

National Certificate in Compliance and Regulatory Control (Rates Management)

Level 5

Credits 69

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 (Leadership Development - Middle Management) (Level 5) [Ref: 1019]; National Certificate in Public Sector Services (Community Advisor) (Level 5) [Ref: 1106]; and National Diploma Public Sector Māori (Level 5) [Ref: 1642]; was replaced by the New Zealand Certificate in Public Sector Management (Level 5) [Ref: 3638].

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 | May 2006 | December 2015 |
| 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 (Rates Management)

Level 5

Credits 69

Purpose

This qualification recognises the knowledge and skills of rates managers within local authorities and may also be of interest to local authority revenue managers who carry out the function of rates management. People who have completed the National Certificate in Compliance and Regulatory Control (Rates Officer) [Ref: 1237] may wish to progress to this qualification.

This qualification covers:

- knowledge of – legal requirements regarding local government in New Zealand, the nature and use of information in the State sector, rating and related local government legislation, rating valuation legislation and Rules, and rates debt recovery for general land;
- competence in – first line management in relation to time management, leading a team or group to complete routine tasks; preparing budget information; planning, managing, and reviewing projects; giving oral instructions; presenting information orally to an audience; and writing an analytical report.

The elective section recognises the holder is able to contract for service for the organisation, or prepare rating scenarios. There is a small optional section for those who need to demonstrate knowledge of Māori freehold land.

Credit Range

| | Compulsory | Elective | Optional |
|--------------------------|------------|----------|----------|
| Level 3 credits | 3 | - | - |
| Level 4 credits | 24 | - | 0-8 |
| Level 5 or above credits | 39 | 3-14 | - |
| Minimum totals | 66 | 3-14 | 0-8 |

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
- Elective – A minimum of 1 standard as specified

Detailed Requirements

Compulsory

The following standards are required

Business > Accounting > Accounting - Middle Level

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

Business > Public Sector Services > Public Sector Core Skills

| ID | Title | Level | Credit |
|-------|---|-------|--------|
| 14942 | Demonstrate knowledge and understanding of the nature and use of information in the public sector | 5 | 4 |

Core Generic > Core Generic > Work and Study Skills

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

Humanities > Communication Skills > Interpersonal Communications

| ID | Title | Level | Credit |
|-------|--|-------|--------|
| 1312 | Give oral instructions in the workplace | 3 | 3 |
| 9692 | Deliver an oral presentation to an audience | 5 | 4 |
| 21335 | Lead a group/team to achieve an objective(s) | 4 | 5 |

Humanities > Communication Skills > Writing

| ID | Title | Level | Credit |
|------|----------------------------|-------|--------|
| 9685 | Write an analytical report | 5 | 5 |

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 |
| 22241 | Demonstrate knowledge of rates debt recovery for general land | 4 | 6 |
| 22242 | Demonstrate knowledge of rating and related local government legislation | 5 | 18 |
| 22243 | Demonstrate knowledge of rating valuation legislation and Rules | 4 | 8 |

Elective

A minimum of 1 standard

Business > Business Operations and Development > Systems and Resources Management

| ID | Title | Level | Credit |
|-------|-------------------------------|-------|--------|
| 27523 | Manage a contract for service | 5 | 3 |

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

| ID | Title | Level | Credit |
|-------|--|-------|--------|
| 22244 | Prepare rating scenarios for a local authority | 5 | 14 |

Optional standard

The following standard is optional

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

| ID | Title | Level | Credit |
|-------|--|-------|--------|
| 22245 | Describe rating of Maori freehold land | 4 | 8 |

Previous version of the qualification

Version 2 was issued following revision to ensure the achievability of the qualification until it is reviewed. Changes to structure and content included: the overall minimum credit total reduced from 76 to 69 to accommodate changes to unit standards at review and replacement of expired or expiring standards; unit standard 21335 replaced expired standard 17497; unit standard 27523 replaced expiring standard 19028; expired unit standard 7454 removed from the qualification; unit standard classifications, titles and credit values updated to reflect changes following unit standard reviews; unit standard 22245 made optional, to ensure its availability while maintaining sufficient elective credits to keep the qualification at Level 5; reverse transition arrangements added to allow people 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 |
|------------|-------------|
| 17497 | 21335 |
| 19028 | 27523 |

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 | 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.

Reviewed