

FIELD BUSINESS**Review of *Public Sector Core Skills* unit standards**

Subfield	Domain	Id
Public Sector Services	Public Sector Core Skills	17213, 19895, 19896, 19899

Learning State (trading name of the Public Sector Training Organisation) has completed the review of the unit standards listed above.

Date new versions published

Month 2008

Planned review date

December 2012

Summary of review and consultation process

Feedback from key Learning State stakeholders supported the need to review Learning State's five main Core Skills unit standards.

- Initial feedback and comments were collated from State sector subject matter experts.
- Consultation was undertaken with the Office of the Privacy Commissioner, the Ombudsman, State Services Commission Legal and Governance departments, Archives New Zealand, and Learning State moderators and staff.
- For full and wider consultation purposes, feedback from additional departmental agencies and tertiary providers, including Te Kaiāwhina Ahumahi Social Services Industry Training Organisation Incorporated, and the Fire and Rescue Industry Training Organisation, was also considered.

Feedback from this full consultation process has informed the changes described below.

Main changes resulting from the review

Modifications were based on the following recommendations resulting from the consultation feedback:

- to update legislative references and accurately reflect policy changes within the State sector
- to improve clarity of unit standards and ensure they are fit for purpose
- to amend credits allocated to reflect the input required to identify and accurately analyse appropriate case studies.

The review process has resulted in the following modifications:

- Titles have been amended to better reflect the outcomes of the unit standards.
- Purpose statements have been amended to accommodate changes to the elements.
- Special notes have been updated, amended and/or reworded for clarification and accuracy.
- Elements have been amended for clarification and simplification.
- Performance criteria and range statements have been amended in accordance with changes to elements, and for clarification and simplification purposes.

- For unit standard 17213, the credits have been increased from 3 to 5 to better reflect the time needed to complete the unit standard.
- For unit standard 19895, the level has been increased from 3 to 4 to better reflect the learning demand of the unit standard.
- Unit standard 19896 has been designated expiring.

Unit standard 19896, categorised as category D, expires at the end of December 2008.

Impact on existing provider accreditations

Current Accreditation for			Accreditation extended to		
Nature of accreditation	Classification or Id	Level	Nature of accreditation	Classification or Id	Level
Field	Business	3	Standard	19895	4
Domain	Public Sector Core Skills	3	Standard	19895	4

Impact on existing qualifications

Qualifications that contain the reviewed standards are tabled below.

Affected	The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
Not materially affected	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

In the following tables qualifications that contain unit standards in both categories are identified in the *Affected* table, with the items that generated the *Affected* status in **bold**.

The following Learning State qualifications are affected by the outcome of this review and will be revised/reviewed in 2008.

Qualification title	Standard in the qualification
National Certificate in Administration of Revenue Law (Introduction) (Level 4) [Ref: 0950]	17213, 19895, 19896 , 19899
National Certificate in Public Sector Services (Client/Customer Services) (Level 3) [Ref: 0659]	17213, 19895
National Certificate in Public Sector Services (Client/Customer Services) (Level 4) [Ref: 0660]	17213, 19895 , 19899
National Certificate in Public Sector Services (Introduction) [Ref: 0713]	17213
National Diploma in Public Sector Māori with stands in Management, Policy Advice, and Service Delivery [Ref: 0953]	17213, 19895, 19896 , 19899

The following Learning State qualification is not materially affected by the changes. It will be updated when it is next reviewed.

Qualification title	Standard in the qualification
National Certificate in Public Sector Employment Relations (Partnership for Quality) (Level 4) [Ref: 1110]	19899

Review Categories and changes to classification, title, level and credits

All changes are in **bold**.

Key to review category

- A** Dates changed, but no other changes are made - the new version of the standard carries the same Id and a new version number
- B** Changes made, but the overall outcome remains the same - the new version of the standard carries the same Id and a new version number
- C** Major changes that necessitate the registration of a replacement standard with a new Id
- D** Standard will expire and not be replaced

Subfield Public Sector Services

Domain Public Sector Core Skills

Id	Title	Level	Credit	Review Category
17213	Demonstrate knowledge of the Public Service Code of Conduct Demonstrate knowledge of the New Zealand State Services Code of Conduct	3	2 5	B
19895	Demonstrate knowledge of the structure and role of the public sector, Parliament and Government Demonstrate knowledge of the structure and role of the State sector, Parliament and Government	3 4	5	B
19896	Demonstrate knowledge of the role and responsibilities of State sector employees	3	4	D
19899	Describe the State sector in terms of key agencies and legislation that impacts on the sector Describe the roles of central agencies and legislation that impact on the State sector	4	3	B