

Formatting Guide for Unit standards

The following guidelines are to be used in conjunction with the unit standard template published in March 2008. The guidelines and template are based on the standard of formatting required for submission to the Framework Registration team and compatibility with NZQA's QUAL database.

The guidelines clearly outline the presentation of a unit standard. There are indications of where text and tabs are to be placed, spacing, and how text is to be displayed.

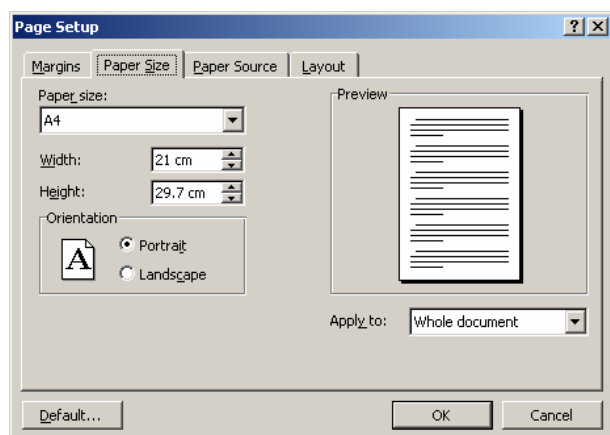
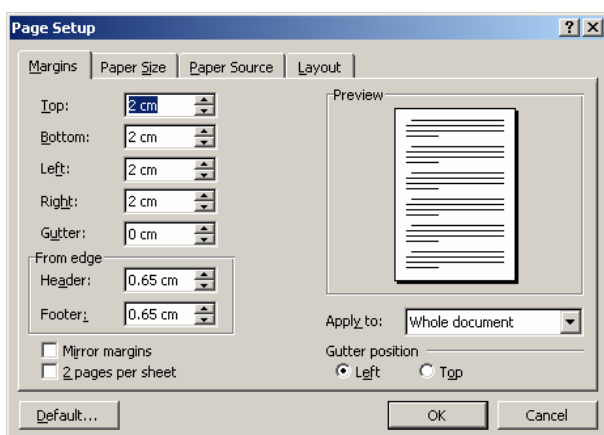
Please do NOT include STYLES within the documents. The NORMAL style must be used throughout.

All text is left aligned.

Text with no format instruction is displayed as follows:

- Capital for first word of sentences, lower case thereafter.
- Capitals to be used only for proper nouns.
- Full stop at end of sentence and paragraph.
- Two spaces after a full stop before the beginning of a new sentence.
- References to unit standards in the document
 - a if a specific unit standard is cited – Unit 167, *Practise food safety methods in a food business*
 - b other references to unit standard – unit standard 167 and unit standard 168 (not 'unit 167' if title is not included).
- Normal font is Arial and size is 12 unless otherwise indicated.
- No page breaks within the unit standard.
- Paragraph indentation – use automatic indentation (eg 'Control T' in Microsoft Word). Do not use enter key at the end of each line and tabs at the beginning of the next one.
- No hyphens to break single words.
- No hidden symbols or text.
- No auto numbering.
- Note – Range statements are no longer followed by a colon.

Please use spell check on documents before printing them.



Use lower case except for proper nouns¶ *(size 14 font, bold, no full stop after title)*

¶

Level *Headings in table – bold, size 12 font* **n** *(bold, size 12 font)***Credits** **nnn** *(bold, size 12 font)*

¶

Purpose Sentence indented at 2.5 cm.¶

¶

Ordinary sentences punctuated according to business writing conventions.¶

¶

Subfield *Spacing in table – 6 pts before and after text* Subfield Name (Mixed case – this will match the way it is stored in QUAL)**Domain** Domain Name (Mixed case – this will match the way it is stored in QUAL)**Status** Proposed**Status date** dd Month yyyy**Date version published** dd Month yyyy (Date inserted at registration)**Planned review date** dd Month yyyy**Entry information** Prerequisite: Unit nnnn, *Title of unit standard in italics*, or demonstrate equivalent knowledge and skills.**Replacement information** This unit standard replaced unit standard nnnnn. [Only appears if populated.]**Accreditation** Must correspond with option on linked AMAP.**Standard setting body (SSB)** Name of SSB**Accreditation and Moderation Action Plan (AMAP) reference** nnnnThis AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.¶

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Special notes *(headings – bold, size 12 font)¶*

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- 1 First tab indent set at 1cm.¶
– within a list, second tab indent set at 1.5cm (either bullet or endash).¶

¶

- 2 Example.¶
– example.¶

¶

Elements and performance criteria¶ *(size 14 font)*

¶

Element 1¶ *(headings – bold, size 12 font)*

¶

Sentence starts against the margin.¶

¶

Range indent sentence at 2cm.¶

¶

Performance criteria¶

¶

1.1 Indent sentence at 2cm.¶

¶

Range indent sentence at 4.5cm.¶

¶

1.2 Sentence starts here.¶

¶ *(one space between elements)*

Element 2¶

¶

Sentence starts against the margin.¶

¶

Performance criteria¶

¶

2.1 Sentence starts here.¶

¶ *(one space between last performance criteria and the **Please note** section)*

Please note¶

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Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment. ¶

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Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards. ¶

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Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards. ¶

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements. ¶

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Comments on this unit standard¶

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Please contact the SSB ssb@email.address if you wish to suggest changes to the content of this unit standard. ¶