

National Certificate in Compliance and Regulatory Control (Local Government Committee Management)

Level 4

Credits 60

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2020.

Transition Arrangements

This qualification was reviewed and, along with the National Certificate in Public Sector Services (Client/Customer Services) (Level 4) [Ref: 0660], was replaced by the New Zealand Certificate in Public Sector Service Delivery (Level 4) [Ref: 3636].

The last date for entry into programmes leading to this qualification is 31 December 2018. The last date for assessments to take place against this qualification is 31 December 2020.

People currently working towards this qualification may either complete the requirements by 31 December 2020 or transfer their results to the replacement qualification.

It is anticipated that no existing candidates will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to The Skills Organisation at the address below.

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

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	July 2002	December 2020
Revision	2	October 2013	December 2020
Review	3	June 2017	December 2020

Standard Setting Body

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National Certificate in Compliance and Regulatory Control (Local Government Committee Management)

Level 4

Credits 60

Purpose

This qualification is for people employed by local government who are responsible for the management of local government committees to ensure their decision making is in compliance with standing orders and legislation.

The qualification reflects a good knowledge of New Zealand local government processes, meeting procedures and legislation pertaining to meetings, and competence in those interpersonal communication, writing, and administration skills required for organising and managing local government meetings and reporting and actioning the decisions made.

The elective section of the qualification recognises a range of knowledge and skills that complement the core competencies, and is designed to meet organisational and/or individual needs.

Credit Range

	Compulsory	Elective
Level 2 credits	-	0-6
Level 3 credits	6	0-13
Level 4 or above credits	28	12-26
Minimum totals	34	26

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

- A minimum of 60 credits
 - Of which a minimum of 40 credits at Level 4 or above
- Compulsory standards
- Elective – Balance

Detailed Requirements

Compulsory

The following standards are required

Business > Public Sector Services > Public Sector Core Skills

ID	Title	Level	Credit
14951	Demonstrate introductory knowledge and understanding of New Zealand local government	4	5

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
11097	Listen actively to gain information in an interactive situation	3	3

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
11095	Write business correspondence to convey complex ideas and information	3	3

Law and Security > Compliance and Law Enforcement > Compliance and Regulatory Control

ID	Title	Level	Credit
19420	Demonstrate knowledge of the legal system as it pertains to local government in New Zealand	5	8
19422	Advise and report meeting procedures of a local authority	5	15

Elective

The balance of credits to achieve

A minimum of 60 credits

- Of which a minimum of 40 credits at Level 4 or above

May come from the following

Business > Accounting > Accounting - Middle Level

ID	Title	Level	Credit
11620	Prepare and review a profit and loss budget	4	2

Business > Business Administration > Business Administration Services

ID	Title	Level	Credit
11648	Plan, organise, and record business meetings	5	7
11650	Plan, coordinate, and evaluate a business conference, event, or function	6	10

Business > Public Sector Services > Public Sector Māori

ID	Title	Level	Credit
14950	Describe Te Tiriti o Waitangi/Treaty of Waitangi and its application in the public sector	3	6

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9678	Conduct formal meetings	5	4
9679	Apply knowledge of a formal meeting	4	4
9691	Demonstrate knowledge of group processes	5	5
9692	Deliver an oral presentation to an audience	5	4

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
3488	Write business correspondence for a workplace	2	6
3491	Write a report	3	4
3494	Take notes and write minutes for a formal meeting	3	3

Previous versions of the qualification

Version 2 was issued following a revision to ensure the achievability of the qualification until it is reviewed. Changes to structure and content included: elective credit requirements reduced from 28 credits to 26 credits to maintain the qualification total; expired unit standards 129, 7454, 9674, 9700, and 19421 removed from the qualification; unit standard classifications, titles and credit values updated to reflect changes following unit standard reviews; reverse transition arrangements were added to allow people flexibility to complete Version 1 of the qualification.

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expired or expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
1302	9678
3502	11097

Reverse transition

Version 1 of this qualification contains standards that have expired. For the purposes of Version 1 of this qualification, people who have gained credit for the replacement standards are exempt from the requirement to gain credit for the earlier standards – see table below.

Credit for	Exempt from
21335	9674
21336	9674
25196, 25197, 25198, 25199	19421

Other standard setting bodies whose standards are included in the qualification

NZQA

Certification

This certificate will display the logos of NZQA, The Skills Organisation 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
940	Law and Security > Compliance and Law Enforcement > Compliance and Regulatory Control	0911	Society and Culture > Justice and Law Enforcement

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