

**FIELD BUSINESS****Revision of *Credit Administration* and *Credit Management* qualifications****National Certificate in Credit Administration (Credit Control) (Level 3) [Ref: 1189]  
National Certificate in Credit Management (Level 4) [Ref: 0776]**

Forest Industries Training and Education Council (FITEC) has revised the qualifications listed above.

**Date new versions published****January 2008**

The next qualification review is planned to take place during 2009.

**Reason for the revision**

Feedback from training providers using these qualifications noted that some electives offered a choice of knowledge and skills outside of the targeted knowledge and skills area. Delivery of the whole qualification became unnecessarily difficult when standards covering different skill sets were selected. The feedback was considered by the Credit Management and Control Advisory Group which unanimously supported the following changes.

**Main changes resulting from the revision**

Elective sections were removed from the qualifications and one standard was identified as relevant and necessary to qualification 0776, and was therefore moved from the elective to the compulsory set.

**National Certificate in Credit Administration (Credit Control) (Level 3) [Ref: 1189]**

Changes to structure and content

- Elective 2 has been removed from the qualification.
- The credit requirements have been reduced from 60 to 55.

**National Certificate in Credit Management (Level 4) [Ref: 0776]**

Changes to structure and content

- Unit 17702, *Demonstrate knowledge of the Personal Property Securities Act*, has been moved from the elective to the compulsory section.
- The remainder of the elective section has been removed from the qualification.
- The credit requirements have been reduced from 60 to 45.

**Transition**

People currently working towards an earlier version of these qualifications may either complete the requirements for that version or transfer their results to the new version.

Training arrangements for earlier versions of the qualifications will be terminated from December 2008.

It is not intended that anyone be disadvantaged by this revision. For information or

appeals please contact:

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