

National Certificate in Distribution (Level 4)

Level 4

Credits 82

This qualification has been **reviewed**. The last date to meet the requirements is **31 December 2018**.

Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Certificate in Distribution (Level 4) [Ref: 2573].

The last date for entry into the replaced qualification is 31 December 2016. The last date for assessment against the replaced qualification is 31 December 2018. It is recommended that candidates enrolled in programmes leading to the replaced qualification who are unable to complete their programme of study by 31 December 2018 transfer their existing achievement to the New Zealand Certificate in Distribution (Level 4) [Ref: 2573].

It is anticipated that no existing candidates will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to ServicelQ at the address below. Appeals will be considered on a case-by-case basis.

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

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
408	11969
417	19581
1984	18337
4101	11552
6400	26551, 26552
9676	21335
11994	23395
17497	21335
25463	27520, 27521

This qualification contains classifications that replace earlier classifications. For the purposes of this qualification, people who have gained credits in the lapsing classifications are exempt from the requirement to gain those credits in the replacement classifications – see table below.

Standards from	Are treated as Standards from
Business > Management	Business > Business Operations and Development
Service Sector > Retail and Wholesale	Service Sector > Retail, Distribution, and Sales

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	December 2002	December 2008
Revision	2	July 2003	December 2008
Revision	3	March 2008	December 2018
Revision	4	January 2011	December 2018
Revision	5	June 2013	December 2018
Review	6	April 2015	December 2018

Standard Setting Body

ServiceIQ
PO Box 25522
Wellington 6146

Telephone 0800 863 693
Email info@ServiceIQ.org.nz

National Certificate in Distribution (Level 4)

Level 4

Credits 82

Purpose

This qualification is for people who are working in supervisory or management roles in distribution facilities.

This qualification recognises that the holder has the skills necessary to enable them to plan, organise and manage people and operations in a distribution facility. In addition, the holder will be able to demonstrate a range of skills through the elective standards in this qualification, including: administrative skills, leadership, personnel and training, interpersonal communications, health and safety, and computing skills.

This certificate, although a qualification in its own right, builds on the knowledge and skills contained in the National Certificate in Distribution (Level 2) [Ref: 0990] and the National Certificate in Distribution (Level 3) [Ref: 0991].

This qualification is not intended for people who work in a distribution environment involving retail functions. People who work in this sector should undertake the National Certificate in Retail (Level 4) [Ref: 0995].

Special Notes

People already in the workforce may have demonstrated competence in the outcomes specified in individual standards in this qualification. These candidates should seek recognition of their current competence wherever it is relevant to this qualification.

Recognition of current competence must be carried out by accredited providers or registered workplace assessors in accordance with NZQA guidelines.

Credit Range

	Compulsory	Elective	
		List A	List B
Level 2 credits	-	0-2	0-10
Level 3 credits	4	0-34	0-10
Level 4 or above credits	40	0-38	0-10
Minimum totals	44	38	

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

- Compulsory standards
- Elective Set – A minimum of 38 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
27520	Create a plan for an operation in an organisation	5	5
27521	Manage a plan for an operation in an organisation	5	5

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
21335	Lead a group/team to achieve an objective(s)	4	5

Service Sector > Retail, Distribution, and Sales > Distribution

ID	Title	Level	Credit
11977	Plan and coordinate manual picking and collation of customer orders in a distribution facility	4	4

Service Sector > Retail, Distribution, and Sales > Retail and Distribution Management

ID	Title	Level	Credit
11965	Plan and prepare for, and manage, a stocktake in a retail or distribution environment	4	5
11981	Plan and control stock storage areas in a retail or distribution environment	4	3
11997	Maintain operational procedures in a distribution facility	4	5
19581	Supervise a distribution facility	4	8

Service Sector > Retail, Distribution, and Sales > Stock Control

ID	Title	Level	Credit
11967	Manage redundant and obsolescent stock in a retail or distribution environment	3	4

Elective Set

A minimum of 38 credits

From the following sets

- List A
- List B

List A

A minimum of 28 credits

Business > Business Administration > Business Administration Services

ID	Title	Level	Credit
334	Demonstrate knowledge of and operate inventory systems	3	4

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit
18337	Determine, source, support, and evaluate training and/or development for a team	4	5
23395	Assess applicants for staff selection	4	3

Education > Adult Education and Training > Delivery of Adult Education and Training

ID	Title	Level	Credit
7108	Deliver on-job training for adult trainees	4	8
7114	Coach adult learner(s)	5	8

Education > Generic Education and Training > Assessment of Learning

ID	Title	Level	Credit
4098	Use standards to assess candidate performance	4	6
11552	Design and evaluate assessment materials	5	8

Health > Health Studies > First Aid

ID	Title	Level	Credit
26551	Provide first aid for life threatening conditions	2	1
26552	Demonstrate knowledge of common first aid conditions and how to respond to them	2	1

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
11961	Handle and store hazardous substances in the workplace	3	4

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9705	Give and respond to feedback on performance	3	3
21336	Lead a group/team to achieve an objective(s) with some complexity	5	5

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
3491	Write a report	3	4

Service Sector > Retail, Distribution, and Sales > Distribution

ID	Title	Level	Credit
415	Apply health and safety practices in a distribution facility	3	8
418	Monitor stock in a distribution facility	3	4
11984	Maintain quality of individual goods in a distribution facility	3	3

Service Sector > Retail, Distribution, and Sales > Retail and Distribution Management

ID	Title	Level	Credit
11969	Maintain and integrate knowledge of legislation applicable in a retail or distribution environment	4	4
11995	Protect personnel, plant, and property in a retail or distribution environment	4	4

Service Sector > Retail, Distribution, and Sales > Stock Control

ID	Title	Level	Credit
11976	Access and provide information using a computerised inventory management system in a retail or distribution environment	3	4

List B

The balance of credits to achieve

A minimum of 38 credits

May come from the following

Field	Subfield	Domain
Business	Business Operations and Development	Any
Health	Occupational Health and Safety	Occupational Health and Safety Practice
		Workplace Health and Safety Management
Humanities	Communication Skills	Interpersonal Communications
Service Sector	Retail, Distribution, and Sales	Any
	Service Sector Skills	Service Sector - Core Skills

Previous versions of the qualification

Version 5 was issued to maintain the interim achievability of the qualification until replaced by a New Zealand Qualification under the Targeted Review of Qualifications.

Changes to structure and content

- Standards 27520 and 27521 replaced expiring standard 25463 in the Compulsory set.
- Expiring standard 18336 was removed from List A in the Elective set.

- Titles of standards 18337 and 23395 in List A of the Elective set were updated.

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

This qualification contains standards that replace or substitute 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 or substitute standards – see table below.

Credit for	Exempt from
408	11969
417	19581
1984	18337
4101	11552
6400	26551, 26552
9676	21335
11994	23395
17497	21335
25463	27520, 27521

This qualification contains classifications that replace lapsing classifications. People who have gained credit for standards in the lapsed classifications may continue to use those credits to meet the qualification requirements.

Credits for standards in	Count towards qualification requirements where the following is specified
Business > Management	Business > Business Operations and Development
Service Sector > Retail and Wholesale	Service Sector > Retail, Distribution, and Sales

People working towards version 4 of this qualification may complete that version or transfer their results to version 5.

People working towards version 3 of this qualification must have gained credit for expired standard 7452 which is in the Compulsory set of that version; or, use the reverse transition to complete that version (see below).

NZQF Reverse Transition

Version 4 of this qualification contains an expiring standard that has been replaced by other standards. Candidates are advised to complete their assessments by the date indicated below or complete the replacement standards to finish version 4 of the

qualification – see table below. Please note that standard 18336 in the Elective set of that version of the qualification is also expiring at the end of December 2014 without replacement.

Credit for	Exempt from
27520, 27521	25463 (expires December 2014)

Version 3 of this qualification contains standards that have expired or are expiring. For the purposes of that version of the qualification, people may use the following reverse transition to complete that version – see table below. Please note that standard 18336 in the Elective set of that version of the qualification is also expiring at the end of December 2014 without replacement.

Credit for	Exempt from
25463	7452 (expired)
27520, 27521	7452 (expired)
26551, 26552	6400 (expires 31 December 2015)

ServiceIQ intends that no existing candidate be disadvantaged by this revision. However, any candidate who feels that they have been disadvantaged by these transition arrangements should contact ServiceIQ at the address given below.

Version 4 was issued to remove a barrier to completion for trainees, and to maintain the currency of the qualification following the review of standards. Changes to structure and content included: expiring standard 7452 replaced by standard 25463 in the compulsory section; expiring standard 6400 replaced by standards 26551 and 26552 in the elective section; standard 11969 moved from the compulsory to the elective section, reducing the compulsory credits from 48 to 44, and the overall credits required for the qualification from 86 to 82; titles of standards 334, 7108, 7114, 11552, 11965, 11995 and 11976 updated; and credits of standards 334, 4098 and 11552 updated; reverse transition arrangements added for candidates seeking to complete version 3.

Version 3 was issued to update the qualification following the review of unit standards. Changes included replacements for standards 408, 9676, 11994, 17497 and updated classifications in the elective section.

Version 2 was updated to take account of the review of *Adult Education and Training* standards. Standards in the *Storekeeping and Warehousing* and *Distribution* subfields were also reclassified. People who have credit for standards classified under these subfields can use them to meet the elective credit requirements (for List B) of this qualification.

Other standard setting bodies whose standards are included in the qualification

NZQA
Primary Industry Training Organisation

Certification

This certificate will display the logos of NZQA, ServiceIQ, 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
1829	Service Sector > Retail, Distribution, and Sales > Distribution	080501	Management and Commerce > Sales and Marketing > Sales

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.