

FIELD BUSINESS**Review of *Public Sector Core Skills* unit standard 19906.**

Subfield	Domain	Id
Public Sector Services	Public Sector Core Skills	19906

The Learning State (trading name of the Public Sector Training Organisation) has completed the review of the unit standard above.

Date new version published **June 2007**

Planned review date **December 2012**

Summary of review and consultation process

Feedback from key Learning State stakeholders supported the need to review Learning State's five main Core Skills unit standards.

- Initial feedback and comments were collated from State sector subject matter experts.
- Consultation was undertaken with the Office of the Privacy Commissioner, the Ombudsman, State Services Commission Legal and Governance departments, Archives New Zealand, and Learning State moderators and staff.
- For full and wider consultation, purposes feedback from additional departmental agencies and tertiary providers, including Te Kaiāwhina Ahumahi Social Services Industry Training Organisation Incorporated, and the Fire and Rescue Industry Training Organisation, was also considered.

Unit standard 19906 is being registered ahead of the others in the domain because the standard was out-of-date following the replacement of the Archives Act 1957 by the Public Records Act 2005.

Feedback from this full consultation process has informed the changes described below.

Main changes resulting from the review

Modifications were based on the following recommendations resulting from the consultation feedback:

- to update legislative references and accurately reflect policy changes within the State sector
- to improve clarity of the unit standard and ensure that it is fit for purpose.

The review process has resulted in the following modifications to unit standard 19906:

- Title amended to better reflect the outcomes of the unit standards.
- Purpose statements amended to accommodate changes to the elements.
- Special notes updated, amended and/or reworded for clarification and accuracy
- Elements have been amended for clarification and simplification.
- Performance criteria and range statements have been amended in accordance with changes to elements, and for clarification and simplification purposes.

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

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 Employment Support (Level 4) [Ref: 1173]	19906 (Elective)	Te Kaiāwhina Ahumahi Social Services Industry Training Organisation Inc
National Certificate in Business Administration (Level 4) [Ref: 0634]	19906 (Elective)	NZQA National Qualifications Services
National Certificate in Business Administration and Computing (Level 3) [Ref: 0633]	19906 (Elective)	NZQA National Qualifications Services
National Diploma in Fire and Rescue Services (Vegetation Fire Fighting – Management) (Level 5) [Ref: 0780]	19906 (Elective)	Fire and Rescue Services Industry Training Organisation

Review Categories and changes to classification, title, level and credits

All changes are in **bold**.

Key to review category
A Dates changed, but no other changes are made - the new version of the standard carries the same Id and a new version number
B Changes made, but the overall outcome remains the same - the new version of the 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

Subfield Public Sector Services
Domain Public Sector Core Skills

Id	Title	Level	Credit	Review Category
19906	Demonstrate knowledge of and apply legislation specific to public sector organisations Describe information and privacy legislation in the State sector	3	4	B