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|--------------|----------------------------------|----------------|-----------|
| <b>Title</b> | <b>Evaluate creditworthiness</b> |                |           |
| <b>Level</b> | <b>4</b>                         | <b>Credits</b> | <b>10</b> |

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| <b>Purpose</b> | <p>This unit standard is for people involved or intending to be involved in the management of credit.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– demonstrate knowledge of methods of evaluating creditworthiness;</li> <li>– obtain credit information for evaluating creditworthiness;</li> <li>– evaluate creditworthiness;</li> <li>– set terms for credit based on applicant's creditworthiness; and</li> <li>– communicate and process credit decisions.</li> </ul> |
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| <b>Classification</b> | Financial Management > Credit Management |
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| <b>Available grade</b> | Achieved |
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### Guidance Information

- 1 Legislation applicable to this unit standard includes:  
Anti-Money Laundering and Countering Financing of Terrorism Act 2009;  
Credit Contracts and Consumer Finance Act 2003;  
Credit (Repossession) Act 1997;  
Construction Contracts Act 2002;  
Personal Properties Security Act 1999;  
Privacy Act 2020.
- 2 Definitions  
*Industry practice* includes policies, procedures and standards that competent practitioners in the industry recognise as current industry best practice.  
*Organisational practice* includes documented policies, procedures, and practices, and policy and procedure manuals pertaining to credit.  
*Terms of trade* include any conditions of purchase, credit limit billing cycles, payment due dates, discounts for prompt payment, and any trade card conditions.
- 3 This unit standard may be assessed on-job in the workplace using naturally occurring evidence or in off-job simulated work situations designed to draw upon similar performance to that required in work in a credit administration and/or credit management context.
- 4 All evidence must be in accordance with organisational practice where possible, otherwise evidence may be based on industry practice.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of methods of evaluating creditworthiness.

#### Performance criteria

1.1 Explain the external resources that may be used to evaluate credit risk, and their advantages and disadvantages.

Range external resources may include but are not limited to – Personal Properties Security Register search, which may be used for the purpose of referee enquiries; credit bureau check; supplier group; trade references; industry references, financial statements.

1.2 Describe the role of credit risk indicators in advancing credit.

1.3 Explain credit risk indicator scoring systems used to evaluate creditworthiness in terms of the credit data they use and the weighting of that credit data.

Range credit data may include but is not limited to – length of time in business, related company performance, director's history, adverse information (defaults, judgements, insolvencies), payment profile.

### Outcome 2

Obtain credit information for evaluating creditworthiness.

#### Performance criteria

2.1 Obtain and establish the identity and legal authority of applicant.

Range applicant may include but is not limited to – sole trader or individual; public companies; private companies; trusts; partnerships or joint ventures; incorporated society; identity may include but is not limited to – legal name, legal entity, company number, registered office, billing address, email, and telephone numbers.

2.2 Obtain financial data of an applicant.

Range financial data may include but is not limited to – statement of financial position, profit and loss statement, cash flow statement, company annual reports (publicly listed), evaluation of assets and liabilities; trade credit may include but is not limited to – credit bureau reports.

2.3 Obtain business information about an applicant.

Range business information may include but is not limited to – business plan, trade references or registered finance statement on the Personal Properties Security Register search, shareholding, directorships.

2.4 Obtain credit checks and reports on an applicant in accordance with legislative requirements.

### Outcome 3

Evaluate creditworthiness.

#### Performance criteria

3.1 Establish trends in an applicant's equity for evaluating creditworthiness.

3.2 Establish current and future cash flow of an applicant for evaluating creditworthiness.

3.3 Evaluate applicant's creditworthiness using credit information.

Range information may include but is not limited to – business plan, predictive likelihood of business failure, credit risk indicator.

3.4 Evaluate risk of applicant's failure against the business risk appetite.

### Outcome 4

Set terms for credit based on applicant's creditworthiness.

#### Performance criteria

4.1 Evaluate the effectiveness of methods of reducing risk when setting terms for credit.

Range methods may include but are not limited to – progressive billing, personal guarantees, security, Personal Properties Security Register, factoring, credit insurance, caveats, amended credit limits.

4.2 Assess inducements to pay on time.

Range inducements may include but are not limited to – penalty clauses, penalty interest, discounts, loyalty schemes, rebates.

4.3 Appraise rights to repossess goods in accordance with legislative requirements.

Range legislative requirements may include but are not limited to – Credit (Repossession) Act 1997, Credit Contracts and Consumer Finance Act 2003; trade credit legislative requirements may include – Personal Properties Security Act 1999, Construction Contracts Act 2002.

4.4 Set credit and transaction limits appropriate to the risks involved.

Range cash only customer, billing cycle, payment due date, terms of trade, conditions of purchase.

## Outcome 5

Communicate and process credit decisions.

### Performance criteria

5.1 Communicate the outcome of the credit application to the applicant.

Range outcome of credit application may include but is not limited to – payment terms, terms of trade, conditions of purchase, Security Interest registration.

5.2 Process and record credit details in accordance with legislative requirements.

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| <b>Planned review date</b> | 31 December 2029 |
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### Status information and last date for assessment for superseded versions

| Process               | Version | Date              | Last Date for Assessment |
|-----------------------|---------|-------------------|--------------------------|
| Registration          | 1       | 30 August 1999    | 31 December 2013         |
| Revision              | 2       | 22 October 2002   | 31 December 2013         |
| Review                | 3       | 28 June 2005      | 31 December 2021         |
| Rollover and Revision | 4       | 15 November 2012  | 31 December 2021         |
| Rollover and Revision | 5       | 22 May 2014       | 31 December 2021         |
| Review                | 6       | 18 June 2015      | 31 December 2023         |
| Review                | 7       | 24 September 2020 | 31 December 2029         |
| Review                | 8       | 27 March 2025     | N/A                      |

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| <b>Consent and Moderation Requirements (CMR) reference</b> | 0121 |
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This CMR can be accessed at [www.nzqa.govt.nz/framework/search/index.do](http://www.nzqa.govt.nz/framework/search/index.do).

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### Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.