

FIELD BUSINESS**Review, Rollover, and Revision and Reclassification of *First Line Management* unit standards****Rollover and Revision and Reclassification of *First Line Management* unit standard**

Subfield	Domain	Id
Management	First Line Management	18664

The National Qualifications Services has revised the unit standard above. It has not been used sufficiently to warrant a review at this stage.

Date new version published **December 2006**

Planned review date **December 2009**

Reason for the revision

- To clarify the context of assessment.
- To identify the appropriate domain and subfield for reclassification as for other First Line Management unit standards.

Main changes resulting from the revision

- Special notes have been updated to clarify the target candidate and the context of assessment.
- Minor changes have been made to elements and performance criteria to clarify the intended outcomes.
- The domain and subfield have changed.

Impact on existing provider accreditations

Current Accreditation for			Accreditation extended to		
Nature of accreditation	Classification	Level	Nature of accreditation	Classification	Level
Subfield	Management	4	Subfield	Business Operations and Development	4
Domain	First Line Management	4	Domain	Systems and Resources Management	4

Impact on Accreditation and Moderation Action Plan (AMAP)

AMAP 0113 has been updated to reflect the changes made to the standard and its new classification, and unit standards 16612, 21335 and 21336 have been registered on AMAP 0023.

Impact on existing qualifications

Qualifications that contain the revised standard are tabled below.

Affected	The qualification lists a revised classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits
Not materially affected	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

The following qualifications are not materially affected by the changes. They will be updated when they are next reviewed.

Qualification title	Standard in the qualification	SSB Name
National Certificate in Cleaning and Caretaking (Supervisor) [Ref: 1115]	18664	Building Service Contractors of New Zealand Incorporated
National Certificate in Civil Infrastructure Health, Safety, and Environment (Supervision) [Ref: 1179]	18664	InfraTrain New Zealand
National Certificate in Stevedoring and Ports Industry (Cargo Operations) with strands in Cargo Supervision, and Cargo Planning [Ref: 1011]	18664	Road Transport and Logistics Industry Training Organisation
National Certificate in Community Recreation (Aquatics) (Level 4) [Ref: 0938]	18664	Sport, Fitness and Recreation Industry Training Organisation
National Certificate in Snowsport (Supervision) with strands in Lift Operation, Patrol Leader, Snowsport Equipment, Snowgrooming, Snowmaking, Snowschool, Ticketing and Guest Services [Ref: 1219]	18664	
National Diploma in Outdoor Recreation (Instruction) (Level 5) [Ref: 1191]	18664	

Summary of main changes

All changes are in **bold**.

Subfield Management
Business Operations and Development
Domain First Line Management
Systems and Resources Management

Id	Title	Level	Credit
18664	Apply sustainable environmental management practices as a workplace supervisor	4	6

Review and Reclassification of *First Line Management* unit standards

Subfield	Domain	Id
Management	First Line Management	1983, 1985-1988, 11994, 15189, 15190, 15946, 16342, 16611-16616, 17497, 17498, 18336-18338, 19015, 19020, 19023, 19025-19030

The National Qualifications Services (NQS) of the New Zealand Qualifications Authority (NZQA) has completed the review of the unit standards listed above.

Date new versions published

December 2006

Planned review date

December 2011

Summary of review and consultation process

NQS decided in 2004 that a review of the First Line Management standards and qualifications was warranted due to:

- High use of the standards across a range of contexts, particularly over the previous five years.
- Thirteen of the standards had not been reviewed since registration in 1997, 1999, or 2000.
- The need to ensure requirements were consistent with the current business environment.
- Feedback from the NQS Business and Management Advisory Steering Group (ASG), and from the Business New Zealand Training Managers Network that a review of the First Line Management standards and qualifications should be a priority.
- Feedback received from the sector recommending changes.

Guidelines for the review were developed in September 2004. The review panel, which met several times after that date, included nominated representatives from key stakeholders.

Unit standard review drafts were subsequently circulated widely to those who had expressed an interest, and through other NQS Business and Management networks. All feedback received was considered by the review panel in November 2005 and has informed the new versions. Industry Training Organisations whose qualifications were affected by the review of the standards were notified of review outcomes.

The review panel, and the NQS Business and Management Advisory Steering Group have endorsed the final drafts of the standards, including formal and recommended replacement standards for Category C and D review.

This unit standard review is the first to take account of the structural review of Field Business. Following work and sector consultation by the Business and Management ASG during 2004; subsequent recommendations from the First Line Management review panel; and further consultation with the sector, it was decided that the First Line Management unit standards within this domain be reclassified within an appropriate domain from field Business or elsewhere that more accurately reflected their content and business focus, and that the First Line Management domain be designated expiring. The standards within the First Line Management domain were not appropriately focused on first line manager competencies. Many of the standards, while reflecting knowledge and skills essential for first line managers, were also relevant to other roles, and reclassifying them elsewhere will make them more accessible.

The impact on NQS business qualifications will be addressed as part of the review of these qualifications. The intention is that all standards appropriate for these qualifications will be accessible, along with others deemed suitable from elsewhere on the framework. The impact on other qualifications is largely due to the reclassification of the standards and the designation as expiring of the First Line Management domain. SSBs with qualifications specifying subfield Management should note that this subfield will be designated expiring, but it will expire only when all standards within it have been reviewed. Adding the new subfield, Business Operations and Development, to qualifications' elective sections in addition to subfield Management where appropriate will ensure that all but five of the reviewed standards are available. Qualifications specifying a choice of standards from domain First Line Management will need to be updated with appropriate new and existing domain names.

Main changes resulting from the review

- Legislation and terminology has been updated.
- All unit standards have been reclassified in appropriate new and existing domains and subfields within Field Business.
- Titles have been amended where appropriate to reflect the overall outcome of the standards.
- Levels and credits have been reviewed. Changes in level have been made to standards 1986, 1987, 1988, 19015, and 19030; and changes in credit to standards 1988, 15189, 15190, 19015, and 19030.
- Special notes have been changed or added to clarify the intended target audience, where necessary, and to clarify the context of the assessment. Standards 1988, 23395, 15190, 16614, 23397, 18337, 18664, 19020, and 19028 are stipulated for assessment in the workplace only. Standards 1983, 1986, 1987, 23394, 23396, 18228, 19015, 19025, and 23400 contain a special note stating that assessment may occur in the workplace or in simulated situations. In some cases one standard has been replaced by two standards to allow aspects in one unit to be assessed in simulated situations, while aspects in the other must be assessed in the workplace. This is the case with reviewed units 11994 and 16616.
- Standards 17497 and 17498 have been replaced by new standards 21335 and 21336, respectively, which arose from the comprehensive review of standards in domain Interpersonal Communications, subfield Communication Skills. New standards 21335 and 21336 also replaced standards 9674, 9675 and 9676 in the Communication Skills review (see [Review Summaries](#) for December 2006).
- Standard 19026 has replaced by a new unit 23400.
- Standard 16612 has been reclassified in domain Writing, subfield Communication Skills while still retaining its business focus.

The following nine unit standards have been designated expiring and will not be replaced:

- Standard 1985 has similar outcomes to 16342;
- Standard 15946 does not meet the needs of business at this level;
- Outcomes in standard 16611 are better covered by newly registered standards, 23394 and 23395 that replace 11994; and those in standard 16613 are better covered by standard 11647 in the Business Administration domain.
- Standard 19023 is not appropriately focused for First Line Managers. Standards covering similar ground are unit standards 17593, 17602, and 20198 in the Occupational Health and Safety domain. Please note that the extensions of accreditation scope that have been applied to mitigate the impact of this review include these standards – see table below.

- The suggested replacements for standard 19027 are standards 23396 and 23397;
- For standard 19029, the same ground is better covered by standards 2798, 18745, and 18746 in the domain Generic Computing.

Two standards were not reviewed:

- Unit 19021 will be transferred to Retail ITO.
- The review of 19022 has been deferred until 2007 when it will be reviewed with standards in domain Human Resource Management.

Unit standards categorised as category C or D expire at the end of December 2009.

The expiry period is longer than usual due to the high usage of these standards, and is designed to give time for ITOs who may wish to develop industry specific standards to suit their sectors, and to allow time for the review of NQS Business qualifications.

Impact on existing provider accreditations

Current Accreditation for			Accreditation extended to			
Nature of accreditation	Classification or Id	Level	Nature of accreditation	Classification or Id	Level	
Field	Business	3	Standard	1986, 21335	4	
	Business	4	Standards	2798	2	
				16612	4	
				18745, 18746	3	
				23397, 21336	5	
	Business	5	Standards	17593	2	
				17602	3	
				20198	4	
	Subfield	Management	3	Subfield	Business Environment	3
				Subfield	Business Operations and Development	3
Standard				1986, 21335	4	
Management		4	Subfield	Business Environment	4	
				Business Operations and Development	4	
				Standards	2798	2
				18745, 18746	3	
Management		5-7	Subfield	1986, 16612, 19015, 21335	4	
				11647, 21336, 23397	5	
				Business Environment	Same as existing accreditation	
				Business Operations and Development	Same as existing accreditation	
				Standards	2798, 17593	2
				17602, 18745, 18746,	3	
1986, 16612, 19015, 20198, 21335	4					
			21336	5		

Current Accreditation for			Accreditation extended to		
Nature of accreditation	Classification or Id	Level	Nature of accreditation	Classification or Id	Level
Domain	First Line Management	3	Domain	Systems and Resources Management	3
			Domain	People Development and Coordination	3
			Standards	1986, 19025, 21335	4
	First Line Management	4	Domain	Systems and Resources Management	4
			Domain	People Development and Coordination	4
			Standards	2798	2
				18745, 18746	3
				1986, 16612, 19015, 19025, 21335	4
	11647, 23397, 21336	5			
	First Line Management	5, 6	Domain	Systems and Resources Management	Same as existing accreditation
			Domain	People Development and Coordination	Same as existing accreditation
			Standards	17593	2
17602				3	
1986, 16612, 19015, 19025, 20198, 21335				4	
21336	5				
Standard	1985	4	Standard	16342	4
Standard	11994	4	Standards	23394, 23395	4
Standard	16611	4	Standards	23394, 23395	4
Standard	16613	4	Standard	11647	5
Standard	16616	4	Standards	23396	4
				23397	5
Standard	17497	3	Standard	21335	4
Standard	19023	5	Standards	17593	2
				17602	3
				20198	4
Standard	19026	5	Standard	23400	4
Standard	19027	5	Standards	23396	4
				23397	5
Standard	19029	4	Standards	2798	2
				18745, 18746	3

Impact on Accreditation and Moderation Action Plan (AMAP)

AMAP 0113 has been updated to reflect the changes made to the standards.

Impact on existing qualifications

The table of affected qualifications follows the 'summary of main changes' section in this report.

Summary of main changes

All changes are in **bold**. Suggested replacements for Category D unit standards are shown in *italics*.

Key to review category

- A** Dates changed, but no other changes are made - the replacement standard carries the same Id and a new version number
B Changes made, but the overall outcome remains the same - the replacement standard carries the same Id and a new version number
C Major changes that necessitate the registration of a replacement standard with a new Id
D Standard will expire and not be replaced

Id	Subfield	Domain	Title	Level	Credit	Review Category
1983	Management Business Operations and Development	First Line Management People Development and Coordination	Analyse work content and identify work group needs Analyse work content and identify work team needs	4	5	B
1985	Management	First Line Management	Identify key organisational principles and apply them to workplace operations	4	5	D
16342	<i>Business Operations and Development</i>	<i>Systems and Resources Management</i>	<i>Identify key workplace organisational principles</i>	4	4	
1986	Management Business Administration	First Line Management Business Information Management	Produce business data and analyse business statistics for workplace operations Apply calculations, data analysis, and statistical interpretation in a business context	3 4	5	B
1987	Management Business Operations and Development	First Line Management People Development and Coordination	Create and maintain positive workplace relationships Develop strategies to establish and maintain positive workplace relationships	5 4	5	B
1988	Management Business Operations and Development	First Line Management Systems and Resources Management	Manage and/or supervise workplace operations Supervise workplace operations	5 4	5 6	B
11994	Management	First Line Management	Recruit and select staff	4	6	C
23394	Business Operations and Development	People Development and Coordination	Plan for and carry out staff selection	5	4	
23395	Business Operations and Development	People Development and Coordination	Participate in staff selection processes	4	3	

Id	Subfield	Domain	Title	Level	Credit	Review Category
15189	Management Business Operations and Development	First Line Management Systems and Resources Management	Prepare and implement a health and safety plan for a workplace Implement a health and safety plan for a workplace	4	3 4	B
15190	Management Business Operations and Development	First Line Management People Development and Coordination	Develop and implement work unit plans Develop, implement, and evaluate work team plans	4	5 6	B
15946	Management	First Line Management	Demonstrate knowledge of productivity and work study techniques	3	4	D
16342	Management Business Operations and Development	First Line Management Systems and Resources Management	Identify key workplace organisational principles	4	4	B
16611 23394 23395	Management <i>Business Operations and Development</i> <i>Business Operations and Development</i>	First Line Management <i>People Development and Coordination</i> <i>People Development and Coordination</i>	Prepare and conduct staff selection interviews as a first line manager <i>Plan for and carry out staff selection</i> <i>Participate in staff selection processes</i>	4 5 4	3 4 3	D
16612	Management Communication Skills	First Line Management Writing	Use effective business writing skills as a first line manager Use effective business writing skills in a business organisation	4	4	B
16613 11647	Management <i>Business Administration</i>	First Line Management <i>Business Information Management</i>	Prepare and deliver business presentations as a first line manager <i>Present business information for a business purpose</i>	4 5	4 5	D
16614	Management Business Operations and Development	First Line Management Systems and Resources Management	Apply time management concepts and methods in business situations as a first line manager Apply time management concepts and methods in business situations	4	3	B
16615	Management Business Operations and Development	First Line Management Systems and Resources Management	Explain and apply commercial negotiation skills and techniques as a first line manager Explain and apply negotiation skills and techniques in a commercial situation	5	4	B

Id	Subfield	Domain	Title	Level	Credit	Review Category
16616 23396 23397	Management Business Operations and Development Business Operations and Development	First Line Management People Development and Coordination People Development and Coordination	Plan and monitor performance of others as a first line manager Demonstrate knowledge of performance management planning Plan and monitor performance of others	4 4 5	4 3 6	C
17497 21335*	Management Humanities > Communication Skills	First Line Management Interpersonal Communications	Lead a team or group to complete routine tasks within set timeframes Lead a group/team to achieve an objective(s)	3 4	4 5	C
17498 21336*	Management Humanities > Communication Skills	First Line Management Interpersonal Communications	Lead a team or group to complete tasks with some complexity within set timeframes Lead a group/team to achieve an objective(s) with some complexity	4 5	5 5	C
<i>*21335 & 21336 also replaced 9674, 9675, 9676 – See Interpersonal Communications Review Report</i>						
18336	Management Business Operations and Development	First Line Management People Development and Coordination	Demonstrate team-building skills Demonstrate and apply knowledge of team-building skills	4	5	B
18337	Management Business Operations and Development	First Line Management People Development and Coordination	Implement training and development activities for teams and individuals in the workplace Plan, organise, and evaluate training and development activities for a workplace team	4	5	B
18338	Management Business Operations and Development	First Line Management Systems and Resources Management	Prepare and implement a team project Prepare and implement a project as a member of a project team	4	5	B
19015	Management Financial Management	First Line Management Financial Skills	Apply financial analysis in a business operation Carry out and report on financial analysis in a business operation	5 4	5 3	B
19020	Management Business Operations and Development	First Line Management Systems and Resources Management	Develop performance standards and monitor the performance of a business operation Develop performance standards and monitor performance for a logistics operation	5	6	B

Id	Subfield	Domain	Title	Level	Credit	Review Category
19023	Management	First Line Management	Apply occupational health and safety requirements in a business operation	5	10	D
17593	<i>Health > Occupational Health and Safety</i>	<i>Occupational Health and Safety Practice</i>	<i>Apply safe work practices in the workplace</i>	2	4	
17602	<i>Health > Occupational Health and Safety</i>	<i>Occupational Health and Safety Practice</i>	<i>Apply hazard identification and risk assessment procedures in the workplace</i>	3	4	
20198	<i>Health > Occupational Health and Safety</i>	<i>Occupational Health and Safety Practice</i>	<i>Identify the roles and responsibilities of the health and safety representative in the workplace</i>	4	8	
19025	Management Business Operations and Development	First Line Management Quality Management	Demonstrate knowledge of quality assurance in a business operation Demonstrate and apply knowledge of quality assurance in a business operation	4	7	B
19026	Management Business Operations and Development	First Line Management Systems and Resources Management	Demonstrate knowledge of change management in a business operation Demonstrate and apply knowledge of change management in a business operation	5	6	C
23400	Business Operations and Development	Systems and Resources Management	Demonstrate and apply knowledge of change management in a business operation	4	5	
19027	Management <i>Business Operations and Development</i> <i>Business Operations and Development</i>	First Line Management <i>People Development and Coordination</i> <i>People Development and Coordination</i>	Develop job description and conduct performance appraisal in a business operation <i>Demonstrate knowledge of performance management planning</i> <i>Plan and monitor performance of others</i>	5	6	D
23396	<i>Business Operations and Development</i>	<i>People Development and Coordination</i>	<i>Demonstrate knowledge of performance management planning</i>	4	3	
23397	<i>Business Operations and Development</i>	<i>People Development and Coordination</i>	<i>Plan and monitor performance of others</i>	5	6	
19028	Management Business Operations and Development	First Line Management Systems and Resources Management	Contract for service in a business operation	5	7 5	B

Id	Subfield	Domain	Title	Level	Credit	Review Category
19029	Management	First Line Management	Demonstrate knowledge of technology and information systems	4	4	D
2798	Computing and Information Technology > Computing	Generic Computing	Demonstrate knowledge of the application and impact of computer technology in an organisation	2	2	
18745	Computing and Information Technology > Computing	Generic Computing	Demonstrate knowledge of ethical issues for computer users in New Zealand	3	3	
18746	Computing and Information Technology > Computing	Generic Computing	Demonstrate knowledge of contemporary information technologies	3	3	
19030	Management Business Operations and Development	First Line Management Systems and Resources Management	Tender, negotiate and manage a contract in a business operation Demonstrate knowledge of tendering, negotiating, and managing a contract in a business operation	6 4	10 5	B

Impact on existing qualifications

Qualifications that contain the reviewed standards or classifications are tabled below.

Affected	The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
Not materially affected	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

Note: Some qualifications impacted by this review specify subfield Management. This subfield is not expiring at this stage until all standards within it have been reviewed and reclassified appropriately. Many of the First Line Management standards were reclassified in a new subfield Business Operations and Development, which would be useful to add to the qualification if it is the intention for candidates to be assessed against those standards.

The following National Qualifications Services qualifications are affected by the outcome of this review and will be revised/reviewed to take account of the changes in 2006 and 2007.

In the following tables qualifications that contain unit standards and classifications in both categories are identified in the *Affected* table, with the items that generated the *Affected* status in **bold**.

Qualification Title	Classification or Id
National Certificate in Business (Introductory) or (Intermediate) (Level 4) [Ref: 0782]	First Line Management
National Diploma in Business (Level 5) [Ref: 0783]	First Line Management
National Diploma in Business (Level 6) [Ref: 0784]	First Line Management
National Certificate in Business Administration (and Computing) (Level 3)	Management, 16612

Qualification Title	Classification or Id
[Ref: 0633]	
National Certificate in Business Administration (Level 4) [Ref: 0634]	Management , 16612
National Diploma in Business Administration (Level 5) [Ref: 0370]	Management
National Certificate in First Line Management (Communications and Quality) (Level 3) [Ref: 0743]	11994, 15189 , 18336, 18337
National Certificate in First Line Management (Level 4) [Ref: 0649]	Management First Line Management
National Certificate in Marketing [Ref: 0345]	Management
National Certificate in Pacific Islands Early Childhood Education (Pasifika Management) (Level 6) [Ref: 0982]	1987, 1988 , 16612
National Certificate in Small Business Management [0172]	First Line Management
National Diploma in Captive Wild Animals (Zoological Gardens and Wild Life Parks) with strands in Birds, Mammals, and Reptiles and Amphibians [Ref: 0320]	1987
National Certificate in Performing Arts Management (Level 4) [Ref: 0611]	Management
National Diploma in Marketing with strands in General Marketing, Direct Marketing, International Marketing, Marketing Research, Sales Organisation and Management, Advertising, and Public Relations [Ref: 0424]	Management
National Certificate in Tourism Maori (Level 4) [Ref: 1077]	First Line Management
National Diploma in Tourism Maori (Level 5) [Ref: 1096]	Management First Line Management

The following National Qualifications Services qualification is not materially affected by the changes. It will be updated when next reviewed or revised.

Qualification Title	Id
National Certificate in Quality Management [Ref: 0369]	19025

The following qualifications are also affected by the outcome of this review. The standard setting bodies (SSBs) have been advised that they require revision.

Qualification Title	Classification or Id	SSB Name
National Certificate in Fencing with strands in Non-Electric Fencing and Electric Fencing [Ref: 0324]	Management	Agriculture Industry Training Organisation
National Certificate in Poultry Management (Level 4) [Ref: 1156]	1987, 11994 , 18337, 19025, 19027	
National Diploma in Drinking-Water with strands in Drinking-Water Assessment, and Water Treatment (Site Technician) [Ref: 1012]	17497	
National Diploma in Wastewater Treatment (Site Technician) [Ref: 0966]	17497	
National Certificate in Carpet Manufacture (Advanced Carpet Tufting) (Level 4) [Ref: 0278]	Management	Apparel & Textile Industry Training Organisation
National Certificate in Carpet Manufacture (Carpet Tufter Tuning) (Level 5) with an optional strand in Tuning of Multi-height and Enhanced Graphics Tufters [Ref: 0280]	Management	
National Certificate in Carpet Manufacture (Tufted Carpet Finishing) (Level 4) [Ref: 0283]	Management	
National Certificate in Carpet Manufacture (Tufted Carpet Inspection and Grading) (Level 4) [Ref: 0284]	Management	
National Certificate in Clothing Manufacture (Cutting) (Level 4) [Ref: 0114]	Management	

Qualification Title	Classification or Id	SSB Name
National Certificate in Clothing Manufacture (Design and Patternmaking) (Level 4) [Ref: 0074]	Management	
National Certificate in Clothing Manufacture (Mechanic) (Level 4) [Ref: 0075]	Management	
National Certificate in Clothing Manufacture (Production) (Level 4) [0115]	Management	
National Certificate in Industrial Machine Knitting (Advanced Technology - Circular Garment-Length) (Level 5) [Ref: 0160]	1983, 1987, 1988	
National Certificate in Industrial Machine Knitting (Advanced Technology - Circular Piece-Goods) (Level 5) [Ref: 0161]	1983, 1987, 1988	
National Certificate in Industrial Machine Knitting (Advanced Technology - Flat Bed Fabric Design) (Level 5) [0163]	1983, 1987, 1988	
National Certificate in Industrial Machine Knitting (Advanced Technology - Flat Bed) (Level 5) [Ref: 0162]	1983, 1987, 1988	
National Certificate in Industrial Machine Knitting (Advanced Technology – Full-Fashioned) (Level 5) with strands in Design, Production, and Maintenance [Ref: 0164]	1983, 1987, 1988	
National Certificate in Industrial Machine Knitting (Advanced Technology – Full-Length Hosiery) (Level 5) [Ref: 0165]	1983, 1987, 1988	
National Certificate in Industrial Machine Knitting (Advanced Technology - Half Hose) (Level 5) [Ref: 0166]	1983, 1987, 1988	
National Certificate in Industrial Machine Knitting (Technology) (Level 4) with strands in Circular Garment Length, Circular Piece-Goods, Flat Bed, Full-Fashioned, Full-Length Hosiery, Half-Hose, and Warp Knitting [Ref: 0159]	1983, 1985	
National Certificate in Textiles Manufacture (Fibre Blending) (Level 4) with strands in Woollen Processing, and Semi-worsted and Worsted Processing [Ref: 0151]	Management	
National Certificate in Textiles Manufacture (Technology) (Level 4) [Ref: 0638]	1985	
National Certificate in Textiles Manufacture (Woven Fabric Technology) (Level 5) with strands in Weaving Technology, and Finishing Technology [Ref: 0154]	1988	
National Certificate in Wool Scouring (Early Stage Wool Processing) (Level 4) [Ref: 0639]	1985	
National Diploma in Textile Dyeing and Finishing (Advanced Dyeing Technology) (Level 5) [Ref: 0182]	Management	
National Diploma in Textiles Manufacture (Weaving) (Level 5) [Ref: 152]	1988	
National Diploma in Textiles Manufacture (Woollen Yarn Processing) (Level 5) [Ref: 0153]	1988	
National Certificate in Casino Cashiering (Level 4) [Ref: 0491]	First Line Management, 18336, 18337	Aviation, Tourism & Travel Industry Training Organisation

Qualification Title	Classification or Id	SSB Name
National Certificate in Casino Gaming (Level 4) with strands in Table Gaming, and Gaming Machines [Ref: 0377]	1987, 1988 , 18336	
National Certificate in Casino Security (Level 4) [Ref: 0405]	1987 , 18336	
National Certificate in Casino Surveillance (Level 5) [Ref: 0407]	1985, 1987, 1988	
National Certificate in Travel (Level 4) [Ref: 0113]	First Line Management	
National Diploma in Casino Gaming with strands in Casino Gaming Management, and Casino Inspection and Monitoring [Ref: 0671]	Management	
National Diploma in Tourism (Management) (Level 5) [Ref: 0473]	First Line Management	
National Diploma in Tourism Conventions and Incentives with strands in Conference Organisation, Convention Bureaux, Incentives, and Venue Sales and Operations [Ref: 0724]	Management	
National Diploma in Airport Operations (Level 5) [Ref: 0514]	Management	
National Certificate in Proprietary Plaster Cladding Systems (Advanced) [Ref: 0787]	First Line Management	Building & Construction Industry Training Organisation
National Certificate in Marine Sales and Services (Marine Retail) (Level 4) [Ref: 0549]	1988	Boating Industry Training Organisation
National Certificate in Cleaning and Caretaking (Supervisor) [Ref: 1115]	17497	Building Service Contractors of New Zealand
National Certificate in Engineering - Fabrication (Level 5) with strands in Heavy Fabrication, Light Fabrication, and Welding [Ref: 0681]	1987, 1988	Competenz
National Certificate in Engineering Machining and toolmaking (Level 5) [Ref: 0719]	1987, 1988	
National Certificate in Food and Related Products Processing (Level 3) [Ref: 0343]	First Line Management	
National Certificate in Food and Related Products Processing (Level 4) [Ref: 0344]	First Line Management	
National Certificate in Food Production - Baking (Level 3) [Ref: 0589]	First Line Management	
National Certificate in Heating, Ventilating, and Air conditioning (Mechanical Services) (Level 5) [Ref: 0897]	1988	
National Certificate in Maintenance and Diagnostics in Mechanical Engineering (Level 5) [Ref: 0718]	1987, 1988	
National Certificate in Manufacturing and Mechanical Engineering (Level 4) [Ref: 0750]	1985	
National Certificate in Manufacturing and Mechanical Engineering (Level 2) [Ref: 0127]	Management	
National Certificate in Manufacturing and Mechanical Engineering (Level 3) [Ref: 0128]	Management	
National Certificate in Manufacturing and Mechanical Engineering (Level 4) [Ref: 0750]	Management	

Qualification Title	Classification or Id	SSB Name
National Certificate in Refrigeration and Air Conditioning (Level 5) [Ref: 0720]	1988	
National Certificate in Food Production - Baking (Craft Baking) (Level 4) [Ref: 0590]	First Line Management	
National Certificate in Food Production - Baking (Plant Baking) (Level 4) [0591]	First Line Management	
National Certificate in Electricity Supply (Front Line Manager) (Level 4) [Ref: 0856]	15190, 17498, 18336, 18337	Electricity Supply Industry Training Organisation
National Certificate in Electricity Supply (Mechanical Fitter) (Level 4) with strands in Hydro, Networks, and Thermal and with an optional strand in Electrical Services [Ref: 0918]	17498	
National Certificate in Electricity Supply (Technician) (Level 4) with strands in Control and Instrumentation, Power Technician, and HVDC Technician and with an optional strand in Electrical Services [Ref: 0917]	17497, 17498	
National Diploma in Electricity Supply (Level 5) [Ref: 0674]	Management	
National Diploma in Electricity Supply (Level 6) [Ref: 0675]	Management	
National Certificate in Equine (Racing Stable Management) (Level 4) [Ref: 0794]	1988, 11994, 15189, 16611, 17497, 18336	
National Diploma in Equine (Farriery) (Level 5) [Ref: 0218]	Management	
National Certificate in Contact Centre Management (Team Leader) (Level 4) [Ref: 0739]	15189, 16342, 16611, 16612, 16613, 16614, 16616, 18336, 18337	Electrotechnology Industry Training Organisation
National Certificate in Electrical Engineering (Level 5) [Ref: 0951]	First Line Management	
National Certificate in Electronic Manufacturing (Level 3) [Ref: 0434]	First Line Management	
National Certificate in Electronic Manufacturing (Level 4) with strands in Manufacturing Technology, and Manufacturing Leadership [Ref: 0435]	First Line Management	
National Certificate in Electronic Security (Level 4) [Ref: 0788]	1988	
National Certificate in Industrial Measurement and Control (Level 5) [Ref: 0976]	First Line Management	
National Certificate in Offender Management (Level 5) [Ref: 0975]	16614, 17498	
National Certificate in Security Management (Supervision) (Level 5) [Ref: 0561]	First Line Management	
National Diploma in Engineering (Level 6) with strands in Computer Engineering, Electrical Engineering, Electronics, Industrial Measurement and Control, and Telecommunications [Ref: 0846]	Management	
National Certificate in Extractive Industries (Supervision) with strands in Surface Extraction, and Underground Extraction [Ref: 0249]	First Line Management	

Qualification Title	Classification or Id	SSB Name
National Certificate in Hot Dip Galvanizing (Supervision) (Level 4) [Ref: 1176]	17497	
National Certificate in Blaster Coating with optional strands in Exterior, Workshop, and Supervision [Ref: 0800]	17497	
National Certificate in Petrochemical Industry (Production) (Level 4) with strands in Control Room Operations; Field Operations; Steam Generation; Storage, Transmission and Transfer; and Supervision and Quality [Ref: 0981]	15190 , 16612, 17497 , 18336, 18337	
National Certificate in Fire and Rescue Services (Industrial Emergency Response - Incident Controller) (Level 4) [Ref: 1169]	Management	Fire and Rescue Services Industry Training Organisation
National Certificate in Fire and Rescue Services (Vegetation) (Level 6) [Ref: 1185]	Management	
National Certificate in Fire and Rescue Services (Vegetation) (Level 5) [Ref: 1184]	First Line Management	
National Diploma in Fire and Rescue Services (Vegetation Fire Fighting - Management) (Level 5) [Ref: 0780]	Management	
National Certificate in Biosecurity (Border Quarantine) with strands in International Cargo Clearance, International Vessel Clearance, International Aircraft Clearance, and International Mail Clearance [Ref: 0952]	First Line Management	Forest Industries Training (FITEC)
National Certificate in Competitive Manufacturing (Level 4) with an optional strand in Facilitation [Ref: 1216]	First Line Management	
National Certificate in Forestry (Mechanical Land Preparation) (Level 4) [Ref: 1066]	Management	
National Certificate in Pulp and Paper Manufacturing (Tissue Converting) (Level 3) [Ref: 0651]	Management	
National Certificate in Pulp and Paper Manufacturing (Tissue Converting) (Level 4) [Ref: 0652]	Management	
National Certificate in Saw Doctoring (Level 4) [Ref: 0811]	First Line Management	
National Certificate in Solid Wood Processing (Level 3) [Ref: 0808]	First Line Management	
National Certificate in Solid Wood Processing (Level 4) with strands in Sawmilling, Timber Grading, Timber Yarding, Wood Drying, and Wood Preservation [Ref: 0809]	First Line Management	
National Certificate in Timber Machining (Level 4) [Ref: 0813]	First Line Management	
National Certificate in Total Productive Manufacturing (Level 3) [Ref: 0943]	First Line Management	
National Certificate in Wood Product Manufacturing (Level 3) [Ref: 0815]	First Line Management	
National Certificate in Wood Product Manufacturing (Level 4) [Ref: 0816]	First Line Management	
National Diploma in Wood Manufacturing (Level 5) [Ref: 1067]	15946	

Qualification Title	Classification or Id	SSB Name
National Diploma in Forestry (Forest Management) (Level 6) [Ref: 0232]	Management	
National Certificate in Forestry (Cable Harvesting - Extraction) [Ref: 0828]	Management	
National Certificate in Forestry (Forest Establishment) [Ref: 0829]	Management	
National Certificate in Forestry (Ground Based Harvesting - Extraction) [Ref: 0830]	Management	
National Certificate in Forestry (Log Loading) [Ref: 0831]	Management	
National Certificate in Forestry (Log Making) [Ref: 0832]	Management	
National Certificate in Forestry (Mechanised Harvesting) [Ref: 0489]	Management	
National Certificate in Forestry (Mensuration) [Ref: 0833]	Management	
National Certificate in Forestry (Operations Management) [Ref: 0834]	Management, 16614	
National Certificate in Forestry (Silvicultural Pruning) [Ref: 0836]	Management	
National Certificate in Forestry (Silvicultural Thinning) [Ref: 0835]	Management	
National Certificate in Forestry (Tree Felling) [Ref: 0837]	Management	
National Certificate in Forestry (Operations Management) [Ref: 0834]	15189, 16614	
National Certificate in Pulp and Paper Manufacturing (Level 3) [0238]	Management	
National Certificate in Pulp and Paper Manufacturing (Level 4) [Ref: 0239]	Management	
National Certificate in Wood Panels Manufacturing (Level 4) [Ref: 0254]	First Line Management	
National Certificate in Hairdressing (Management) (Level 5) with strands in Assessment of Hairdressing, Tutoring in Hairdressing, and Salon Management [Ref: 0646]	First Line Management, 1987, 1988, 11994	Hairdressing Industry Training Organisation
National Certificate in Hospitality (Operations Supervision) (Level 4) [Ref: 0882]	First Line Management	Hospitality Standards Institute
National Certificate in Hospitality (Small Business Management) (Level 4) [Ref: 1145]	1986, 11994, 16614, 17497, 18336	
National Diploma in Hospitality (Business Management) (Level 5) [Ref: 0883]	First Line Management	
National Diploma in Hospitality (Operational Management) (Level 5) with strands in Kitchen Management, Food and Beverage Management, and Rooms Division Management [Ref: 1245]	Management, 1988, 16616	
National Certificate in Civil Engineering - Asset Management (Operations) (Level 4) [Ref: 0760]	1986, 1987, 1988	InfraTrain New Zealand
National Diploma in Civil Engineering - Asset Management (Strategic) (Level 7) [Ref: 0762]	Management	
National Diploma in Joinery (Level 5) [Ref: 0661]	Management	Joinery Industry Training Organisation

Qualification Title	Classification or Id	SSB Name
National Certificate in Motor Industry (Automotive Technical Supervision) [Ref: 0677]	1988	Motor Industry Training Organisation
National Certificate in Sports Turf (Introduction to Turf Care) (Level 3) [Ref: 0700]	Management	New Zealand Sports Turf Industry Training Organisation
National Certificate in Sports Turf Management (Level 4) [Ref: 0203]	Management	
National Certificate in Furniture (Retail and Wholesale) (Level 4) [Ref: 0438]	First Line Management, 11994	Furniture Industry Training Organisation
National Certificate in Furniture Finishing (Level 3) [Ref: 1180]	1983, 11994, 15189 , 18336, 18337	
National Certificate in Furniture Finishing (Level 4) [Ref: 1181]	1983, 11994, 15189 , 18336, 18337	
National Certificate in Furniture Making (Level 3) [Ref: 0965]	1983, 11994, 15189 , 18336, 18337	
National Certificate in Furniture Making (Level 4) [Ref: 0091]	1983, 11994, 15189 , 18336, 18337	
National Certificate in Compliance and Regulatory Control (Rates Management) [Ref: 1238]	17497, 19028 , 16614	Local Government Industry Training Organisation
National Certificate in Commercial Road Transport (Operations) with strands in Vehicle Despatch, and Operations Supervision [Ref: 0861]	1988, 16614	NZ Road Transport and Logistics Industry Training Organisation
National Certificate in Freight Forwarding (Freight Administration) [Ref: 1243]	17497	
National Diploma in Logistics Operations [Ref: 0960]	First Line Management	
National Diploma in Road Transport Management (Technology) [Ref: 0961]	First Line Management	
National Certificate in Dairy Manufacturing (Technology) (Level 4) with optional strands in Food Safety, Process Improvement, Process Testing and Product Skill [Ref: 0001]	First Line Management	New Zealand Industry Training Organisation
National Certificate in Dairy Manufacturing (Process Skills) (Level 4) with optional strands in Product Safety, and People Skills [Ref: 1044]	First Line Management	
National Certificate in Meat Processing (Level 4) with strands in Supervisory Management, and Risk Management [Ref: 0692]	1983, 1987, 11994 , 16615, 18336, 18337	
National Certificate in Meat Processing (Meat Product Specifications) with strands in Sheep and Lamb Products, and Beef Products [Ref: 1250]	First Line Management	
National Certificate in Meat Processing (Poultry) (Level 3) [Ref: 1223]	First Line Management	
National Certificate in Occupational Health and Safety (Co-ordination) (Level 4) [Ref: 0944]	Management, 15189	
National Certificate in Cablemaking (Level 3) with strands in Wiredrawing, Conductor Assembly, Extrusion, Cable Assembly, and Cable Testing [Ref: 0738]	15946	Plastics & Materials Processing Industry Training Organisation
National Certificate in Engineering and Technology (Glass Containers) (Level 3) [Ref: 0948]	17497	

Qualification Title	Classification or Id	SSB Name
National Certificate in Engineering and Technology (Glass Containers) (Level 4) [Ref: 0949]	1983, 17498 , 18336	
National Certificate in Materials Processing (Level 1) with strands in General, Plastics Injection Moulding, Plastics Extrusion, Plastics Blow Moulding, Plastics Thermoforming, Plastics Blown Film Extrusion, Plastics Film Conversion, Plastics Injection Stretch-Blow Moulding, Plastics Rotational Moulding, Plastics Film Slitting, Expanded Polystyrene Moulding, Glass Containers, and Paint Manufacturing [Ref: 1072]	Management	
National Certificate in Materials Processing (Level 2) with strands in General, Plastics Injection Moulding, Plastics Extrusion, Plastics Blow Moulding, Plastics Pressure Thermoforming, Plastics Vacuum Thermoforming, Plastics Blown Film Extrusion, Plastics Film Conversion, Plastics Injection Stretch-Blow Moulding, Plastics Rotational Moulding, Expanded Polystyrene Moulding, Polystyrene Pre-Expansion, Glass Containers and Paint Manufacturing [Ref: 1073]	Management	
National Diploma in Plastics Processing Technology (Level 5) [Ref: 1004]	First Line Management	
National Certificate in Printing (Direct Mail Production) (Level 4) [Ref: 1129]	First Line Management	Printing & Allied Industries Training Council
National Certificate in Public Sector Compliance Management (Road Transport) (Level 4) [Ref: 1170]	First Line Management	Public Sector Training Organisation
National Certificate in Public Sector Services (Leadership Development - Middle Management) (Level 5) [Ref: 1019]	1987, 17498, 19026	
National Certificate in Public Sector Services (Prison Instruction) (Level 4) [Ref: 1095]	15189	
National Diploma in Public Sector Māori with strands in Management, Policy Advice, and Service Delivery [Ref: 0953]	Management	
National Diploma in Public Sector Services (Level 5) with strands in Administration of Revenue Law, Adult Education and Training, Border Management, Careers Practice, Courts Practice, Ecological Management, Intelligence Analysis, Mediation, Public Sector Management, Public Sector Service Delivery, and Weights and Measures Inspection [Ref: 1155]	1987	
National Diploma in Career Practice (Level 6) with optional strands in Counselling, Education, Management, and Research and Development [Ref: 0429]	First Line Management	
National Certificate in Career Practice (Level 4) [Ref: 0428]	1985	
National Certificate in Distribution (Level 4) [Ref: 0992]	Management, 11994, 17497, 18336, 18337	Retail Industry Training Organisation
National Certificate in Retail (Level 4) [Ref: 0995]	First Line Management, 11994	

Qualification Title	Classification or Id	SSB Name
National Certificate in Meat Retailing (Management) [Ref: 0716]	First Line Management	Retail Meat Industry Training Organisation
National Certificate in Seafood Vessel Operations (Small Vessel Seafood Harvesting) [Ref: 1154]	Management	Seafood Industry Training Organisation
National Certificate in Community Recreation (Aquatics) (Level 4) [Ref: 0938]	1985, 15189, 17497, 17498, 18336, 18337, 18664,	Sport, Fitness & Recreation Industry Training Organisation
National Certificate in Community Recreation (Level 4) with strands in Community Arts, Countryside Parks, and Urban Parks [Ref: 0451]	First Line Management	
National Diploma in Community Recreation (Facility Management) (Level 5) [Ref: 1251]	First Line Management	
National Certificate in Community Recreation (Programme and Event Management) (Level 4) [Ref: 0939]	Management	
National Certificate in Community Recreation (Programme and Event Management) (Level 5) [Ref: 0940]	First Line Management	
National Certificate in Outdoor Recreation (Level 4) [Ref: 1190]	17497, 17498, 18336, 18337, 18664	
National Certificate in Snowsport (Snow Safety) (Level 6) [Ref: 0852]	First Line Management	
National Certificate in Snowsport (Snowschool) with an optional strands in Children's Instruction, and Pipe and Park Instruction [Ref: 0971]	1987, 1988, 17498, 18336, 18337	
National Certificate in Snowsport (Supervision) with strands in Lift Operation, Patrol Leader, Snowsport Equipment, Snowgrooming, Snowmaking, Snowschool, Ticketing and Guest Services [Ref: 1219]	1983, 1985, 1987, 1988, 17498, 18336, 18337, 11994	
National Certificate in Snowsport (Ticketing and Guest Services) [Ref: 0859]	17497	
National Diploma in Community Recreation (Programme and Event Management) (Level 6) [Ref: 0941]	First Line Management	Opportunity – The Training Organisation
National Diploma in Diving (Occupational) (Level 5) [Ref: 1008]	Management	
National Certificate in Cranes (Mobile Crane Supervision) [Ref: 0118]	1988	
National Certificate in Cranes (Tower Crane Supervision) [Ref: 0120]	1988	
National Certificate in Youth Work (Level 4) [Ref: 0669]	Management	Te Kaiawhina Ahumahi
National Diploma in Youth Work (Level 6) [Ref: 0670]	Management	

The following qualifications are not materially affected by the changes. They will be updated when they are next reviewed or revised.

Qualification Title	Classification or Id	SSB Name
National Certificate in Civil Plant Management [Ref: 0253]	1983	NZ Contracting Industry Training Organisation Ltd
National Certificate in Construction (Leading Hand) (Level 4) [Ref: 1130]	16614	Building & Construction Industry Training Organisation
National Certificate in Construction (Supervisor) (Level 5) [Ref: 1131]	16614	
National Certificate in Electricity Supply (Hydro Operator) (Level 4) [Ref: 0893]	1983	Electricity Supply Industry Training Organisation
National Certificate in Electricity Supply (Network Operator) (Level 4) [Ref: 0892]	1983	
National Certificate in Fitness (Level 4) with strands in Group Fitness Instruction, Individual Fitness Instruction, and Personal Training [Ref: 0448]	18336, 18337	Sport, Fitness & Recreation Industry Training Organisation
National Certificate in Footwear (Level 4) with strands in Pattern Cutting, Clicking, Closing, Bottom Stock, and Making and Lasting [Ref: 0226]	1983, 18336, 18337	Apparel & Textile Industry Training Organisation
National Certificate in Plastics Processing Technology (Level 4) with strands in Injection Moulding, Extrusion, Blow Moulding, Thermoforming, Blown Film Extrusion, Injection Stretch Blow Moulding Single Stage, Injection Stretch Blow Moulding Two Stage, and Rotational Moulding [Ref: 0396]	1983, 18336	Plastics & Materials Processing Industry Training Organisation