

National Certificate in Scrap Metal Recycling (Administration)

Level 3

Credits 55

Purpose

This national certificate recognises the skills and knowledge of people working in the administration sector of the scrap metal industry.

The compulsory section recognises the skills and knowledge required to process financial transactions and work safely and legally in the scrap metal industry.

The qualification structure acknowledges the diversity of administrative competencies required by scrap metal companies. To reflect this, the qualification includes an elective section from which people can select skills and knowledge relevant to a specific workplace.

The elective section of this qualification shares 25 credits from the Business Administration Services domain with the National Certificate in Business Administration and Computing (Level 3) [Ref: 0633], and may lead to the National Certificate in Business Administration (Level 4) [Ref: 0634].

Credit Range

	Compulsory	Elective		
		Set A	Set B	Set C
Level 1 credits	-	0-10	0-5	0-5
Level 2 credits	4	0-10	0-4	0-5
Level 3 credits	6	10-20	0-2	0-5
Level 4 or above credits	15	0-20	0-5	0-5
Minimum totals	25	20	5	5

Requirements for Award of Qualification

- Compulsory standards
- Elective – a minimum of 30 credits as specified

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.

Detailed Requirements

Compulsory

The following standards are required

Business > Business Administration > Business Administration Services

Id	Title	Level	Credit
329	Process financial information for cash transactions	2	4

Service Sector > Resource Recovery > Scrap Metal Recycling

Id	Title	Level	Credit
22648	Demonstrate knowledge of health, safety, and environmental protection for scrap metal recycling	4	15
22671	Demonstrate knowledge of the Secondhand Dealers and Pawnbrokers Act 2004 for scrap metal recycling	3	6

Elective

A minimum of 30 credits of which a minimum of 20 credits at Level 3 or above is required from Set A, Set B, and Set C

Set A

A minimum of 20 credits

Field	Subfield	Domain
Business	Business Administration	Business Administration Services

Set B

A minimum of 5 credits

Health > Health Studies > Core Health

Id	Title	Level	Credit
6400	Manage first aid in emergency situations	3	2
6401	Provide first aid	2	1
6402	Provide resuscitation level 2	1	1

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

Id	Title	Level	Credit
17601	Outline an incident investigation in the workplace	4	6

Humanities > Communication Skills > Interpersonal Communications

Id	Title	Level	Credit
1277	Communicate information in a specified workplace	2	3

Humanities > Communication Skills > Writing

Id	Title	Level	Credit
3483	Fill in a form	1	4

Service Sector > Resource Recovery > Scrap Metal Recycling

Id	Title	Level	Credit
22673	Develop a layout plan for a scrap metal yard	5	15

Set C

The balance of credits to achieve a minimum of 30 credits of which a minimum of 20 credits at Level 3 or above may come from anywhere on the NQF.

NQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	May 2007	N/A

Standard Setting Body

NZ Extractive Industries Training Organisation
PO Box 2623
CHRISTCHURCH

Telephone 03 964 4717
Email info@exito.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	2012
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Other standard setting bodies whose standards are included in the qualification

New Zealand Industry Training Organisation
NZQA

Certification

The certificate will display the logos of NZQA and the NZ Extractive Industries Training Organisation.

Classification

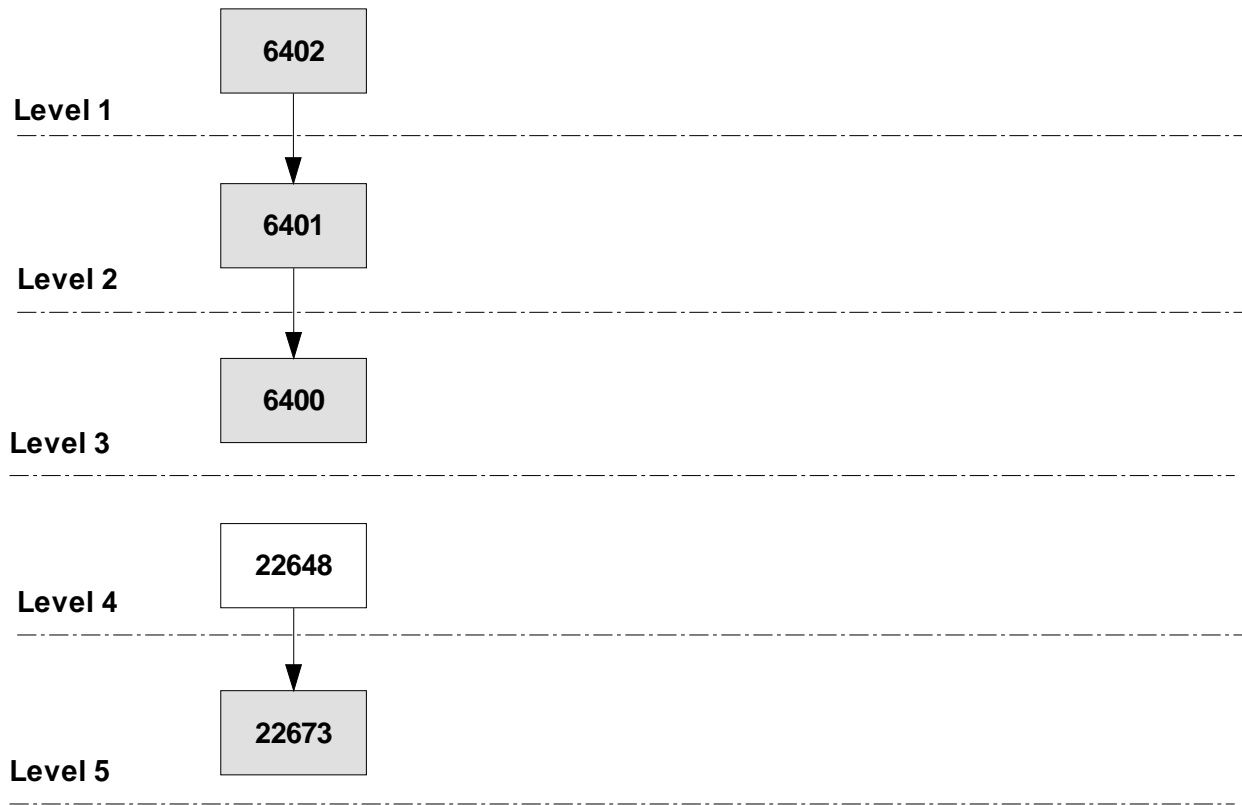
This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

NQF Classification		NZSCED	
Code	Description	Code	Description
1984	Service Sector > Resource Recovery > Scrap Metal Recycling	039901	Engineering and Related Technologies > Other Engineering and Related Technologies > Environmental Engineering

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



Key
■ Elective in this qualification