

Generic Unit Standards recommended as preparation for Gateway

Skill Area	U.S./A.S. No.	Title	Level	Credit
Literacy: (Listening Speaking Reading Writing)	3501*	Apply listening techniques	1	4
	1277	Communicate in a specified workplace	2	3
	2977	Read texts for practical purposes	1	4
	2989	Read and assess texts to gain knowledge	2	4
	90055	Read study and show understanding of a number of short written texts	1	2
	90054	Read study and show understanding of extended written texts	1	2
	3490	Write an incident report	1	3
	8812	Produce transactional text in simple forms	1	4
Numeracy	64	Perform calculations for the workplace	1	2
	8489	Solve problems requiring calculations with whole numbers	1	2
	90151	Solve straightforward number problems in context	1	3
	5240	Explore data and evaluate reports	1	3
Health & Safety	497	Protect Health and Safety in the workplace	1	3 (v7)
Employee Skills	1978	Identify basic employment rights and responsibilities, and sources of information and assistance.	1	2
	4249	Demonstrate care and timeliness as an employee	1	3
	62	Maintain personal presentation in the workplace	2	2
	7123	Demonstrate knowledge of problem solving techniques	2	2
Customer Service	57	Provide customer service in given situations	2	2
	11941	Build rapport with customers	2	2
	1299	Be assertive	2	4
Teamwork	9677	Participate in a group/team which has an objective	2	3
Personal	504	Produce a CV	1	2