

National Certificate in Health, Disability, and Aged Support (Team Management) (Level 5)

Level 5

Credits 80

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

Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Diploma in Health and Wellbeing (Practice/Applied Practice) (Level 5) [Ref: 3244].

The last date for entry into programmes leading to the replaced qualification is 31 December 2017. The last date for assessment of programmes leading to the award of the replaced qualification is 31 December 2019, at which stage it will be discontinued.

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

This qualification contained standards that had expired or been replaced by other standards. These have been removed. See table below:

Unit Standards	Action
7458, 8496, 23400	Removed from Elective Set 2
8493, 19588	Removed from Core. Elective Set credit requirements increased to minimum 42 credits at Level 4 or above.

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	July 2011	December 2019
Review	2	April 2016	December 2019

Standard Setting Body

Careerforce (Community Support Services Industry Training Organisation Limited)
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National Certificate in Health, Disability, and Aged Support (Team Management) (Level 5)

Level	5
Credits	80

Purpose

The National Certificate in Health, Disability, and Aged Support (Team Management) (Level 5) is designed to recognise the knowledge and skills required of experienced support workers who may either supervise or manage other workers in a health, disability, or home and community setting, or aspire to do so.

The Compulsory section of this qualification includes standards that cover knowledge, skills, and attitudes that relate to providing leadership for a team; operating professionally, ethically, and responsibly, in an organisation; recognising and responding to changes to the health and wellbeing of consumers; describing and analysing service delivery models or approaches, and managing service plans; describing and implementing health and wellbeing strategies for consumers; and describing concepts of quality and developing, implementing, and reporting on quality objectives, within the overall context of a health, disability, or aged care setting.

The Electives section allows candidates to select standards that support the individual requirements of their particular role or work environment within an aged care, health, or disability context.

Elective Set 1 allows candidates to broaden the scope of their knowledge and skills by choosing standards from four specified domains within the *Health, Disability, and Aged Support* subfield.

Elective Set 2 provides candidates with the opportunity to select standards that align the qualification to the specific requirements of their role or work environment. This elective set includes specified standards that relate to human resource management, people development and coordination, systems and resource management, assessment, occupational health and safety, and interpersonal and written communication. It also includes the option to choose standards from the *Kaupapa Hauora* domain.

This qualification builds on the skills and knowledge recognised in the National Certificate in Health, Disability, and Aged Support (Core Competencies) (Level 3) [Ref: 1327], and may lead on from the National Certificate in Health, Disability, and Aged Support (Health Assistants) (Level 3) with strands in Dietitian Assistance, Dental Assistance, Healthcare Assistance, and Rehabilitation Assistance [Ref: 1677].

Special Notes

It is recommended that candidates hold the National Certificate in Health, Disability, and Aged Support (Core Competencies) (Level 3) [Ref: 1327], or have equivalent knowledge and skills, before enrolling in this qualification.

Credit Range

	Compulsory	Elective Set 1	Elective Set 2
Level 4 credits	8	0-11	
Level 5 credits	48	13-24	
Level 6 credits	-		
Minimum totals	56	12	0

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
- Electives – A minimum of 24 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit
8493	Provide leadership for a team in an organisation	5	10
19588	Operate professionally, ethically, and responsibly in an organisation	5	8

Community and Social Services > Health, Disability, and Aged Support > Health and Disability Principles in Practice

ID	Title	Level	Credit
26849	Describe and analyse service delivery models or approaches, and manage service plans in a health-related organisation	5	10
26851	Describe and implement health and wellbeing strategies for consumers in an aged care, health, or disability context	5	10
26853	Describe concepts of quality and develop, implement, and report on quality objectives in a health-related organisation	5	10
26854	Recognise and respond to changes to the health and wellbeing of consumers in an aged care, health, or disability context	4	8

Electives

A minimum of 24 credits at Level 4 or above

- Of which a minimum of 13 credits at Level 5 to Level 6

From the following sets

- Elective Set 1
- Elective Set 2

Elective Set 1

A minimum of 12 credits

Field	Subfield	Domain
Community and Social Services	Health, Disability, and Aged Support	Community Support Services
		Health and Disability Principles in Practice
		Older Persons' Health and Wellbeing
		Supporting People with Disabilities

Elective Set 2

The balance of credits to achieve

A minimum of 24 credits at Level 4 or above

- Of which a minimum of 13 credits at Level 5 to Level 6

May come from the following

Business > Business Operations and Development > Human Resource Management

ID	Title	Level	Credit
25680	Introduce a staff recruitment and appointment system into an organisation	5	8

ID	Title	Level	Credit
25682	Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice	4	4
25685	Demonstrate knowledge of performance management systems in human resource management practice	4	4

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit
8496	Develop and maintain a safe and supportive working environment	5	5
8498	Demonstrate and apply knowledge of managing conflict in the workplace	5	6
25451	Mentor people in an organisation	6	5

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
7458	Maintain compliance with legal requirements and regulatory codes and standards	5	5
23400	Demonstrate and apply knowledge of change management in a business operation	4	5

Education > Generic Education and Training > Assessment of Learning

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

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

ID	Title	Level	Credit
19521	Explain the requirements of the Health and Safety in Employment (HSE) Act 1992	4	5
20198	Identify the roles and responsibilities of the health and safety representative in the workplace	4	8

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9692	Present information orally to an audience	5	4
11096	Analyse feedback contexts and apply constructive feedback techniques	5	3
11098	Analyse listening techniques, and listen and respond to information received	5	2
11099	Develop strategies for communicating in a culturally diverse workplace	4	4

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
9685	Write an analytical report	5	5
9703	Write a job procedure	5	3

Field	Subfield	Domain
Māori	Hauora	Kaupapa Hauora

This qualification contains a standard that replaces an earlier standard. For the purposes of this qualification, people who have gained credit for the expiring standard are exempt from the requirement to gain credit for the replacement standard – see table below.

Credit for	Exempt from
19026	23400

Other standard setting bodies whose standards are included in the qualification

New Zealand Industry Training Organisation
 NZQA

Certification

This certificate will display the logos of NZQA, the Community Support Services ITO 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
453	Community and Social Services > Health, Disability, and Aged Support	090511	Society and Culture > Human Welfare Studies and Services > Community Client Care

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