

National Certificate in Offender Management (Level 5)

Level 5

Credits 88

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

Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Certificate in Offender Management (Level 5) [Ref: 3877].

The last date for entry into programmes leading to the replaced qualification is 31 December 2019, when the replaced qualification will be designated expiring.

The last date to meet the requirements of the replaced qualification is 31 December 2020 when the qualification will be discontinued.

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

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

Credit for	Exempt from
2785	29786
11281	30421

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	December 2002	December 2010
Review	2	July 2008	December 2012
Republished	2	February 2010	December 2012
Republished	2	May 2010	December 2012
Revision	3	December 2011	December 2020
Review	4	November 2018	December 2020

Standard Setting Body

The Skills Organisation
FREEPOST 5164
PO Box 24469
Royal Oak
Auckland 1345

Telephone

09 525 2590

Email

reviewcomments@skills.org.nz

Reviewed

National Certificate in Offender Management (Level 5)

Level 5

Credits 88

Purpose

This certificate provides a nationally recognised qualification for people working or seeking work as a Principal Corrections Officer within a prison who are engaged in providing safe, secure, and humane containment of inmates whilst working towards reducing reoffending.

The qualification builds on the generic and professional skills and knowledge covered in the prerequisite National Certificate in Offender Management (Level 4) [Ref: 0679], and prepares trainees for team leader roles in the prison environment.

The qualification covers the following:

- planning and coordinating emergency responses in a prison
- monitoring and controlling expenditure in Public Prisons Service cost centres
- demonstrating knowledge of Te Tiriti O Waitangi, and kaupapa and tikanga Māori
- planning, organising, allocating work and monitoring performance
- communicating with, managing, and leading staff
- preparing staff for assessment
- creating and using spreadsheets; and
- demonstrating the concepts and principles of quality and its management.

The qualification is designed for training and assessment in the workplace, although some standards can be achieved off-job. This qualification could lead to higher-level qualifications in the Business field.

Special Notes

Prerequisite: National Certificate in Offender Management (Level 4) [Ref: 0679] or demonstrate similar skills and knowledge.

Recognition of prior learning: applications for recognition of prior learning may be made to The Skills Organisation or accredited providers.

Credit Range

Level 3 credits	9
Level 4 credits	10
Level 5 credits	69
Total	88

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

- Compulsory standards

Detailed Requirements

Compulsory

The following standards are required

Business > Business Administration > Business Information Management

ID	Title	Level	Credit
11646	Produce business information for management	5	6

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit
23397	Plan and monitor performance of others	5	6

Business > Business Operations and Development > Quality Management

ID	Title	Level	Credit
8085	Demonstrate knowledge of quality and its management	3	4

Business > Business Operations and Development > Systems and Resources Management

ID	Title	Level	Credit
27520	Create a plan for an operation in an organisation	5	5
27521	Manage a plan for an operation in an organisation	5	5

Business > Public Sector Services > Public Sector Māori

ID	Title	Level	Credit
14943	Demonstrate knowledge of Te Tiriti o Waitangi/Treaty of Waitangi in respect to the public sector	5	5
16218	Demonstrate knowledge of kaupapa and tikanga Māori relevant to Māori clients in the public sector	5	6

Business > Public Sector Services > Public Sector Service Delivery

ID	Title	Level	Credit
8487	Meet public sector organisation requirements for the provision of services	5	10

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
2785	Create a computer spreadsheet to provide a solution for organisation use	3	5

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
16614	Apply time management concepts and methods in business situations	4	3

Education > Generic Education and Training > Assessment of Learning

ID	Title	Level	Credit
11281	Prepare candidate(s) for assessment against standards	4	3

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9678	Conduct formal meetings	5	4
9692	Deliver an oral presentation to an audience	5	4

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
16612	Use effective business writing skills in an organisation	4	4

Law and Security > Offender Management > Prisoner Management

ID	Title	Level	Credit
19669	Monitor and control expenditure in Public Prisons Service cost centres	5	10

Law and Security > Offender Management > Prison Safety and Security

ID	Title	Level	Credit
25008	Plan, coordinate, test, and report emergency responses in a prison	5	8

Transition Arrangements

Version 3

Version 3 was issued following a revision to maintain achievability for candidates. Expiring standards were removed or replaced and the classifications, titles, credit values, and levels of reviewed or revised standards were updated.

Changes to structure and content

- standard 7452 was replaced by standards 27520 and 27521
- standards 7458 and 8499 were removed from the qualification without replacement
- the credit total of the qualification decreased from 97 to 88.

Trainees currently enrolled in programmes leading to the award of version 2 of this qualification may either complete that version or transfer to this version. Trainees who wish to complete version 2 should note that standards 7452 and 8499 expired on 31 December 2011. Reverse transition arrangements for standard 7452 are detailed below.

All new trainees will be enrolled in programmes leading to this version of the qualification.

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

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

Credit for	Exempt from
7447	11646
7452	27520, 27521

Reverse transition arrangements for expired standard 7452 were included in version 2 of the qualification to avoid disadvantaging candidates who wish to complete that version.

For the purposes of version 2 of the qualification, people who have gained credit for the replacement standards are exempt from the requirement to gain credit for the expired standard – see table below.

Credit for	Exempt from
27520, 27521	7452

It is not intended that anyone is disadvantaged by this revision, and the above arrangements have been designed for a smooth transition. However, anyone who feels they have been disadvantaged may appeal to the ElectroTechnology Industry Training Organisation at the address below.

Previous version of the qualification

Version 2 was republished to include reverse transition arrangements in version 1 – see previous version information below.

Version 2 was issued following a review. The optional standards were removed, and titles, credits were updated to reflect changes resulting from review of standards.

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

Credit for	Exempt from
7447	11646

Standard Setting Bodies

ElectroTechnology Industry Training Organisation
 FREEPOST 5164
 PO Box 24469
 Royal Oak
 Auckland 1345

Telephone 09 525 2590

Email reviewcomments@etito.co.nz

Other standard setting bodies whose standards are included in the qualification

Learning State (trading name of the Public Sector Training Organisation)
 NZQA

Planned Review

Any person or organisation may contribute to the review of this qualification by sending feedback to the standard setting body at the above address.

Next Review	2012
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Certification

The certificate will display the logos of the NZQA, the ElectroTechnology Industry Training Organisation, and the organisation that has been granted consent to assess against standards that meet 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
375	Law and Security > Offender Management	091199	Society and Culture > Justice and Law Enforcement > Justice and Law Enforcement not elsewhere classified

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.