

## National Certificate in Sport (Level 3) with strands in Event Management, Sport Administration, and Team Management

**Level** 3

**Credits** 66-80

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2016.

### Transition Arrangements

Version 7 was issued to extend the expiry date of this qualification.

For detailed information see [Review Summaries](#) on the NZQA website.

### NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	March 1998	December 2004
Revision	2	July 1999	December 2004
Revision	3	May 2000	December 2004
Review	4	April 2002	December 2012
Review	5	September 2011	December 2012
Revision	6	October 2012	December 2014
Revision	7	October 2014	December 2016

### Standard Setting Body

Skills Active Aotearoa Limited  
PO Box 2183  
Wellington 6140

Telephone 04 385 9047  
Email [info@skillsactive.org.nz](mailto:info@skillsactive.org.nz)  
Website <http://www.skillsactive.org.nz>

## National Certificate in Sport (Level 3) with strands in Event Management, Sport Administration, and Team Management

**Level** 3

**Credits** 66-80

This qualification is **expiring**. The last date to meet the requirements is 31 December 2016.

### Purpose

The National Certificate in Sport (Level 3) with strands in Event Management, Sport Administration, and Team Management [Ref: 0446] recognises the skills required to work in the delivery of sport with little or no direct supervision, and with responsibility for individual quality standards. Certificate holders are able to apply their knowledge and skills to familiar and new situations in the delivery of sport, involving complex, non-routine tasks of a broad range of variety.

The strands recognise the specific knowledge and skills required to work in separate areas of sport delivery. These specific skills in managing and administering sport are distinct from the skills recognised by the National Certificate in Sport (Coaching) (Level 4) [Ref: 0444] and the National Certificate in Sport (Umpiring - Officiating) (Level 3) [Ref: 0445]. The National Certificate in Sport (Level 2) [Ref: 0493] provides a generic introductory level sport qualification. The focus of each strand is as follows:

Event Management: planning and implementing simple events.

Sport Administration: work as office or committee member in clubs or similar organisations; sports co-ordinator in schools; administration assistant in sport organisations.

Team Management: managing club, school or age-group teams at intermediate to top levels of competition.

This qualification contains the Sport, Fitness and Recreation Industry Training Organisation Customer Service Award.

### Replacement Information

This qualification and the National Certificate in Community Recreation (Level 3) [Ref: 1289] have been replaced by the National Certificate in Recreation and Sport (Level 3) [Ref: 1711].

## Credit Range

	Core Compulsory	Core Elective
Level 1 credits		0-11
Level 2 credits	11	0-11
Level 3 credits	30	0-11
Level 4 or above credits		0-11
Minimum totals	41	11

	Event Management Strand	Sport Administration Strand	Team Management Strand
Level 1 credits	-	-	1
Level 2 credits	-	9	1
Level 3 credits	16	8	12
Level 4 credits	14	3	-
Minimum totals	30	20	14
Minimum totals with strand	82	72	66

## Requirements for Award of Qualification

### Award of NZQF National 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 on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

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

- Core Compulsory standards
- Core Elective – A minimum of 11 credits as specified

One of the following strands is required

- Event Management Strand
- Sport Administration Strand
- Team Management Strand

## Detailed Requirements

### Core Compulsory

The following standards are required

## Community and Social Services &gt; Community Recreation &gt; Recreation Management

ID	Title	Level	Credit
13377	Identify and manage hazards and risks in relation to a recreation activity and environment	3	4

## Community and Social Services &gt; Community Recreation &gt; Recreation Programmes and Events

ID	Title	Level	Credit
4864	Identify recreational needs of specified populations	3	4

## Community and Social Services &gt; Sport &gt; Sport Management

ID	Title	Level	Credit
4880	Explain the roles and structure of recreation or sport clubs and societies	3	6
4881	Explain the roles and structure of New Zealand sport organisations	3	6

## Core Generic &gt; Core Generic &gt; Self-Management

ID	Title	Level	Credit
12349	Demonstrate time management	2	3

## Humanities &gt; Communication Skills &gt; Interpersonal Communications

ID	Title	Level	Credit
1299	Be assertive in a range of specified situations	2	4
1304	Communicate with people from other cultures	2	2
1312	Give oral instructions in the workplace	3	3
9681	Participate in groups and/or teams to make decisions	3	3

## Humanities &gt; Communication Skills &gt; Writing

ID	Title	Level	Credit
3491	Write a report	3	4

## Service Sector &gt; Service Sector Skills &gt; Service Sector - Core Skills

ID	Title	Level	Credit
377	Work in a diverse workplace	2	2

**Core Elective4862**

A minimum of 11 credits

From anywhere on the DAS

**Event Management Strand**

Meet the requirements of the following set

- Compulsory

**Compulsory**

The following standards are required

## Business &gt; Marketing &gt; Generic Marketing

ID	Title	Level	Credit
2925	Identify marketing options for enterprise activities	3	10

## Community and Social Services &gt; Community Recreation &gt; Recreation Programmes and Events

ID	Title	Level	Credit
4863	Plan, implement, and evaluate a simple recreational event	4	10

## Community and Social Services &gt; Sport &gt; Sport Management

ID	Title	Level	Credit
4862	Manage the format and results of sporting competitions	4	4
4885	Prepare sport information for the media	3	3
13381	Participate in media interviews for recreation or sport	3	3

**Sport Administration Strand**

Meet the requirements of the following set

- Compulsory

**Compulsory**

The following standards are required

## Business &gt; Accounting &gt; Accounting - Generic

ID	Title	Level	Credit
7380	Recognise and examine the need for budgeting and other management control concepts	3	3

## Business &gt; Business Administration &gt; Business Administration Services

ID	Title	Level	Credit
328	Identify the requirements for a financial administration record system	2	3
329	Process financial information for cash transactions	2	3

## Humanities &gt; Communication Skills &gt; Interpersonal Communications

ID	Title	Level	Credit
9679	Participate in formal meetings	4	3
10791	Participate in informal meetings	2	3

## Humanities &gt; Communication Skills &gt; Writing

ID	Title	Level	Credit
3494	Write a record of a formal meeting	3	3

## Service Sector &gt; Service Sector Skills &gt; Service Sector - Core Skills

ID	Title	Level	Credit
376	Employ customer service techniques for differing customer behaviours in a given situation	3	2

**Team Management Strand**

Meet the requirements of the following set

- Compulsory

**Compulsory**

The following standards are required

## Community and Social Services &gt; Sport &gt; Sport Management

ID	Title	Level	Credit
4872	Administer a sport team	3	3
4885	Prepare sport information for the media	3	3
13381	Participate in media interviews for recreation or sport	3	3
18039	Administer the finances of a sport team	3	3

## Health &gt; Health Studies &gt; Core Health

ID	Title	Level	Credit
6401	Provide first aid	2	1
6402	Provide resuscitation level 2	1	1

**Transition Arrangements**

Version 6 was issued to indicate that this qualification has a new expiry date of December 2014.

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

Credit for	Exempt from
26552	6401
26551	6402

For detailed information see [Review Summaries](#) on the NZQA website

It is not intended that anyone be disadvantaged by this review. However, anyone who feels they have been disadvantaged may appeal to the Skills Active Aotearoa Limited at the address below.

### Previous versions of the qualification

Version 5 was issued to indicate that this qualification is expiring.

This qualification and the National Certificate in Community Recreation (Level 3) [Ref: 1289] have been replaced by the National Certificate in Recreation and Sport (Level 3) [Ref: 1711].

Version 4 was reviewed and issued in April 2002 to take into account the review of the *Community Recreation and Sport* unit standards and industry initiatives. Changes to structure and content: credit total has increased from 63-82 to 66-82; the domain of *recreation management including programmes and events* has been split into two domains – *recreation management* and *recreation programmes and events*; unit standard 4872 has decreased in level from 4 to 3; unit standards 2925, 4862, 4885, 7380, 9679, 9681, 13377, 13381 and 18039 have been added; unit standards 327, 497, 1852, 1984, 2950, 4873, 4889, 9676 and 9678 have been removed from the compulsory requirements; greater flexibility in the elective component by increasing the range to a minimum of 11 credits drawn from unit standards anywhere on the National Qualifications Framework.

### Other standard setting bodies whose standards are included in the qualification

NZQA

### Certification

This certificate will display the logos of NZQA, Skills Active Aotearoa Limited and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

### Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

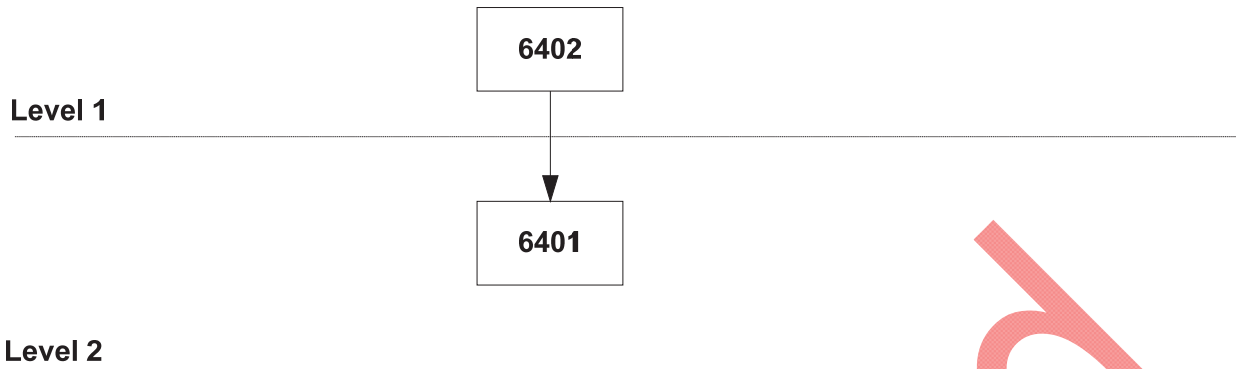
DAS Classification		NZSCED	
Code	Description	Code	Description
267	Community and Social Services > Sport	092103	Society and Culture > Sport and Recreation > Sports Coaching, Playing, Officiating and Instructing

**Quality Management Systems**

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Organisation with consent to assess and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Consent to assess requirements and the moderation system are outlined in the associated Consent and Moderation Requirements (CMR) for each standard.

Reviewed

## Prerequisite Diagram



Reviewed