

# Formatting and content guidelines for unit standard change reports to be published on the NZQA website

---

## Introduction

This guide is to be used in conjunction with the report template published in August 2009. The guide and template are designed to help standard setting bodies (SSBs) to develop a report to support the publication of unit standards. Normally, reports are published in connection with changes being made to registered standards, but occasionally, reports may be published in conjunction with new unit standards, where the SSB wishes to draw attention to special features or characteristics of the standards.

The guide outlines the format requirements for the report, and provides guidance for, and examples of, the type of information that is required under the various headings. The guidance information is indented and in *italics*. Examples are in boxes with a speckled border.

Reports are required for all registered unit standards for the following processes: Review, Revision, Revision and Rollover, Rollover, and Change of Responsibility. Reports are also required for the Reinstatement of 'expired' unit standards or Change of Expiry Date for 'expiring' unit standards.

The reports are published on the NZQA website and have a wide audience. The audience includes staff of the SSB, assessors, moderators, providers, other SSBs, professional bodies, candidates and their employers and families, and staff of Quality Assurance Bodies and the Tertiary Education Commission. The report is used to extend existing accreditations to include new classifications or standards developed as part of a review or to include a standard or classification at a higher level. The report can also be used to provide guidance about how to mitigate the impact of changes on affected national qualifications. The reports therefore need to:

- Identify the unit standards involved.
- Outline the consultation and endorsement processes.
- Include the rationale for the changes.
- Provide a summary of the main changes made.
- Identify expiry date of replaced or obsolete standards (Category C and D reviews).
- Identify and mitigate any impact on existing accreditations.
- Identify any impact on Accreditation and Moderation Action Plans (AMAP).
- Identify and suggest mitigation for any impact on registered qualifications including guidance on transition. This allows other SSBs to see what changes they need to make to their qualifications.
- Provide a list of details of the old and new versions of the standards to highlight replacement relationships and changes to classification, title, level, and credit values.

SSBs can request a support package to assist with changes to registered standards. While this service was originally designed to assist with unit standard reviews it can also be used for major revisions involving changes to classifications, titles, levels and credits – see <http://www.nzqa.govt.nz/framework/standard/registration/reg-requests.html>.

The support package consists of:

- 1 Electronic versions of the unit standards.
- 2 Qualification Impact Report – this is an Excel Workbook with spreadsheets of qualifications that might be affected by the changes. It identifies NQF qualifications that refer to:
  - Specific unit standards.
  - The subfields or domains in elective sets.

- 3 Provider Impact Report – this is an Excel Workbook that lists all accredited organisations that might be affected by the changes and includes their contact details to facilitate the SSB's consultation with them. It identifies organisations with:
- Field accreditation.
  - Subfield accreditation.
  - Domain accreditation.
  - Unit standard accreditation.
- 4 A draft Report with current unit standard details in the summary table.

Please note that parts of the package can be requested as well as the full package. Normally, the full package will be requested at the start of the review. If the review process is lengthy, SSBs may wish to request (2) and (4) towards the end of the process to check that the impacts on qualifications (2) and provider accreditations (4) have not changed.

A support package is not needed where the revisions are minor eg to correct an error or update legislation in special notes. However, copies of the affected standards can be provided on the new template should that be helpful.

### Format guidance

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

All text is left aligned.

Text in the body of the report is displayed as follows:

- Capital for first word of sentences, lower case thereafter.
- Other capitals to be used only for proper nouns.
- Full stop at end of sentences and paragraphs.
- Bullet points – either a series of separate sentences with capital for first word and with a full stop at the end of each line **or** lower case for the first word of each line and full stop at end of last line – **whichever style is chosen it must be used consistently.**
- Two spaces after a full stop before the beginning of a new sentence.
- Normal font is Arial and size is 12 unless otherwise indicated.
- No page breaks within the report.
- Paragraph indentation – use automatic indentation (eg a single tab and 'Control T' in Microsoft Word). Do not use the 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.
- Please spell check report.

**Field** <Name> (Tab 2cm, size 12 font, bold, no full stop)

**<Process> of <Classification Name> unit standards**

Process can be: Review, Revision, Revision and Rollover, Rollover, Change of Responsibility, Reinstatement, and Change of Expiry Date

Classification can be: Subfield or Domain, no full stop

Subfield	Domain	ID

The order of information in the table is: domains listed in alphabetical order within subfields listed in alphabetical order, standard IDs are either listed individually – separated by commas, or in a series of first ID to last ID – separated by hyphens. If there are multiple domains the cells in the subfield column can be merged. Please note for review, revision, and rollovers only the registered standards are listed.

**Here is an example of a completed table**

Subfield	Domain	ID
Widget Manufacture	Widget Operations	71117, 71118, 71120-71134
	Widget Veneer Processing	71119, 71135-71138
	Widget Sampling	71139

The <SSB Name> has completed the <process> of the unit standards listed above.

This section is required for all reports. Enter SSB name in full (followed by abbreviation in brackets if it is to be used elsewhere in the report), and identify the process. Where a support package has been used the identification numbers (IDs) included in the draft report will be based on the information provided when the package was requested.

Please note reports can cover more than one process. You can use this section of the report to differentiate between the processes by 'highlighting' one set of IDs in **bold**.

**Here is an example of a completed table for two**

Subfield	Domain	ID
Widget Manufacture	Widget Operations	71117, 71118, 71120-71134
	Widget Veneer Processing	<b>71119</b> , 71135-71138
	Widget Sampling	<b>71139</b>

Widget Incorporated has completed the revision of the unit standards listed above. The unit standards in **bold** have also been rolled over.

**Date new versions published**

This date is entered at registration or republication

**Month 20xx**

**Planned review date**

This date should reflect the SSB's actual planned review cycle

**Month 20xx**

## Summary

*Why? – Include the reason for the process eg a revision or an early review because of changes to legislation or code of practice, part of the planned review cycle.*

*How and who? – Outline how the process was conducted and who was consulted. If the process is revision or review the summary should indicate how feedback from existing users and moderators has been taken into account. Users should include accredited organisations, assessors, and any other stakeholders such as employers and professional bodies, and other SSBs that use the unit standards in their qualifications.*

*A review needs to confirm the ‘fitness for purpose’ of the unit standards including ongoing industry or sector support and demand for the standards. Therefore this section of the report should outline how this was achieved.*

*A revision will need to include a rollover if the standards have passed or are near their ‘planned review date’ (eg within 6 months to a year).*

*A rollover only needs to provide the reason why the ‘planned review’ has not taken place. However, sometimes additional changes are required to update legislation or references; changing the process to a revision and rollover.*

Start text from margin.

## Main changes

*This section is required for Reviews, Revisions, and Revisions and Rollovers. It needs to provide a brief summary, giving an indication of the extent and nature of the changes made, using bullet points for specifics. Please note that only a summary is required here – specific details of changes to levels, credits, titles and classifications are shown in the table below, along with the review category (for reviews). Please include a brief rationale for the changes made.*

*Delete whole section for Rollovers.*

Type text from margin if making general introductory statements.

- Use bullets to summarise changes.

## ***Here is an example of a list of changes***

### **Main changes resulting from the review**

- Knowledge elements were removed from most practical standards as they duplicated outcomes covered by standards in the widget manufacturing theory domain.
- Titles, purpose statements, special notes, elements, and performance criteria were updated and standardised wherever possible.
- Technical standards for widget product safety and international specifications were added to special notes.
- Credit values of some standards were adjusted to reflect more realistic learning times.
- Prerequisites were updated.
- Range statements of some standards were adjusted to clearly specify evidence requirements for assessment.
- One new standard was developed to cover the skills required for packing widgets.

### **Category C and D unit standards will expire at the end of December YYYY**

*This information is only required for Reviews. Delete one review category if it does not apply, add the year for final assessment.*

*Consider the following when determining the expiry date:*

- *The time needed to update qualifications.*
- *The time needed to update courses leading to the updated qualifications.*
- *The time needed to develop new assessment materials.*
- *How widely the unit standards are used.*
- *The number of credits involved.*
- *How many qualifications the unit standards feature in.*
- *Safety and/or legislative issues.*

*Delete whole section, if not required.*

### **Impact on existing accreditations**

*This section may be required for Reviews, Revisions, and Revision and Rollovers. The information is included to ensure that no accredited organisations are disadvantaged by changes to classifications, increases in level, or replacement of unit standards. It is used to program extensions to the existing accreditations of organisations.*

*Please note, organisations accredited for specific unit standards will continue to have accreditation for that standard, regardless of changes to level or classification.*

*Delete whole section, if not required.*

Current Accreditation for			Accreditation extended to		
Nature of accreditation	Classification or ID	Level	Nature of accreditation	Classification or ID	Level
Field			Subfield/Domain/Standard		
Subfield			Subfield/Domain/Standard		
Domain			Domain/Standard		
Standard			Standard		

*Here is an example of a completed table*

Current Accreditation for			Accreditation extended to		
Nature of accreditation	Classification or ID	Level	Nature of accreditation	Classification or ID	Level
Subfield	Widget Manufacture	4	Standard	71117	5
Domain	Widget Operations	Any	Domains	Widget Manufacture – Health and Safety Widget Production	Same
Domain	Widget Operations	4	Standard	71117	5
Standard	71112	3	Standard	xxxxx	4
Standard	71113	4	Standard	xxxxx	4
Standard	71116	5	Standards	aaaaa, bbbbb	5

## Impact on Accreditation and Moderation Action Plan (AMAP)

*This section is required if:*

- Standards have been moved from one AMAP to another.
- Changes made to the standards have necessitated a change to accreditation or moderation requirements stipulated in the AMAP.
- Details of a standard specified under either the Accreditation Information or Moderation Information sections of the AMAP have changed or the standard has been replaced and the new standard needs to be listed.

*This section is not required for changes to classification, level, credit or the replacement of standards not specified under either the Accreditation Information or Moderation Information sections of the AMAP.*

*Delete whole section, if not required.*

Start text from margin.

### **Here are two examples**

The unit standards have been transferred from AMAP 9999 to AMAP 8888, and AMAP 9999 has been designated expiring. The accreditation information on the unit standards has been updated to match the requirements of AMAP 8888.

Section 3 of AMAP 8989 has been updated to reflect the legislative requirements relating to the qualifications required by assessors of unit standards in Thereisarisk domain.

## Impact on registered qualifications

*This section is required if there have been changes to the ID, classification, title, level, or credit of unit standards listed in qualifications - complete tables as required. Impacts of changes fall into two categories **Affected** and **Not materially affected**.*

Key to type of impact	
<b>Affected</b>	The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
<b>Not materially affected</b>	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

The following <own SSB Name> qualifications are impacted by the outcome of this <Process> and will be updated when they are <revised or reviewed> in <YYYY>. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

*State which process the SSB is planning to undertake ie whether the qualifications will be reviewed or revised, and in what year.*

Qualification Title and Reference	Classification or ID
National Certificate/Diploma in Classification [Ref: xxxx]	

The following table identifies qualifications developed by other SSBs that are impacted by the outcome of this <Process>. The SSBs have been advised that the qualifications require revision. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

Qualification Title and Reference	Classification or ID	SSB Name
National Certificate/Diploma in Classification [Ref: xxxx]		

*Suggest transition arrangements, if required. For example, if there are complex replacement relationships, or if a standard has been designated expiring and not replaced in a D category review, but the SSB has identified an alternative.*

*Delete whole section, if not required.*

### **Here is an example of suggested transition**

#### **Transition**

The Widget Incorporated qualifications will include exemptions for the replaced standards as outlined in the table below, and credit achieved within the domain of Widget Operations will be able to be used to meet the requirements for electives specifying the Widget Production domain.

Other SSBs will need to determine their qualification specific transition arrangements.

## Detailed list of unit standards – classification, title, level, and credits

*This section is not required for rollovers. Nor is it required for revisions where there have been no changes to classification, title, level or credits. Delete whole section, if not required.*

*Most of this section will be provided in the draft report supplied with the support package. However, the actual changes made (and where applicable the review category) need to be identified by the SSB.*

*The section has four tables to choose from. Two apply to revisions, and two apply to reviews and include a column for the review category. The second table in each set is if the domain is changing.*

*Order of information – existing domains alphabetically under subfield, IDs numerically listed within domains.*

### **Revisions with changes to unit standard details require one of the following two tables**

All changes are in **bold**.

*Use the following table where the domains have remained the same. Note a separate table is required for each domain.*

Field > Subfield > Domain

ID	Title	Level	Credit

*Or use the following table for revisions where the **domains have changed**. It can also be used to list all the standards in numerical order within one table.*

Field > Subfield

ID	Domain	Title	Level	Credit

### **Reviews require the ‘Key to review category’ and one of the following two tables**

All changes are in **bold**.

<b>Key to review category</b>	
<b>A</b>	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
<b>B</b>	Changes made, but the overall outcome remains the same - the new version of the standard carries the same ID and a new version number
<b>C</b>	Major changes that necessitate the registration of a replacement standard with a new ID
<b>D</b>	Standard will expire and not be replaced

*Use the following table where the domains have remained the same. Please note this is the format provided in review support packages and there is a separate table for each domain.*

Field > Subfield > Domain

ID	Title	Level	Credit	Review Category

Use the following table for reviews where the **domains have changed**. It can also be used to list all the standards in numerical order within one table.

Field > Subfield

ID	Domain	Title	Level	Credit	Review Category

There may be instances where the format of the table needs to be adjusted – this is acceptable provided the reader can clearly identify the nature of the changes made.

**Here is an example of a completed table**

All changes are in **bold**. The details of a recommended alternative standard are in *italics*.

Manufacturing > Widget Manufacture > Widget Operations

Manufacturing > Widget Manufacture > **Widget Production**

ID	Title	Level	Credit	Review Category
71112 and 71113 <b>xxxxx</b>	Demonstrate knowledge of widget production Implement widget production management plans <b>Demonstrate knowledge of widget production and planning</b>	3 4 <b>4</b>	3 3 <b>3</b>	C C
71114	Plan and implement widget production <b>Plan widget production</b>	5	3	B
71115	Maintain production rate in the widget industry <b>Operate a widget machine</b>	3 <b>2</b>	2	B
71116 <b>aaaaa</b> and <b>bbbbbb</b>	Set up and maintain widget machine <b>Set up widget machines</b> <b>Maintain widget machines in a production environment</b>	5 <b>5</b> 5	4 <b>3</b> 10	C
71117	Install new widget machines <b>Plan the installation of widget machines</b>	4 <b>5</b>	3	B
71118	Adapt widget machines for the production of buggy whips	5	4	D
71119 23397	Supervise widget production staff <i>Plan and monitor performance of others</i>	5 5	2 6	D
<b>cccccc</b>	<b>Pack widgets</b>	<b>2</b>	<b>1</b>	<b>New</b>