

**FIELD HUMANITIES****AMAP revision, and Review, Revision and Rollover of *Communication Skills* unit standards**

<b>Subfield</b>	<b>Domain</b>	<b>Id</b>
Communication Skills	Interpersonal Communications	1296, 1297, 1304, 1307, 1311, 1312, 9677-9679, 9681-9684, 9688, 9691-9696, 9704-9706, 11093, 11094, 11096-11101
	Writing	1279, 3490-3492, 3494, 9685-9687, 9689, 9690, 9697-9703, 11095, 12336, 19629

The NZQA National Qualifications Services (NQS) has completed the review, revision, and rollover of the unit standards listed above that were registered in February 1997, March 1998, September 2001, and October 2002.

This report is in four sections:

- Section 1 deals with the revision of the Accreditation and Moderation Action Plan, AMAP 0023
- Section 2 deals with the unit standards that have been reviewed
- Section 3 deals with the unit standards that have been revised and rolled over.

### **Section 1 Revision of Accreditation and Moderation Action Plan (AMAP) for NZQA Core Skills and Communication Skills [Ref: 0023] version 4**

The National Qualifications Services of NZQA has revised the Accreditation and Moderation Action Plan (AMAP) above.

#### **Date new version published**

**July 2006**

The next AMAP review is planned to take place during 2010.

#### **Reason for the revision**

The AMAP has been revised to reduce the burden on providers seeking accreditation for Communication Skills unit standards.

#### **Compliance with new requirements**

Accreditation requirements will apply with effect for applications received from July 2006.

#### **Main changes resulting from the revision**

Version 4 replaced by version 5.

Industry involvement is no longer required at Level 3, and a visit is no longer required for Level 4 and above. These changes affect accreditation for Communication Skills unit standards only.

The previous accreditation options for Communication Skills were:

Levels 1-2	Evaluation of documentation by NZQA.
Level 3	Evaluation of documentation by NZQA and industry.
Levels 4-8	Evaluation of documentation and visit by NZQA and industry.

These have now been changed to:

Levels 1-3	Evaluation of documentation by NZQA.
Levels 4-8	Evaluation of documentation by NZQA and industry.

The moderation section of the AMAP has also been updated, with no effect on the actual moderation system or processes.

Unit standards affected by the change to the Level 3 accreditation option have been amended to match the AMAP.

## Section 2 Reviewed unit standards

The following unit standards were reviewed.

Subfield	Domain	Id
Communication Skills	Interpersonal Communications	1296, 1297, 1307, 1311, 1312, 9677-9679, 9681-9684, 9688, 9692-9696, 9704-9706, 11093, 11094, 11097, 11098, 11100, 11101
	Writing	1279, 9685-9687, 9690, 9697-9700, 9702, 11095

**Date new versions published**

**July 2006**

**Planned review date**

**December 2011**

### Summary of review and consultation process

The review was announced widely to all stakeholder organisations, and included an invitation to take part in the review. Then,

- a representative review advisory group was established to oversee the review
- panels were convened to conduct the review of specific unit standards
- extensive consultation was undertaken at several stages of the review, including to validate the changes suggested by the panels
- ITOs whose qualifications are impacted by these changes have specifically been consulted
- unit standards 9674-9676 are not included within this review, as they are awaiting the review of *first line management* unit standards 17497 and 17498
- the results of the review have been supported by consultation feedback and have been endorsed by the review advisory group.

## Main changes resulting from the review

The following major changes were made:

- Special notes and ranges have been amended as appropriate to clarify contexts and conditions for assessment, and to clarify specific terms and concepts
- Titles, elements, performance criteria, and ranges have been amended to more accurately and clearly reflect intended content
- Credits have been adjusted to reflect more accurately the time requirements in light of actual experience and/or to reflect amendments made in this review
- The level of 1296 has been altered to more accurately position it on the Framework, notably in relation to 1297
- Unit standards 9677, 9681, and 11101 have been amended to provide a more coherent, sequenced series of standards for participating in a team/group
- Unit standard 9682 has been designated category D and will expire; no replacement has been specified but unit standards 1297 and 11101 together are recommended as an alternative
- Unit standard 9706 has been designated category D and will expire; non-verbal communication theory has been included in unit standard 9694, and non-verbal communication practice has been included as appropriate in all communication skills unit standards
- Because of lack of use in the past and lack of interest in future use, these unit standards have been designated Category D and will expire: 9683, 9684, 9686, 9687, 9688, 9690, 9693, 9697, 9698, 9699, 9700, 9702, 11093, 11094, and 11100.

Other changes include:

- Updating the accreditation and moderation options where necessary
- Minor corrections and editorial amendments.

## Unit standards categorised as category D expire at the end of December 2011.

### 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
Unit standard	9682	5	Unit standards	1297 and 11101	4
Unit standard	9706	3	Unit standard	9694	3

### Impact on Accreditation and Moderation Action Plan (AMAP)

None.

### Impact on core skills assessment support material

The core skills assessment support material at [www.nzqa.govt.nz/for-providers/resources/index.html](http://www.nzqa.govt.nz/for-providers/resources/index.html) is affected by the review of unit standard 1307, and will be revised accordingly as part of a wider revision planned to take place before March 2007.

## Impact on existing qualifications

The impact of the review is significant – see **Impact** section below (after the Summary of main changes to standards).

## Summary of main changes to standards' Ids, classification, titles, levels, and credits

The following summary shows the changes made to the standards as a result of the review. All changes are in **bold**. Where a recommended alternative exists for a category-D unit standard (eg 9682), this is identified in *italics*.

### Key to review category

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

Subfield      Communication Skills  
Domain        Interpersonal Communications

Id	Title	Level	Credit	Review Category
1296	Conduct a one to one interview <b>Interview in an informal one-to-one situation</b>	4 <b>3</b>	3	B
1297	Conduct a formal interview <b>Interview in a formal situation</b>	4	4 <b>5</b>	B
1307	Present ideas and information orally to a specified audience in a predictable situation <b>Speak to a specified audience in a predictable situation</b>	3	3	B
1311	Present and defend an argument orally	4	4	B
1312	Give oral instructions in the workplace	3	3	B
9677	Participate in groups and/or teams to gather ideas and information <b>Participate in a group/team which has an objective(s)</b>	2	3	B
9678	Conduct formal meetings	5	3 <b>4</b>	B
9679	Participate in formal meetings <b>Participate in a formal meeting</b>	4	3 <b>4</b>	B
9681	Participate in groups and/or teams to make decisions <b>Contribute within a group/team which has an objective(s)</b>	3	3	B
9682	Participate in panel interviews as an interviewer	5	3	D
1297	<i>Interview in a formal situation</i>	4	5	
11101	<i>Collaborate within a group/team which has an objective(s)</i>	4	4	
9683	Apply knowledge of group processes in a specified situation	6	6	D

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>	<b>Review Category</b>
9684	Collaborate in a group to deliver an oral presentation	6	3	D
9688	Present a seminar to an audience	7	3	D
9692	Present information orally to an audience	5	2 <b>4</b>	B
9693	Analyse interpersonal communication theories	6	4	D
9694	Analyse and apply principles of communication process theory <b>Demonstrate and apply knowledge of communication process theory</b>	3	4 <b>5</b>	B
9695	Analyse a problem solving model and techniques <b>Examine a problem-solving model and associated techniques</b>	4	3	B
9696	Apply problem solving strategies <b>Apply problem-solving techniques</b>	4	4	B
9704	Manage interpersonal conflict	4	6	B
9705	Give and receive feedback <b>Give and respond to feedback on performance</b>	3	3	B
9706 9694	Recognise and apply non verbal communications <i>Demonstrate and apply knowledge of communication process theory</i>	3 3	4 5	D
11093	Take part in a communication analysis	7	4	D
11094	Manage a communication audit	8	7	D
11097	Listen to gain information in an interactive situation	3	3	B
11098	Listen and respond to information received <b>Analyse listening techniques, and listen and respond to information received</b>	5	2	B
11100	Develop strategies for facilitating organisational inter-cultural communication	6	6	D
11101	Participate in groups and/or teams to recommend solutions to problems <b>Collaborate within a group/team which has an objective(s)</b>	4	3 <b>4</b>	B

## Domain Writing

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>	<b>Review Category</b>
1279	Write in plain English	3	2 <b>3</b>	B
9685	Write an analytical report	5	4 <b>5</b>	B
9686	Customise an existing user-guide and/or procedures manual	5	3	D
9687	Write a project report in a style for publication or company requirements	7	8	D
9690	Write a project proposal in a style appropriate for publication or company requirement	6	5	D
9697	Write organisational publications	5	4	D
9698	Write policy	6	4	D

<b>Id</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>	<b>Review Category</b>
9699	Develop a documentation strategy	6	8	D
9700	Write briefing notes	5	3	D
9702	Develop on-line help system	6	8	D
11095	Write business correspondence to convey complex ideas and information	4 3	3	B

### Impact on existing qualifications

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

<b>Affected</b>	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
<b>Not materially affected</b>	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

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

Qualification title	Classification or standard in the qualification
National Diploma in Veterinary Nursing [Ref: 0222]	<b>9694</b>
National Certificate in Animal Care and Handling (Dog Groomer) [Ref: 0242]	<b>1296</b> , 1307, 9677
National Certificate in Animal Training (Dog Trainer) [Ref: 0243]	<b>1296</b> , 1307, 9677
National Certificate in Animal Care and Handling with strands in Guide Dog Breeding Services, Guide Dog Puppy Development, and Guide Dog Kennel Services [Ref: 0263]	<b>1296</b> , 1307, 9677
National Diploma in Animal Training (Trainer Instructor) [Ref: 0264]	<b>1279</b> , <b>1296</b> , 1307, 9677
National Diploma in Animal Training (Guide Dog Instructor) [Ref: 0265]	1307, <b>9692</b>
National Diploma in Captive Wild Animals (Zoological Gardens and Wild Life Parks) with strands in Birds, Mammals, and Reptiles and Amphibians [Ref: 0320]	1307, 9677, <b>9687</b> , <b>9690</b>
National Certificate in Marketing [Ref: 0345]	<b>9684</b> , <b>9685</b> , <b>9692</b> , <b>9697</b> , <b>9700</b> , 9701
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]	<b>9683</b> , <b>9684</b> , <b>9685</b> , <b>9692</b> , <b>9693</b> , <b>9694</b> , <b>9697</b> , <b>9700</b>
National Certificate in Early Childhood Education and Care (Level 5) [Ref: 0430]	<b>9694</b>
National Certificate in First Line Management (Level 4) [Ref: 0649]	<b>9678</b> , <b>9682</b> , <b>9692</b> , 9696, <b>11101</b>
National Certificate in First Line Management (Communications and Quality) (Level 3) [Ref: 0743]	<b>1296</b> , <b>1297</b> , 1307, <b>9679</b> , 9681, 9705

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

Qualification title	Standard in the qualification
National Certificate in Captive Wild Animals (Zoological Gardens and Wild Life Parks) [Ref: 0244]	1307, 9677
National Certificate in Quality Management [Ref: 0369]	9696

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 standard in the qualification	SSB Name
National Diploma in Drinking-Water with strands in Drinking-Water Assessment, and Water Treatment (Site Technician) [Ref: 1012]	<b>1297</b> , 11098	Agriculture Industry Training Organisation
National Certificate in Poultry Husbandry (Level 3) with strands in Egg Production, Poultry Hatchery, and Poultry Rearing [Ref: 1177]	<b>1296</b> , 1307, 9705	
National Certificate in Dairy Farming (Herd Testing) (Level 3) [Ref: 1214]	<b>9679</b> , 9696, 9705	
National Certificate in Pest Monitoring (Possum Monitoring – Field Operative) (Level 3) [Ref: 1224]	<b>1296</b>	
National Certificate in Pest Monitoring (Possum Monitoring – Designer) (Level 3) [Ref: 1225]	<b>1296</b>	
National Certificate in Leather Garment Manufacture (Level 3) with specialist strands in Material Selection and Cutting, Sewing and Garment Assembly, and Garment Finishing and Inspection [Ref: 0147]	<b>1279</b> , 9677	Apparel and Textile Industry Training Organisation
National Certificate in Industrial Machine Knitting (Technology) (Level 4) with specialist strands in Circular Garment Length, Circular Piece-Goods, Flat Bed, Full-Fashioned, Full-Length Hosiery, Half-Hose, and Warp Knitting [Ref: 0159]	<b>1297</b>	
National Certificate in Footwear (Level 3) with strands in Clicking, Closing, Bottom Stock, and Making and Lasting [Ref: 0225]	9677, <b>9678</b>	
National Certificate in Casino Gaming (Level 4) with strands in Table Gaming, and Gaming Machines [Ref: 0377]	<b>1297</b> , 9696	Aviation, Tourism and Travel Training Organisation
National Certificate in Casino Security (Level 4) [Ref: 0405]	<b>1297</b> , 11098	
National Certificate in Casino Surveillance (Level 4) [Ref: 0406]	9677, <b>11101</b>	
National Certificate in Casino Surveillance (Level 5) [Ref: 0407]	<b>9685</b>	
National Certificate in Casino Gaming (Inspection and Monitoring) (Level 4) [Ref: 0516]	<b>9685</b> , 9696	
National Certificate in International Air Express with strands in Customer Service, Ground Operations, and Operations [Ref: 0749]	<b>1279</b>	
National Certificate in Urban Pest Management with optional strands in Fumigation, Vertebrate Pests, Wood Borer, Shooting, Bird Control, and Textile Pests [Ref: 0256]	<b>1279</b> , 1307	Building Service Contractors of New Zealand
National Certificate in Diversional Therapy (Level 4) [Ref: 0727]	<b>1279</b> , 1307, 9677	Community Support Services Industry

Qualification title	Classification or standard in the qualification	SSB Name
National Diploma in Human Services (Level 5) [Ref: 0929]	<b>9685, 9692</b> , 11098	Services Industry Training Organisation
National Certificate in Manufacturing and Mechanical Engineering (Level 3) [Ref: 0128]	<b>1279</b> , 1307	Competenz
National Certificate in Food and Related Products Processing (Level 3) [Ref: 0343]	<b>1279</b> , 1307	
National Certificate in Food and Related Products Processing (Level 4) [Ref: 0344]	<b>1279</b> , 1307	
National Certificate in Gunsmithing (Master) (Level 5) [Ref: 0347]	<b>1297</b>	
National Certificate in Hand Operated Fire Fighting Equipment (Level 3) [Ref: 0568]	<b>1279</b> , 9677	
National Certificate in Fire Detection and Alarm Systems (Level 4) [Ref: 0569]	<b>1279</b> , 9677	
National Certificate in Fixed Fire Protection Systems (Level 4) [Ref: 0570]	<b>1279</b> , 9677	
National Certificate in Engineering – Fabrication (Level 5) with strands in Heavy Fabrication, Light Fabrication and Welding [Ref: 0681]	<b>1297</b> , 1307, <b>9685, 9692</b>	
National Certificate in Maintenance and Diagnostics in Mechanical Engineering (Level 5) [Ref: 0718]	<b>9685</b>	
National Certificate in Engineering Machining and Toolmaking (Level 5) [Ref: 0719]	<b>9685</b>	
National Certificate in Refrigeration and Air Conditioning (Level 5) [Ref: 0720]	<b>9685</b>	
National Certificate in Manufacturing and Mechanical Engineering (Level 4) [Ref: 0750]	<b>1279</b> , 1307, <b>9679</b> , 9696, <b>11101</b>	
National Certificate in Fire Detection and Alarm Systems (Testing) (Level 3) [Ref: 0862]	<b>1279</b> , 9677	
National Certificate in Fixed Fire Protection Systems (Level 3) with strands in Installation, and Testing [Ref: 0863]	<b>1279</b> , 9677	
National Certificate in Fire Protection Systems Technology (Inspection and Testing) (Level 4) [Ref: 0864]	<b>1279</b> , 9677	
National Certificate in Fixed Fire Protection Systems (Level 5) [Ref: 0865]	9681, <b>11101</b>	
National Diploma in Fire Detection and Alarm Systems (Level 5) [Ref: 0866]	9681, <b>11101</b>	
National Diploma in Fire Protection Systems Technology (Certification of Fire Safety Systems) (Level 5) [Ref: 0867]	9681, <b>11101</b>	
National Certificate in Heating, Ventilating, and Air Conditioning (Mechanical Services) (Level 5) [Ref: 0897]	<b>9685</b>	
National Certificate in Rail Operations (Locomotive Engineer) with strands in Network Freight Train, Network Passenger Train, and Network Multiple Unit/Railcar [Ref: 1109]	<b>1279</b> , 9705	

Qualification title	Classification or standard in the qualification	SSB Name
National Certificate in Electricity Supply (Front Line Manager) (Level 4) [Ref: 0856]	9696, <b>11101</b>	Electricity Supply Industry Training Organisation
National Certificate in Electricity Supply (Network Operator) (Level 4) [Ref: 0892]	<b>9685, 9686, 11101</b>	
National Certificate in Electricity Supply (Hydro Operator) (Level 4) [Ref: 0893]	<b>9686, 11095, 11101</b>	
National Certificate in Electricity Supply (Technician) (Level 4) with strands in Control and Instrumentation, Power Technician, and HVDC Technician; and an optional strand in Electrical Services [Ref: 0917]	<b>11101</b>	
National Certificate in Electricity Supply (Mechanical Fitter) (Level 4) with strands in Hydro, Networks, and Thermal, and an optional strand in Electrical Services [Ref: 0918]	<b>11101</b>	
National Certificate in Security (Level 3) with strands in Mobile Patrol, Personal Protection, Retail Security, Secure Transport, Site Security, and Venue Security [Ref: 0227]	<b>1296</b>	ElectroTechnology Industry Training Organisation
National Certificate in Contact Centre Operations (Level 3) [Ref: 0643]	<b>9694, 9681</b>	
National Certificate in Offender Management (Level 3) [Ref: 0678]	<b>1296</b>	
National Certificate in Offender Management (Level 4) [Ref: 0679]	<b>1297, 9681, 9694, 9696, 11101</b>	
National Certificate in Contact Centre Management (Team Leader) [Ref: 0739]	<b>11101</b>	
National Diploma in Engineering (Level 6) with strands in Computer Engineering, Electrical Engineering, Electronics, Industrial Measurement and Control, and Telecommunications [Ref: 0846]	<b>9685, 9692</b>	Fire and Rescue Services Industry Training Organisation
National Certificate in Offender Management (Level 5) [Ref: 0975]	<b>9678, 9692</b>	
National Certificate in Workplace Emergency Risk Management (Building Fire and Emergency Co-ordinator) (Level 4) [Ref: 0735]	<b>9679, 11095</b>	
National Certificate in Fire and Rescue Services – Airport (Supervisory) (Level 4) [Ref: 1160]	<b>9679</b>	
National Certificate in Biosecurity (Border Quarantine) with strands in International Cargo Clearance, International Vessel Clearance, International Aircraft Clearance, and International Mail Clearance [Ref: 0952]	<b>9706</b>	Forest Industries Training and Education Council
National Diploma in Wood Manufacturing (Level 5) [Ref: 1067]	<b>9685</b>	
National Certificate in Funeral Directing [Ref: 0290]	<b>1297, 9694, 9706</b>	Funeral Service Training Trust of New Zealand
National Diploma in Funeral Services [Ref: 0459]	<b>1297, 9694, 9706</b>	

Qualification title	Classification or standard in the qualification	SSB Name	
National Certificate in Hospitality (Food and Beverage Service) (Level 3) with strands in Food Service, Barista Service, Beverage Service, Beer Service, Wine Service, and Operations [Ref: 0556]	9677, <b>9679</b> , 9681, 9705, <b>9706</b>	Hospitality Standards Institute	
National Certificate in Hospitality (Operations Supervision) (Level 4) [Ref: 0882]	<b>9679</b> , 9681, 9705, <b>9706</b>		
National Diploma in Hospitality (Business Management) [Ref: 0883]	<b>9678</b> , <b>9682</b> , <b>9692</b> , 9695, 9696, <b>11101</b>		
National Certificate in Hospitality (Small Business Management) (Level 4) [Ref: 1145]	9705, <b>9706</b>		
National Diploma in Surveying (Level 6) with an optional strand in Mine Surveying [Ref: 0453]	<b>1279</b> , 9677	InfraTrain New Zealand	
National Certificate in Surveying (Hydrographic Surveying) (Level 5) [Ref: 0463]	<b>1279</b> , 1307		
National Diploma in Engineering (Process and Materials Engineering) (Level 6) [Ref: 0592]	<b>9685</b> , <b>9692</b>		
National Certificate in Property Consultation and Valuation (Technician) (Level 5) [Ref: 0657]	<b>11095</b>		
National Certificate in Engineering and Technology (for the Design and Construction Sector) (Level 4) [Ref: 0672]	<b>1279</b> , 1307, <b>9685</b> , <b>9692</b> , <b>9694</b> , 9696, <b>11095</b>		
National Diploma in Civil Engineering [Ref: 0881]	<b>9692</b>		
National Certificate in Civil Defence Management [Ref: 0328]	<b>9692</b> , <b>9700</b>		
National Diploma in Compliance and Regulatory Control with strands in Building Inspection, and Plumbing and Drainlaying Inspection, and an optional strand in Specialist Inspection [Ref: 0421]	<b>1297</b>		Local Government Industry Training Organisation
National Certificate in Compliance and Regulatory Control (Parking Enforcement) (Level 3) [Ref: 0464]	<b>1279</b> , <b>1297</b> , 1307, <b>11101</b>		
National Certificate in Compliance and Regulatory Control (Pest Plant Control) (Level 4) [Ref: 0529]	<b>1279</b> , 1307		
National Certificate in Compliance and Regulatory Control (Vertebrate Pest Management) (Level 2) [Ref: 0530]	<b>1279</b> , 1307, <b>11101</b>		
National Certificate in Compliance and Regulatory Control (Vertebrate Pest Management) (Level 4) [Ref: 0531]	<b>1297</b> , <b>9692</b>		
National Certificate in Compliance and Regulatory Control (Animal Control) (Level 2) [Ref: 0532]	<b>1296</b> , 9677		
National Certificate in Compliance and Regulatory Control (Animal Control) (Level 4) with an optional strand in Animal Shelter [Ref: 0533]	<b>1297</b> , <b>9678</b> , <b>9692</b>		
National Certificate in Compliance and Regulatory Control (Local Government Committee Management) [Ref: 0959]	<b>9678</b> , <b>9679</b> , <b>9692</b> , <b>9700</b> , <b>11095</b>		
National Certificate in Equine (Racing Stable Management) (Level 4) [Ref: 0794]	<b>1296</b>	NZ Equine Industry Training Organisation	

Qualification title	Classification or standard in the qualification	SSB Name
National Certificate in Gas Industry (Gas Engineering) with strands in Gas Network Operations, Gas Network Planning and Development, and Gas Utilisation [Ref: 0635]	<b>9685</b>	NZ Extractive Industries Training Organisation
National Diploma in Extractive Industries (Management) with strands in Surface Extraction, Underground Coal Extraction, and Underground Metalliferous Extraction/Tunnelling [Ref: 0806]	<b>9678</b>	
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]	<b>1296, 9679, 9696, 9705, 11101</b>	
National Certificate in Furniture Making (Level 4) [Ref: 0091]	<b>1279, 1296, 1297, 1307, 9677, 9678, 9679, 9681, 9705</b>	NZ Furniture Industry Training Organisation
National Certificate in Furniture Finishing (Level 2) [Ref: 0790]	<b>1279, 1307, 9677, 9681, 9705</b>	
National Certificate in Furniture Making (Level 3) [Ref: 0965]	<b>1279, 1296, 1297, 1307, 9677, 9678, 9679, 9681, 9705</b>	
National Certificate in Furniture Finishing (Level 3) [Ref: 1180]	<b>1279, 1296, 1297, 9679, 1307, 9681, 9705</b>	
National Certificate in Furniture Finishing (Level 4) [Ref: 1181]	<b>1296, 1297, 9678, 9679</b>	
National Certificate in Dairy Manufacturing (Sales and Service) (Level 3) [Ref: 0748]	1307, 9681, 9695, 9696, 9705, <b>11101</b>	
National Certificate in Motor Industry (Vehicle Sales) [Ref: 0025]	<b>9694</b>	NZ Motor Industry Training Organisation
National Certificate in Motor Industry (Service Station Sales) [Ref: 0026]	<b>9694</b>	
National Certificate in Motor Industry (Automotive Parts and Accessories Merchandising) [Ref: 0099]	<b>9694</b>	
National Diploma in Hauora (Maori Health) (Level 5) [Ref: 0711]	<b>9685</b>	NZQA Māori Qualifications Services
National Certificate in Commercial Road Transport (Introductory Skills) [Ref: 0189]	<b>1279</b>	NZ Road Transport and Logistics Industry Training Organisation
National Diploma in Logistics Operations [Ref: 0960]	<b>9685</b>	
National Diploma in Road Transport Management [Ref: 0961]	<b>9685</b>	
National Certificate in Commercial Road Transport (Taxi Operations) [Ref: 0970]	<b>1279, 9705</b>	
National Certificate in Road Transport Management (Operations) (Level 4) [Ref: 1209]	<b>9678, 9696, 11095</b>	
National Certificate in Cranes (Mobile Crane Supervision) [Ref: 0118]	<b>1279</b>	
National Certificate in Cranes (Mobile Crane Dispatch Supervision) [Ref: 0119]	<b>1279</b>	
National Certificate in Cranes (Tower Crane Supervision) [Ref: 0120]	<b>1279</b>	

Qualification title	Classification or standard in the qualification	SSB Name
National Certificate in Pharmacy (Technician) (Level 5) with strands in Hospital, and Community [Ref: 0423]	<b>1279</b>	Pharmacy Industry Training Organisation
National Certificate in Pharmacy (Assistant) (Level 3) [Ref: 0469]	<b>1279</b>	
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]	<b>1296</b>	Plastics and Materials Processing Industry Training Organisation Incorporated
National Certificate in Engineering and Technology (Glass Containers) (Level 4) [Ref: 0949]	<b>1296</b>	
National Certificate in Materials Processing (Level 3) with strands in General, Expanded Polystyrene Moulding, and Paint Manufacturing [Ref: 1074]	<b>1296</b>	
National Certificate in Conservation (Trainee Ranger) (Level 3) [Ref: 0642]	<b>11095</b>	Public Sector Training Organisation
National Certificate in Public Sector Services (Client/Customer Services) (Level 3) [Ref: 0659]	<b>1279, 1296, 1297, 1307, 9677, 9679, 9681, 9694, 9695, 9696, 9705, 9706, 11095, 11101</b>	
National Certificate in Public Sector Services (Client/Customer Services) (Level 4) [Ref: 0660]	<b>1279, 1296, 1297, 1307, 9679, 9681, 9694, 9695, 9696, 9705, 9706, 11095, 11101</b>	
National Certificate in Administration of Revenue Law (Level 5) [Ref: 0708]	<b>1296</b>	
National Certificate in Public Sector Services (Introduction) [Ref: 0713]	9681, <b>9685, 9694, 11095</b>	
National Certificate in Public Sector Services [Ref: 0714]	<b>9679, 9685, 9686, 9696, 9697, 9700, 11095, 11101</b>	
National Certificate in Meat Inspection Services with strands in Sheep, Lambs and Goats; and Cattle, Beefaloes and Buffaloes; and with optional strands in Horses; Pigs; Bobby Calves; Deer; Feral Pigs; Feral Deer; Feral Goats; Feral Horses; and Advanced Meat Inspection Services [Ref: 0785]	<b>1279, 9677, 9705</b>	
National Certificate in Supervision of Youth Development Programmes (Conservation Corps and Youth Service Corps) [Ref: 0907]	<b>1296, 1307, 9696, 9705, 9706, 11101</b>	
National Certificate in Administration of Revenue Law (Introduction) (Level 4) [Ref: 0950]	<b>1296, 1297, 1307, 9677, 9679, 9681, 9695, 9705, 9706, 11101</b>	
National Certificate in Mediation (Interpersonal Communications) (Level 4) [Ref: 0968]	<b>9706</b>	
National Certificate in Intelligence Analysis [Ref: 0999]	<b>9685, 9697, 9700, 11095</b>	
National Diploma in Public Sector Services (Procurement) [Ref: 1137]	<b>9690</b>	

Qualification title	Classification or standard in the qualification	SSB Name
National Certificate in Police Forensic Mapping [Ref: 1144]	<b>9685</b>	
National Certificate in Public Sector Compliance Management (Road Transport) (Level 4) [Ref: 1170]	<b>11095</b>	
National Certificate in Real Estate with strands in Business Sales, Commercial/Industrial Sales, Residential Sales, Rural Sales, Commercial/Industrial Property Management, and Residential Property Management [Ref: 0101]	<b>1279</b>	REINZ Industry Training Organisation
National Certificate in Retail (Level 3) [Ref: 0994]	9696, 9705, <b>9706</b>	Retail Industry Training Organisation
National Certificate in Retail (Level 4) [Ref: 0995]	<b>11101</b>	
National Certificate in Sport (Level 3) with strands in Event Management, Sport Administration, and Team Management [Ref: 0446]	<b>9679</b> , 9681	Sport, Fitness and Recreation Industry Training Organisation
National Certificate in Fitness (Level 3) with strands in Group Fitness Instruction, and Individual Fitness Instruction [Ref: 0447]	<b>1279</b> , <b>1296</b>	
National Certificate in Fitness (Level 4) with strands in Group Fitness Instruction, Individual Fitness Instruction, and Personal Training [Ref: 0448]	<b>1279</b> , <b>1296</b> , <b>9694</b>	
National Certificate in Community Recreation (Community Art Work) (Level 4) [Ref: 0450]	9681, <b>9694</b> , 9695, 9696, <b>9706</b>	
National Certificate in Outdoor Recreation (Instruction) with strands in Adventure Based Learning, Kayaking, Mountaineering, Single Pitch Rock Climbing, and Tramping [Ref: 0733]	<b>9692</b>	
National Certificate in Snowsport (Ticketing and Guest Services) [Ref: 0859]	<b>11101</b>	
National Certificate in Community Recreation (Programme and Event Management) (Level 5) [Ref: 0940]	<b>9685</b>	
National Diploma in Outdoor Recreation (Instruction) (Level 5) [Ref: 1191]	<b>9685</b> , <b>9692</b>	
National Certificate in Snowsport (Supervision) with strands in Lift Operation, Patrol Leader, Snowsport Equipment, Snowgrooming, Snowmaking, Snowschool, and Ticketing and Guest Services [Ref: 1219]	<b>9679</b> , 9705	

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

Qualification title	Classification or standard in the qualification	SSB Name
National Certificate in Wastewater Treatment (Site Operator) [Ref: 0879]	9681	Agriculture Industry Training Organisation
National Certificate in Water Treatment (Site Operator) [Ref: 0880]	9681	
National Certificate in Wool Classing with strands in Shed Classer, and Store Classer [Ref: 0998]	9677	
National Certificate in Pest Monitoring (Possum Monitoring – Designer) (Level 3) [Ref: 1225]	9705	

Qualification title	Classification or standard in the qualification	SSB Name	
National Certificate in Industrial Machine Knitting (Warp Preparation – Warp Knitting) (Level 2) [Ref: 0156]	9677	Apparel and Textile Industry Training Organisation	
National Certificate in Footwear (Level 2) [Ref: 0224]	9677		
National Certificate in Cleaning and Caretaking (Supervisor) [Ref: 1115]	1307	Building Service Contractors of New Zealand Competenz	
National Certificate in Maritime (Commercial In-shore Passenger Vessel Hospitality Crew Member) [Ref: 0524]	9677		
National Certificate in Maritime (Commercial In-shore Vessel Deckhand) [Ref: 0525]	9677		
National Certificate in Food Production – Baking (Level 3) [Ref: 0589]	9681		
National Certificate in Food Production – Baking (Craft Baking) (Level 4) [Ref: 0590]	9681		
National Certificate in Food Production – Baking (Plant Baking) (Level 4) [Ref: 0591]	9681		
National Certificate in Lifts and Escalators (Level 4) with strands in Installation, and Servicing [Ref: 0662]	9681		
National Certificate in Architectural Aluminium Joinery (Level 3) [Ref: 0766]	1307		
National Certificate in Maritime (Commercial Inshore Vessel Operations) with an optional strand in Business Operations [Ref: 1136]	9677		
National Certificate in Electricity Supply (Level 2) [Ref: 0868]	9677, 9681		Electricity Supply Industry Training Organisation
National Certificate in Electricity Supply (Cable Joiner – Low Voltage) (Level 3) [Ref: 0869]	9681		
National Certificate in Electricity Supply (Mechanical Fitter) (Level 3) with strands in Hydro, Networks, and Thermal [Ref: 0891]	1307, 9681		
National Certificate in Electricity Supply (Operator) (Level 3) with strands in Hydro Operations, and Networks Operations [Ref: 0889]	1307, 9681		
National Certificate in Electricity Supply (Technician) (Level 3) with strands in Control and Instrumentation, Power Technician, and HVDC Technician [Ref: 0922]	9681		
National Certificate in Electricity Supply (Line Mechanic) (Level 3) with strands in Distribution, and Transmission [Ref: 1116]	9681		
National Certificate in Workplace Fire and Emergency Response (Level 2) [Ref: 0910]	9677	Fire and Rescue Services Industry Training Organisation	
National Certificate in Workplace Fire and Emergency Response (Level 3) [Ref: 0911]	9677		
National Certificate in Specialist Rescue (Rope Instructor) (Level 4) [Ref: 1200]	9705		
National Certificate in Pulp and Paper Manufacturing (Level 2) [Ref: 0237]	9677	Forest Industries Training and Education Council	
National Certificate in Wood Panels Manufacturing (Level 4) [Ref: 0254]	9677		

Qualification title	Classification or standard in the qualification	SSB Name
National Certificate in Wood Panels Manufacturing (Level 2) [Ref: 0433]	9677	
National Certificate in Solid Wood Processing (Level 2) [Ref: 0807]	9677	
National Certificate in Solid Wood Processing (Level 3) [Ref: 0808]	9677	
National Certificate in Solid Wood Processing (Level 4) with strands in Sawmilling, Timber Grading, Timber Yarding, Wood Drying, and Wood Preservation [Ref: 0809]	9677	
National Certificate in Wood Product Manufacturing (Level 2) [Ref: 0814]	9677	
National Certificate in Forest Produce Inspection [Ref: 0908]	1307	
National Certificate in Biosecurity (Border Quarantine) with strands in International Cargo Clearance, International Vessel Clearance, International Aircraft Clearance, and International Mail Clearance [Ref: 0952]	11098	
National Certificate in Solid Wood Processing (Timber Yarding) (Level 3) [Ref: 1045]	9681, 9705	
National Certificate in Forestry (Log Scaling) (Level 4) [Ref: 1211]	9677	
National Certificate in Hospitality (Accommodation Services) (Level 2) with an optional strand in Motel Housekeeping [Ref: 0551]	9677	Hospitality Standards Institute
National Certificate in Hospitality (Introductory Cookery) (Level 2) [Ref: 0552]	9677	
National Certificate in Hospitality (Basic Cookery) (Level 3) [Ref: 0553]	9677	
National Certificate in Hospitality (Professional Cookery) (Level 4) with strands in Pasta and Rice, Pâtisserie, Larder, and Fish and Shellfish [Ref: 0554]	9677	
National Certificate in Hospitality (Food and Beverage) (Level 2) with strands in Counter Food Service, Takeaway Food Service, Table Food Service, Buffet Food Service, and Beverage Service [Ref: 0555]	9677	
National Certificate in Hospitality (Front Office) (Level 3) [Ref: 0557]	9677	
National Certificate in Hospitality (Guest Services) (Level 2) [Ref: 0558]	9677	
National Certificate in Hospitality (Kitchen Assistant) (Level 2) [Ref: 0559]	9677	
National Certificate in Hospitality (Advanced Food and Beverage Service) (Level 4) with strands in Food Service, Beverage Service, Wine Service, Gaming, Guéridon and Silver Service, and Function Supervision [Ref: 0915]	9681	
National Certificate in Surveying (Level 3) [Ref: 0432]	9677	InfraTrain New Zealand
National Certificate in Design (Draughting) (Level 2) [Ref: 0640]	9677	

Qualification title	Classification or standard in the qualification	SSB Name
National Certificate in Equine (Racecourse Management) (Level 4) [Ref: 0653]	1307	NZ Equine Industry Training Organisation
National Certificate in Extractive Industries (Introductory Skills) with strands in Surface Extraction, and Underground Extraction [Ref: 0247]	9681	NZ Extractive Industries Training Organisation
National Certificate in Extractive Industries (Operations) with strands in Surface Extraction, and Underground Extraction [Ref: 0248]	9681	
National Certificate in Extractive Industries (Supervision) with strands in Surface Extraction, and Underground Extraction [Ref: 0249]	9681	
National Certificate in Extractive Industries (Mineral Processing – Lime Mill Processing) [Ref: 0474]	9681	
National Certificate in Petrochemical Industry (Production) (Level 3) [Ref: 0980]	9677	
National Certificate in Hot Dip Galvanizing (Supervision) (Level 4) [Ref: 1176]	9696	
National Certificate in Hairdressing (Management) (Level 5) with strands in Assessment of Hairdressing, Tutoring in Hairdressing, and Salon Management [Ref: 0646]	11098	NZ Hairdressing Industry Training Organisation Inc
National Certificate in Fellmongery Processing (Level 2) [Ref: 0687]	9677	New Zealand Industry Training Organisation
National Certificate in Meat Processing (Associated Processes) with strands in Offal Products, Casings and Calibrations, Rendering, and Refrigeration [Ref: 0689]	9677, 9681	
National Certificate in Meat Processing (Further Processing) (Level 2) with strands in Boning, Trimming, Saw Operations, Quartering, Packaging, and Dispatching [Ref: 0690]	9677, 9681	
National Certificate in Meat Processing (Grading) with strands in Beef, Pig Meat, Sheep and Lamb, and Venison [Ref: 0691]	9677	
National Certificate in Meat Processing (Level 4) with strands in Supervisory Management, and Risk Management [Ref: 0692]	9696, 9705, 11098	
National Certificate in Meat Processing (Preparation of Livestock) [Ref: 0693]	9677, 9681	
National Certificate in Meat Processing (Slaughter and Dressing) with strands in Slaughter, Evisceration, and Opening and Clearing Skins [Ref: 0694]	9677, 9681	
National Certificate in Meat Processing (Venison) [Ref: 0695]	9677	
National Certificate in Meat Processing (Wool Estimation) [Ref: 0696]	9677	
National Certificate in Hide Processing (Level 2) [Ref: 0717]	9677	
National Certificate in Meat Processing (Introductory) with an optional strand in Workplace Safety and Health [Ref: 0932]	9677	

Qualification title	Classification or standard in the qualification	SSB Name
National Certificate in Meat Processing (Smallgoods) (Level 1) [Ref: 0955]	9677	
National Certificate in Meat Processing (Smallgoods) (Level 2) with strands in Raw Processing, Cooked Processing, Slicing, Packaging and Dispatching, and optional strands in Workplace Safety and Health, and Workplace Communications [Ref: 0956]	9677	
National Certificate in Motor Industry (Automotive Service Reception) [Ref: 0676]	9677	NZ Motor Industry Training Organisation
National Certificate in Stevedoring and Ports Industry (Log Handling and Ship Loading) [Ref: 0934]	9677	NZ Road Transport and Logistics Industry Training Organisation
National Certificate in Plastics Processing Technology (Level 2) with strands in Injection Moulding, Extrusion, Blow Moulding, Pressure Thermoforming, Vacuum Thermoforming, Blown Film Extrusion, Film Conversion, Injection Stretch Blow Moulding, and Rotational Moulding [Ref: 0394]	9677	Plastics and Materials Processing Industry Training Organisation Incorporated
National Certificate in Engineering and Technology (Glass Containers) (Level 2) [Ref: 0947]	9677, 9705	
National Certificate in Engineering and Technology (Glass Containers) (Level 3) [Ref: 0948]	1307, 9681	
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 Preexpansion, Glass Containers, and Paint Manufacturing [Ref: 1073]	9677	
National Certificate in Pharmaceutical and Allied Products Manufacturing (Level 2) [Ref: 1234]	9677	
National Certificate in Public Sector Employment Relations (Partnership for Quality) (Level 4) [Ref: 1110]	9695, 9696	Public Sector Training Organisation
National Certificate in Distribution (Level 3) [Ref: 0991]	9705	Retail Industry Training Organisation
National Certificate in Distribution (Level 4) [Ref: 0992]	9705	
National Certificate in Snowsport Equipment [Ref: 0440]	9681	Sport, Fitness and Recreation Industry Training Organisation
National Certificate in Snowsport with strands in Snowgrooming, and Snowmaking [Ref: 0848]	9681	
National Certificate in Community Recreation (Level 2) [Ref: 0936]	9677	
National Certificate in Community Recreation (Aquatics) (Level 3) [Ref: 0937]	9681	
National Certificate in Outdoor Recreation (Level 4) [Ref: 1190]	1307, 9681, 9696	

### Section 3 Revised and Rolled Over unit standards

The following unit standards, which were not included in the review, have been revised and rolled over.

Subfield	Domain	Id
Communication Skills	Interpersonal Communications	1304, 9691, 11096, 11099
	Writing	3490-3492, 3494, 9689, 9701, 9703, 12336, 19629

The NZQA National Qualifications Services decided that the unit standards should have their period of registration extended because they have not been used sufficiently to warrant a review at this stage.

A review of these unit standards is expected to take place during 2008.

**Date new versions published**

**July 2006**

**Planned review date**

**December 2008**

#### **Main changes resulting from the revision**

- Unit standard 1304 – new special note 4 specifies that the assessment must be face-to-face
- Unit standard 9689 – legislation was updated
- The accreditation and moderation options were updated where necessary
- Special notes now clarify conditions for assessment
- Minor amendments clarify intended meaning.

#### **Impact on existing provider accreditations**

None.

#### **Impact on Accreditation and Moderation Action Plan (AMAP)**

None.