

**level of qualification:** 4

**credit total:** 117

	<b>Compulsory</b>	<b>Elective 1</b>	<b>Elective 2</b>
<b>level 1 credits:</b>	<b>2</b>	-	-
<b>level 2 credits:</b>	<b>8</b>	<b>0-10</b>	-
<b>level 3 credits:</b>	<b>35</b>	<b>0-10</b>	<b>0-15</b>
<b>level 4 credits:</b>	<b>40</b>	<b>0-10</b>	<b>0-15</b>
<b>level 5 or above credits:</b>	<b>7</b>	<b>0-10</b>	<b>0-15</b>
<b>minimum totals:</b>	<b>92</b>	<b>10</b>	<b>15</b>

**registration date:** 19 March 1998

**final date for comment:** 31 March 2002

**expiry date:** 31 December 2003

**fields, sub-fields and domains:**

ARTS AND CRAFTS

BUSINESS

Business Administration  
business administration services

Marketing  
generic marketing

COMMUNITY AND SOCIAL SERVICES

Community Recreation  
community development  
recreation management  
recreation programmes and events  
recreation theories

Community Support

Human Services

practical and professional skills for disability support  
services, resources and communication for disability support

Social Services

COMPUTING AND INFORMATION TECHNOLOGY

Computing

generic computing

EDUCATION

Adult Education and Training

Early Childhood Education and Care

Educational Administration

Generic Education and Training

Special Education

Teacher Education

HEALTH

Health Studies

core health

Occupational Health and Safety

occupational health and safety practice

HUMANITIES

Communication Skills

interpersonal communications

writing

MĀORI

Reo Māori

Te Matauranga Māori me te Whakangungu

Whakairo

SOCIAL SCIENCES

Social Science Studies

art history

history

**standard-setting body responsible for the qualification:**

Sfrito

**other standard-setting bodies whose unit standards are included in the qualification:**

Community Support Services Industry Training Organisation  
New Zealand Industry Training Organisation – Industrial Health and Safety Advisory  
Group  
NZQA

**1 purpose**

This qualification recognises the competency of those working in a supporting or assisting role in community arts, usually with a more experienced Community Arts Worker. Holders of this certificate will have a well developed understanding of the principles of community arts and community/social development. In the elective section, care should be taken in choosing unit standards which are relevant to the occupational area (refer to professional associations for guidance and advice).

**2 regulations for the qualification****2.1 entry information for programmes of education and training assessed against the unit standards in the qualification**

Open.

**2.2 summary of qualification requirements**

This qualification will be awarded to people who have met the compulsory and elective requirements.

**Compulsory**

*All the unit standards listed are required.*

**Elective 1**

*A minimum of 10 credits from the specified unit standards.*

**Elective 2**

A minimum of 15 credits at level 3 or above from the specified domains. The selection must include unit standards from a minimum of two sub-fields.

**2.3 detailed qualification requirements****Compulsory***All the unit standards listed below are required.*

FIELD: COMMUNITY AND SOCIAL SERVICES

Sub-field: Community Recreation

domain: community development

Unit No.	Unit Standard Title	Level	Credit
6892	Explain and apply the principles and processes of community arts	4	10

domain: recreation management

Unit No.	Unit Standard Title	Level	Credit
4889	Develop plans to manage sponsorship for recreation and sport	5	3
8561	Explain the role and function of boards and governance structures in recreation management	3	4
8567	Access sources of information for use in recreation	2	2

domain: recreation programmes and events

Unit No.	Unit Standard Title	Level	Credit
4863	Plan, implement, and evaluate a simple recreational event	4	10
4864	Identify recreational needs of specified populations	3	4

domain: recreation theories

Unit No.	Unit Standard Title	Level	Credit
6899	Examine the implications concepts of culture have for leisure and recreation	4	4

Sub-field: Human Services

domain: practical and professional skills for disability support

Unit No.	Unit Standard Title	Level	Credit
1834	Describe the concept of advocacy and the components of effective advocacy	3	3

domain: services, resources and communication for disability support

Unit No.	Unit Standard Title	Level	Credit
1817	Relate the provision of services to human needs and development for disability support	4	6

FIELD: HEALTH

Sub-field: Health Studies

domain: core health

Unit No.	Unit Standard Title	Level	Credit
6401	Provide first aid	2	1
6402	Provide resuscitation level 2	1	1

Sub-field: Occupational Health and Safety

domain: occupational health and safety practice

Unit No.	Unit Standard Title	Level	Credit
497	Protect health and safety in the workplace	1	1

FIELD: HUMANITIES

Sub-field: Communication Skills

domain: interpersonal communications

Unit No.	Unit Standard Title	Level	Credit
1304	Communicate with people from other cultures	2	2
9676	Facilitate a group and/or team to recommend solutions to problems	5	4
9681	Participate in groups and/or teams to make decisions	3	3

<b>Unit No.</b>	<b>Unit Standard Title</b>	<b>Level</b>	<b>Credit</b>
9694	Analyse and apply principles of communication process theory	3	4
9695	Analyse a problem solving model and techniques	4	3
9696	Apply problem solving strategies	4	4
9706	Recognise and apply non verbal communications	3	4
10791	Participate in informal meetings	2	3
11097	Listen to gain information in an interactive situation	3	3

domain: writing

<b>Unit No.</b>	<b>Unit Standard Title</b>	<b>Level</b>	<b>Credit</b>
3491	Write a report	3	4
9701	Write proposals	4	3

FIELD: SOCIAL SCIENCES

Sub-field: Social Science Studies

domain: history

<b>Unit No.</b>	<b>Unit Standard Title</b>	<b>Level</b>	<b>Credit</b>
5840	Analyse the Treaty of Waitangi and Māori-Pakeha relations in nineteenth century New Zealand	3	6

**Elective 1**

*A minimum of 10 credits is required from the following unit standards.*

FIELD: BUSINESS

Sub-field: Business Administration

domain: business administration services

Unit No.	Unit Standard Title	Level	Credit
327	Document business transactions	2	3
328	Identify the requirements for a financial administration record system	2	3
329	Process financial information for cash transactions	2	3
331	Operate computer accounts receivable and payable ledger systems to administer financial information	2	5
332	Operate computer general ledger accounting systems to administer financial information	2	5
333	Operate computer general ledger accounting systems to produce financial reports	3	5
334	Operate inventory administration systems to record and monitor inventory activities	3	5
335	Prepare payroll and related employment administration records	4	5

Sub-field: Marketing

domain: generic marketing

Unit No.	Unit Standard Title	Level	Credit
2925	Identify marketing options for enterprise activities	3	10
2926	Apply marketing principles to enterprise activities	4	10
2931	Produce operational marketing plans	5	10
2940	Produce and coordinate marketing strategies for not-for-profit operations	5	5

FIELD: COMPUTING AND INFORMATION TECHNOLOGY

Sub-field: Computing

domain: generic computing

Unit No.	Unit Standard Title	Level	Credit
2780	Describe and operate a personal computer system	2	6
2781	Manage and protect computer data	2	3
2782	Describe and use personal computer operating systems	2	3
2783	Demonstrate knowledge of the principles of personal computer systems	3	3
2784	Demonstrate knowledge and produce computer spreadsheets using base functions	2	3
2785	Produce and use computer spreadsheets for business use	3	5
2786	Create and use a computer flatfile database using base functions	2	3
2787	Create and use a computer flatfile database for business use	3	5
2788	Produce desktop published documents using base functions	2	3
2789	Plan and design desktop published documents for business use	3	5
2790	Describe and operate personal computer peripherals	2	3
2791	Integrate data from wordprocessor, spreadsheet, and database files	2	3
2797	Demonstrate knowledge of the principles of computer networks	3	5
2798	Demonstrate knowledge of the application and impact of information technology	2	3

**Elective 2**

*A minimum of 15 credits at level 3 or above is required from the following fields, sub-fields and/or domain. The selection must include unit standards from a minimum of two sub-fields.*

<b>FIELD</b>	<b>Sub-field</b>	<b>domain</b>
ARTS AND CRAFTS	any	any
COMMUNITY AND SOCIAL SERVICES	Community Recreation	any
	Community Support	any
	Human Services	any
	Social Services	any
EDUCATION	Adult Education and Training	any
	Early Childhood Education and Care	any
	Educational Administration	any
	Generic Education and Training	any
	Special Education	any
	Teacher Education	any
MĀORI	Reo Māori	any
	Te Matauranga Māori me te Whakangungu	any
	Whakairo	any
SOCIAL SCIENCES	Social Science Studies	art history

**3 accreditation option**

Evaluation of documentation by Sfriso and evaluation of documentation and visit by NZQA and the Community Support Services Industry Training Organisation.

Further accreditation requirements depend on the unit standards undertaken, and can be found on the unit standards concerned.

**4 certification**

The certificate will display the logos of Sfrito and NZQA.

**5 transition arrangements****5.1 non National Qualifications Framework transition**

None.

**5.2 National Qualifications Framework transition****Version 4**

This qualification was updated and issued as version 4 in March 2002 to reflect the outcome of the review of *Community Recreation* unit standards. A full review of this qualification is planned for later in 2002.

*Changes to structure and content:*

- Credit total has increased from 113 to 117 credits.
- Level of unit standard 6892 increased from 3 to 4 and consequentially the level of the qualification has risen from level 3 to level 4.
- *Community Recreation* unit standards updated to reflect their review.
- Names of standard setting bodies updated.

**Summary of exemptions**

For the purposes of this qualification people who have gained credit for any of the expiring unit standards will be exempt from the requirement to gain credit for the replacement unit standard.

<b>Expiring unit standard</b>	<b>Replacement unit standard</b>
1278	3491
1301	10791
3502	11097
3507	9676

Any version of a unit standard contained within this qualification which retains its original unit standard identification number will continue to meet the requirements of this qualification.

**Previous versions**

Version 3 was published in May 2000 to reflect the outcome of the reviewed *Community Recreation, self-management, writing, and business administration services* unit standards.

Version 2 was published in February 1999 to reflect the outcome of the review of the *Communication Skills* unit standards.

Version 1 was registered in March 1998.

**Comments to:**

Sfrito  
Qualification Revision  
PO Box 160  
WELLINGTON

*by* 31 March 2002.

**Please Note:** Providers must be accredited by the Qualifications Authority before they can offer programmes of education and training assessed against unit standards.

Accredited providers assessing against unit standards must engage with the moderation system that applies to those unit standards.

**Prerequisite Diagram**