

National Certificate in Civil Defence Management

Level 5

Credits 70

Purpose

This qualification builds on the knowledge and skills recognised by the National Certificate in Civil Defence (Response) (Level 3) [Ref: 0327]. However, that qualification is not a prerequisite.

This qualification provides Civil Defence staff and volunteers with recognition for their skills and knowledge in civil defence management. These include producing operating procedures for a Civil Defence organisation, establishing a Civil Defence section, preparing a Civil Defence plan, coordinating a Civil Defence emergency response for a community, declaring the state of a Civil Defence emergency, carrying out information processing and team functions during Civil Defence situations, presenting information orally to an audience, and demonstrating knowledge of the functions and operation of Civil Defence and role and powers of a Controller in a Civil Defence emergency.

In addition this qualification provides for a range of further knowledge and skills that reflect candidates' particular responsibilities and/or aspirations.

Credit Range

	Compulsory	Elective	
		Elective Set A	Elective Set B
Level 2 credits	4	–	0–9
Level 3 credits	4	–	–
Level 4 credits	14	–	0–14
Level 5 credits	11	0–15	0–31
Level 6 credits	10	0–19	0–20
Minimum totals	43	10–34	10–74

Requirements for Award of Qualification

Award of NQF Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided in section 7 of the New Zealand Qualifications Authority (NZQA) *Rules and Procedures* publications available at <http://www.nzqa.govt.nz/ncea/acrp/index.html>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- A minimum of 70 credits
 - Of which a minimum of 40 credits at Level 5 or above
- Compulsory standards
- Elective – Balance if required

Detailed Requirements

Compulsory

The following standards are required

Community and Social Services > Civil Defence > Civil Defence Management

ID	Title	Level	Credit
7320	Prepare Civil Defence plan	6	10
7322	Produce a Standard Operating Procedure for a Civil Defence Emergency Management organisation	5	4
7325	Establish a Civil Defence Emergency Management section	4	5
7326	Declare, extend, and terminate a State of Emergency	5	3
7327	Coordinate a Civil Defence emergency response for a community	4	5

Community and Social Services > Civil Defence > Civil Defence Operation

ID	Title	Level	Credit
7321	Process information during an emergency	3	4
7334	Demonstrate knowledge of the functions and operations of Civil Defence Emergency Management	2	2
7335	Demonstrate knowledge of the role and powers of a controller in a declared emergency	2	2

Community and Social Services > Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management

ID	Title	Level	Credit
22445	Describe the roles and functions of a CIMS Incident Management Team (IMT) at an incident	4	4

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9692	Present information orally to an audience	5	4

Elective

The balance of credits, if required, to achieve

A minimum of 70 credits

- Of which a minimum of 40 credits at Level 5 or above

May come from the following sets

- Elective Set A
- Elective Set B

Elective Set A

A minimum of 10 credits

Community and Social Services > Civil Defence > Civil Defence Management

ID	Title	Level	Credit
7323	Prepare contingency plan for specific Civil Defence threats	5	5
7324	Prepare civil defence and emergency management (CDEM) reduction strategies	5	5
7328	Act as a Controller in a Civil Defence emergency	6	8
7329	Manage a central government agency response to a Civil Defence emergency	6	6
7333	Manage recovery in a civil defence emergency at a local government level	6	5

Community and Social Services > Civil Defence > Civil Defence Operation

ID	Title	Level	Credit
7331	Manage the provision of resources to meet Civil Defence emergency demands	5	5

Elective Set B

The balance of credits, if required, to achieve

May come from the following

Community and Social Services > Community and Workplace Fire and Emergency

Management > Workplace Emergency Risk Management

ID	Title	Level	Credit
16809	Coordinate workplace emergency protection activities	4	4
16810	Develop a Workplace Emergency Management Plan	6	10

Community and Social Services > Community and Workplace Fire and Emergency

Management > Workplace Fire and Emergency Response

ID	Title	Level	Credit
16806	Establish a workplace emergency response team	5	6
16807	Lead an emergency response team to protect people in situations of critical risk	5	6

ID	Title	Level	Credit
16808	Manage the workplace emergency response to an emergency	5	7

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
2780	Demonstrate and apply knowledge of a personal computer system	2	9

Education > Generic Education and Training > Assessment of Learning

ID	Title	Level	Credit
4098	Use standards to assess candidate performance	4	5
11281	Prepare candidates for assessment	4	3
11551	Moderate assessment	5	6
11552	Design assessment	5	6

Law and Security > Compliance and Law Enforcement > Compliance and Regulatory Control

ID	Title	Level	Credit
10425	Apply the HSE Act 1992 as an employee in a compliance and/or regulatory control workplace	4	2

Transition Arrangements

Version 5

Version 5 was issued following revision.

Changes to structure and content

- title of the standards updated
- expired standard 17280 replaced with standard 22445
- standard 9700 deleted from the Compulsory strand, and standards 16811 and 17281 deleted from Elective B as there are no corresponding replacement standards.

For detailed information see Review Summaries on the NZQA website.

People currently enrolled in programmes leading to the award of version 4 of this qualification may either complete that version or transfer to this version.

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
4100	11551
4101	11552
4099	4098, 11552
17280	22445

Previous versions of the qualification

Version 4 was issued following revision in order to relax the elective rule.

Changes to structure and content included: the purpose statement was elaborated to allow meaningful comparison with other qualifications; and the elective rule was relaxed to remove a barrier in terms of local opportunities and resources available to candidates.

Version 3 was issued in order to make it fit for purpose and better reflect the responsibilities of Civil Defence Managers.

Version 2 was issued to take account of the computing and communication skills standard reviews. In addition, the elective section was expanded to reflect the training and assessment responsibilities of many Civil Defence Managers.

NQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	June 1997	December 2002
Revision	2	July 1999	December 2002
Review	3	August 2000	December 2005
Revision	4	November 2003	December 2009
Revision	5	July 2008	N/A

Standard Setting Body

Fire and Rescue Services Industry Training Organisation (EmQual)

Mainzeal Building
 Level 2, 181 Vivian Street
 Wellington

Telephone 04 801 9469
 Email info@emqual.org.nz
 Website www.emqual.org.nz

Planned Review

Any person or organisation may contribute to the review of this qualification by sending feedback to the standard setting body at the above address.

Next Review	2010
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Other standard setting bodies whose standards are included in the qualification

Fire and Rescue Services Industry Training Organisation
 NZQA

Certification

This certificate will display the logos of NZQA, the Local Government Industry Training Organisation and the name of the accredited organisation.

Classification

This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

NQF Classification		NZSCED	
Code	Description	Code	Description
1239	Community and Social Services > Civil Defence > Civil Defence Management	039905	Engineering and Related Technologies > Other Engineering and Related Technologies > Fire Technology and Rescue Services

Quality Management Systems

Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.

Prerequisite Diagram

