

National Certificate in Intelligence Analysis (Level 4)

Level 4

Credits 40

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2019.

Transition Arrangements

This qualification was republished in May 2016 to extend the last date for entry from 30 June 2016 to 31 December 2017.

This qualification has been reviewed and replaced by the New Zealand Certificate in Intelligence (Level 3) [Ref: 2392].

The last date for entry into programmes leading to the replaced qualification is 31 December 2017.

It is recommended that candidates currently enrolled in programmes leading to the replaced qualification and unable to complete it by 31 December 2019 transfer their existing achievement to 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	January 2003	December 2013
Revision	2	May 2011	December 2019
Review	3	January 2015	December 2019
Republication	4	May 2016	December 2019

Standard Setting Body

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Purpose

This certificate provides a national qualification at an introductory level for people working in, or considering working in intelligence analyst roles within the public sector. These roles may include the management of social, economic, health, or environmental risk.

The certificate includes the core knowledge and skills required of a person entering into intelligence analysis including knowledge of risk management, gathering and evaluating information, managing data, charting, and developing an understanding of the intelligence analysis process.

The elective section provides some flexibility and choice, allowing candidates to select from a range of related skills in assessment, writing and/or public sector ethics. Each of these skill sets provides a relevant extension of skills useful to the intelligence analyst.

This certificate leads on to the National Diploma in Intelligence Analysis (Level 5) [Ref: 0899]. The diploma includes all the compulsory unit standards in this certificate.

Credit Range

	Compulsory	Elective
Level 4 credits	35	0-5
Level 5 credits	-	0-5
Minimum totals	35	5

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 – A minimum of 5 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Business > Public Sector Services > Public Sector Management

ID	Title	Level	Credit
18509	Demonstrate knowledge of the risk management process	4	6

Law and Security > Compliance and Law Enforcement > Intelligence Analysis

ID	Title	Level	Credit
18498	Gather and evaluate information to support intelligence analysis	4	8
18499	Manage information for intelligence purposes	4	6
18500	Demonstrate knowledge of and apply charting techniques to the intelligence analysis process	4	10
18503	Demonstrate knowledge of the intelligence analysis process	4	5

Elective

A minimum of 5 credits

Business > Public Sector Services > Public Sector Core Skills

ID	Title	Level	Credit
14945	Demonstrate knowledge and understanding of ethics in the New Zealand State sector	5	4

Education > Generic Education and Training > Assessment of Learning

ID	Title	Level	Credit
4098	Use standards to assess candidate performance	4	6

Humanities > Communication Skills > Interpersonal Communications

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

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
9685	Write an analytical report	5	5
9701	Write a proposal	4	3
11095	Write business correspondence to convey complex ideas and information	3	3

Transition Arrangements

Version 2

Version 2 was issued following a revision to update the qualification after a review of the Intelligence Analysis standards and to ensure the qualification was still fit for purpose.

Changes to structure and content

- Titles of unit standards 14945, 18499, 18500 and 18509 have been updated.
- Standards 9697 and 9700 have been removed from the qualification as they are expiring.
- Standard 9692 has been added to the Elective section of the qualification.
- The credit level of standard 4098 has increased from 5 to 6.
- The credit level of standard 9685 has increased from 4 to 5.
- The level for standard 11095 has decreased from 4 to 3.

For detailed information see Review Summaries on the NZQA website.

People currently working towards version 1 of this qualification may either complete the requirements for that version or transfer to version 2. Candidates wishing to complete version 1 of this qualification should be aware that standards 9697 and 9700, in the Elective section, are due to expire on 31 December 2011.

Any candidate who feels that they have been disadvantaged by these transition arrangements should contact The Skills Organisation at the address given below.

Other standard setting bodies whose standards are included in the qualification

NZQA

Certification

This certificate will display the logos of NZQA, The Skills Organisation 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
1777	Law and Security > Compliance and Law Enforcement > Intelligence Analysis	0911	Society and Culture > Justice and Law Enforcement

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