

Title	Demonstrate knowledge of locksmithing ethics		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to demonstrate knowledge of: the need to maintain customer confidentiality; processes used to verify right of access to property; and legislation and regulations applying to locksmiths.
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Classification	Mechanical Engineering > Locksmithing
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Available grade	Achieved
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Guidance Information

- 1 References and legislation
 Building Act 2004.
 Consumer Guarantees Act 1993.
 Fair Trading Act 1986.
 Health and Safety at Work Act 2015.
 Private Security Personnel and Private Investigators Act 2010.
 Privacy Act 1993.
 Contract and Commercial Law Act 2017.
- 2 Definition
Ethics refer to the standards of conduct recognised and accepted by the locksmithing industry sector.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the need to maintain customer confidentiality.

Performance criteria

- 1.1 Reasons for not divulging details of customer transactions to any other party are described.
- 1.2 Reasons for keeping all locksmithing records secure and safe, and for not permitting unauthorised access are described.
- 1.3 Procedures for security and privacy, and identification of ownership are described.

Outcome 2

Demonstrate knowledge of processes used to verify right of access to property.

Range property includes – premises, vehicle, safe, keys.

Performance criteria

- 2.1 Processes used to verify customer right of access to property before undertaking locksmithing work are described.
- 2.2 Processes used to confirm right of access by the customer following admittance to property are described.

Outcome 3

Demonstrate knowledge of legislation and regulations applying to locksmiths.

Performance criteria

- 3.1 Retailer and customer rights are described in accordance with the relevant legislation.
- Range Consumer Guarantees Act 1993, Fair Trading Act 1986, Contract and Commercial Law Act 2017.
- 3.2 The obligations on locksmiths are described in accordance with the Private Security Personnel and Private Investigators Act 2010.
- 3.3 The requirements of the design and installation of locking systems are described in accordance with the specifications given in the Building Act 2004.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 March 1998	31 December 2018
Review	2	29 July 2002	31 December 2018
Review	3	19 May 2006	31 December 2022
Review	4	26 October 2017	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.