

**FIELD BUSINESS****Review of *Credit Management* and *Credit Administration* qualifications****National Certificate in Credit Administration (Level 3) [Ref: 0673]****National Certificate in Credit Management (Level 4) [Ref: 0776]**

The Forest Industries Training and Education Council (FITEC) – Credit and Finance has completed the review of the qualifications listed above that were registered in October 1999 and September 2002.

**Replacement qualification**

National Certificate in Credit Administration (Credit Control) (Level 3) [Ref: 1189]

**Date new versions published****August 2005****The review of these qualifications is planned to take place in December 2010**

Late last year FITEC did a full review of the Credit Administration and Credit management unit standards, and concurrently, reviewed the National Certificate in Credit Administration (Level 3) [Ref: 0673] and revised National Certificate in Credit Management (Level 4) [Ref: 0776].

For 0673, after extensive industry consultation, it was determined that this qualification no longer met the needs of industry and that a review of this qualification would not improve its relevance. As such, the decision was made to expire the qualification and to develop a new level 3 qualification that focused more on the specific credit administration needs of people in the role.

For 0776, the original version of the qualification was not meeting industry requirements. Also, the high number of credits in the elective and the qualification as a whole was an issue in terms of completing the qualification, and appeared to be a deterrent for potential trainees. On that basis, the compulsory component from version 1 has been retained, but the number of elective credits has been reduced drastically, the outcome of which has made the qualification more realistic and achievable.

**National Certificate in Credit Administration (Level 3) [Ref: 0673]****Main changes resulting from the review**

This qualification is designated as expiring and has been replaced by the new qualification the National Certificate in Credit Administration (Credit Control) (Level 4) [Ref: 1189].

## Transition

People currently working towards the National Certificate in Credit Administration (Level 3) [Ref: 0673] may either complete the requirements for that qualification or transfer their results to this qualification. Due to the small number of current trainees each has been contacted and the best option for them has been determined. It is anticipated that no candidates will be disadvantaged by these transition arrangements. However, candidates may appeal in the first instance to FITEC, which will consider any appeal on a case-by-case basis. The last date for people to complete the replaced qualification is December 2006.

## National Certificate in Credit Management (Level 4) [Ref: 0776]

### Main changes resulting from the review

The compulsory component of the qualification remains unchanged. The elective component has been reduced from 96 credits to 20 credits making it easier to complete and making it a more industry specific qualification.

Trainees can still specialise in areas that best suit the particular area of industry in which they are employed, while developing the required credit management skills from the compulsory unit standards.

#### Changes to structure and content

- Credits of the reviewed unit standards have been updated.
- The credit total has been reduced from 140 to 60.
- The elective section has been reduced from 96 credits to 20 credits, and its requirements have been simplified.
- The domains: Accounting – Generic; Business Administration Services; Finance – Māori; Financial Skills; First Line Management; Assessment of Learning, and Interpersonal Communications have been removed from the elective section.

## Transition

People currently working towards version 1 of this qualification may either complete the requirements for that version or transfer their results to version 2. It is anticipated that no candidates will be disadvantaged by these transition arrangements. However, candidates may appeal in the first instance to FITEC, which will consider any appeal on a case-by-case basis. The last date for people to complete version 1 is December 2007.

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