 or 7	140.00	250.00	500.00	75.00
2792	Produce simple desktop published documents using templates	1	2	6 or 7	80.00	150.00	300.00	45.00
Presentation								
5940	Produce a presentation using a desktop presentation computer application	2	3	7 or 8	80.00	150.00	300.00	45.00
5946	Use computer technology to create and deliver a presentation from given content	1	3	6 or 7	80.00	150.00	300.00	45.00
Service Sector								
56	Attend to customer enquiries face-to-face and on the telephone	1	2	5 or 6	80.00	150.00	300.00	45.00
57	Provide customer service in given situations	2	2	9	80.00	150.00	300.00	45.00
62	Maintain personal presentation and a positive attitude in a workplace involving customer contact	2	3	7	80.00	150.00	300.00	45.00
64	Perform calculations for the workplace	1	2	5	80.00	150.00	300.00	45.00
497	Demonstrate knowledge of workplace health and safety requirements	1	3	7	80.00	150.00	300.00	45.00
11815	Answer customer enquiries on the telephone in a wide range of contexts	3	3	3	140.00	250.00	500.00	75.00
11816	Respond to customer enquiries by writing in a range of contexts	3	4	3	140.00	250.00	500.00	75.00
Computing								
2780	Demonstrate and apply knowledge of a personal computer system	1	3	6 or 7	80.00	150.00	300.00	45.00
2781	Manage and protect data in a personal computer system	2	3	8	80.00	150.00	300.00	45.00
2783	Demonstrate knowledge of the components of personal computer systems	2	3	6 or 7	80.00	150.00	300.00	45.00
2790	Use and maintain personal computer peripherals	2	3	7 or 8	80.00	150.00	300.00	45.00
2791	Integrate spreadsheet and database data into a word processed document to meet a set brief	2	3	7 or 8	80.00	150.00	300.00	45.00
2797	Demonstrate knowledge of the principles of computer networks	3	4	6 or 7	140.00	250.00	500.00	75.00

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6743	Demonstrate an understanding of ergonomic principles for computer workstations	2	2	6 or 7	80.00	150.00	300.00	45.00
24872	Produce documents for a workplace using a computer	3	3	2 or 3	140.00	250.00	500.00	75.00
25662	Use digital communications technologies	2	3	2 or 3	80.00	150.00	300.00	45.00
Work and Study Skills								
504	Produce a CV (curriculum vitae)	1	2	5	80.00	150.00	300.00	45.00
3488	Write business correspondence for a workplace	2	6	4	80.00	150.00	300.00	45.00
4252	Produce a targeted resumé	2	2	TBC	80.00	150.00	300.00	45.00
Communication								
1277	Communicate information in a specified workplace	2	3	5	80.00	150.00	300.00	45.00
1304	Communicate with people from other cultures	3	2	7	140.00	250.00	500.00	75.00
3501	Demonstrate knowledge of and apply listening techniques	1	3	4	80.00	150.00	300.00	45.00
9677	Participate in a group/team which has an objective(s)*	2	3	8	80.00	150.00	300.00	45.00
10791	Participate in an informal meeting	2	3	TBC	80.00	150.00	300.00	45.00
Business Administration								
121	Use office administration and communication systems	2	5	6	80.00	150.00	300.00	45.00
122	Provide office reception services	3	5	6	140.00	250.00	500.00	75.00
123	Use office information, copying and telecommunication systems	3	5	6	140.00	250.00	500.00	75.00
327	Document business financial transactions for an entity	2	4	6	80.00	150.00	300.00	45.00
328	Identify the requirements for a financial record system	3	4	6	140.00	250.00	500.00	75.00
329	Process financial information for cash transactions	2	4	6	80.00	150.00	300.00	45.00
26768	Use a computerised accounts receivable and payable system to produce financial information	3	7	1	140.00	250.00	500.00	75.00
Internet, Email and Web Sites								
18758	Find information using the Internet	1	2	3 or 4	80.00	150.00	300.00	45.00
25656	Create a website using a mark-up language to meet a set brief	2	3	2 or 3	80.00	150.00	300.00	45.00

All prices are in \$NZ and are GST inclusive

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