

FIELD EDUCATION**Review of *Adult Education and Training* and *Generic Education and Training* unit standards**

Subfield	Domain	Id
Adult Education and Training	Management of Adult Education and Training	7092, 7100, 7101, 7109, 7110, 7112
	Delivery of Adult Education and Training	7102, 7114
	Evaluation in Education and Training	20469
Generic Education and Training	Assessment of Learning	4098, 11281

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

Date new versions published

December 2008

Planned review date

December 2013

Summary of review and consultation process

Adult Education and Training unit standards in Management of Adult Education and Training, Delivery of Adult Education and Training, and Evaluation in Education and Training had a planned review date of December 2006. Generic Education unit standards in Assessment of Learning also had the same planned review date.

As part of the preparation for the review, feedback was sought from providers throughout New Zealand with accreditation for domains and/or unit standards in Adult Education and Training and Generic Education and Training. On the basis of that feedback the review of the unit standards above were identified as a high priority.

A panel representative of stakeholders reviewed the unit standards, and NQS consulted with a wider consultation group who endorsed the reviewed unit standards.

Main changes resulting from the review

- Titles of unit standards 7092, 7102, and 7109 have been changed to more accurately reflect the intended outcomes.
- Vocabulary, grammar, and punctuation have been altered (where necessary) to clarify the intent of special notes, range statements, elements, and performance criteria.
- In unit standard 7092 credits have increased from 4 to 9 to better reflect the learning, practice and assessment time required to meet the standard.
- In unit standard 7100 credits have increased from 6 to 8 to better reflect the learning, practice and assessment time required to meet the standard, the special note on legislation has been deleted, and a sufficiency statement was inserted for clarification.
- Unit standard 7101 has been designated expiring because consultation indicated that it was no longer required. There are generic management unit standards in field Business that can be used.

- In unit standard 7109 credits have been decreased from 12 to 9 to better reflect the learning, practice and assessment time required to meet the standard.
- Unit standard 7110 has been reclassified into domain Delivery of Adult Education and Training as that classification better reflects its outcome.
- In unit standard 7112 three special notes have been deleted and a new definition has been added.
- In unit standard 4098 credits have been increased from 5 to 6 and two new special notes have been added. Special note 1 recommends that this unit standard be assessed in conjunction with unit standard 11281 and special note 6 requires all assessments submitted by a candidate to be verified by an observer.
- In unit standard 11281 a sufficiency statement has been added to clarify the minimum requirements for this unit standard, and a new special note recommends that this standard be assessed in conjunction with unit standard 4098.

The unit standard categorised as category D will expire at the end of December 2009.

Impact on existing provider accreditations

Current Accreditation for			Accreditation extended to		
Nature of accreditation	Classification	Level	Nature of accreditation	Id	Level
Subfield	Adult Education and Training	4	Standard	7110	5

Impact on Accreditation and Moderation Action Plan (AMAP)

AMAP 0045 has been updated to reflect the changes made to the standards.

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

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**.

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

Qualification title	Standard in the qualification
National Diploma in Adult Education and Training (Level 5) [Ref: 0380]	7114

The following qualifications are 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 Certificate in Pork Production (Herd Manager) (Level 4) [Ref: 0098]	4098	Agriculture Industry Training Organisation	
National Certificate in Poultry Management (Level 4) [Ref: 1156]	4098		
National Certificate in Pork Production (Grower Unit Manager) (Level 4) [Ref: 1236]	4098		
National Certificate in Gunsmithing (Master) (Level 5) [Ref: 0347]	4098	Competenz	
National Certificate in Engineering – Fabrication (Level 5) [Ref: 0681]	4098		
National Certificate in Maintenance and Diagnostics in Mechanical Engineering (Level 5) [Ref: 0718]	4098		
National Certificate in Engineering Machining and Toolmaking (Level 5) [Ref: 0719]	4098		
National Certificate in Refrigeration and Air Conditioning (Level 5) [Ref: 0720]	4098		
National Certificate in Heating, Ventilating, and Air conditioning (Mechanical Services) (Level 5) [Ref: 0897]	4098		
National Certificate in Manufacturing (Metal and Related Products) (Level 4) [Ref: 1388]	4098 , 11281		
National Certificate in Contact Centre Management (Team Leader) (Level 4) [Ref: 0739]	4098		Electro Technology Industry Training Organisation
National Certificate in Electrical Engineering (Level 5) [Ref: 0951]	4098		
National Certificate in Workplace Emergency Risk Management (Building Fire and Emergency Co-ordinator) (Level 4) [Ref: 0735]	4098	Fire and Rescue Service Industry Training Organisation	
National Certificate in Urban Search and Rescue – Operations (Level 3) with strands in Canine Search Specialist, Response Leader, Response Medic, Rope Operations, Technician, and Training [Ref: 1114]	4098		
National Certificate in Fire and Rescue Services - Airport (Supervisory) (Level 4) [Ref: 1160]	4098		
National Certificate in Specialist Rescue (Rope Instructor) (Level 4) [Ref: 1200]	4098		
National Certificate in Furniture (Retail and Wholesale) (Level 4) [Ref: 0438]	4098 , 7114	Forest Industries Training and Education Council	

National Certificate in Forest Produce Inspection [Ref: 0908]	4098	
National Certificate in Hospitality (Operations Supervision) (Level 4) with strands in Food and Beverage Service, Gaming, Accommodation, and Front Office [Ref: 0882]	4098	Hospitality Standards Institute
National Certificate in Hospitality (Specialist Food and Beverage Service) (Level 4) with strands in Advanced Food Service, Advanced Beverage Service, Advanced Wine Service, and Guéridon and Silver Service [Ref: 0915]	4098	
National Certificate in Hospitality (Small Business Management) (Level 4) [Ref: 1145]	4098	
National Diploma in Hospitality (Operational Management) (Level 5) with strands in Kitchen Management; Food and Beverage Management; and Rooms Division Management; and Functions Management [Ref: 1245]	4098	
National Certificate in General Contracting (Training and Assessment) [Ref: 1061]	4098 , 7114, 11281	InfraTrain New Zealand
National Certificate in Career Practice (Level 4) [Ref: 0428]	7100	Learning State (trading name for Public Service Industry Training Organisation)
National Certificate in Supervision of Youth Development Programmes (Conservation Corps and Youth Service Corps) [Ref: 0907]	4098	
National Certificate in Administration of Revenue Law (Introduction) (Level 4) [Ref: 0950]	4098 , 7092 , 7100 , 7110, 20469	
National Certificate in Intelligence Analysis [Ref: 0999]	4098	
National Certificate in Public Sector Services (Prison Instruction) (Level 4) [Ref: 1095]	4098 , 7114, 11281	
National Certificate in Administration of Revenue Law (Introduction) (Level 4) [Ref: 0950]	4098 , 7092 , 7100 , 7110, 20469	
National Certificate in Civil Defence Management [Ref: 0328]	4098 , 11281	Local Government Industry Training Organisation
National Certificate in Civil Defence (Response) (Level 3) [Ref: 0327]	4098 , 11281	
National Certificate in Hairdressing (Management) (Level 5) with strands in Assessment of Hairdressing, Tutoring in Hairdressing, and Salon Management [Ref: 0646]	4098 , 11281	NZ Hairdressing Industry Training Organisation
National Certificate in Dairy Manufacturing (Laboratory Technology) (Level 4) with optional strands in Chemistry, Microbiology, and Sensory Evaluation [Ref: 0581]	4098	New Zealand Industry Training Organisation

National Certificate in Meat Processing (Level 4) with strands in Supervisory Management, and Risk Management [Ref: 0692]	4098, 11281	
National Certificate in Dairy Manufacturing (Sales and Service) (Level 3) [Ref: 0748]	4098	
National Certificate in Meat Processing (Smallgoods) (Level 3) with an optional strand in On-job Training [Ref: 0957]	4098, 11281	
National Certificate in Dairy Manufacturing (Process Skills) (Level 4) with optional strands in Product Safety, and People Skills [Ref: 1044]	4098	
National Certificate in Distribution (Level 4) [Ref: 0992]	4098, 7114	Retail Institute
National Certificate in Retail (Level 3) with optional strands in Bicycle Sales and Servicing; Garden Retail; Visual Merchandising; Delicatessen; and Produce [Ref: 0994]	4098	
National Certificate in Retail (Level 4) [Ref: 0995]	4098	
National Certificate in Snowsport with strands in Snowgrooming, and Snowmaking [Ref: 0848]	4098	Sport and Fitness Industry Training Organisation
National Certificate in Community Recreation (Aquatics) (Level 4) [Ref: 0938]	4098	
National Certificate in Snowsport (Snowschool) (Level 5) with optional strands in Children's Instruction, and Pipe and Park Instruction [Ref: 0971]	4098, 11281	
National Certificate in Outdoor Recreation (Level 4) [Ref: 1190]	4098, 11281	
National Certificate in Snowsport (Advanced Lift Operation) [Ref: 1217]	4098	
National Certificate in Snowsport (Supervision) with strands in Lift Operation, Patrol Leader, Snowsport Equipment, Snowgrooming, Snowmaking, Snowschool, and Ticketing and Guest Services [Ref: 1219]	4098, 11281	
National Certificate in Driving (Education and Assessment) with strands in Light Motor Vehicle, Heavy Motor Vehicle, On-road Motorcycle, Off-road Motorcycle, Quad Vehicle, Four Wheel Drive (4WD) Vehicle, and Driver Educator [Ref: 0793]	4098	Tranzqual Industry Training Organisation
National Diploma in Road Transport Management [Ref: 0961]	4098	
National Certificate in Commercial Road Transport (Taxi Operations) [Ref: 0970]	4098, 7114	

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 Electricity Supply (Front Line Manager) (Level 4) [Ref: 0856]	7114	Electricity Supply Industry Training Organisation
National Certificate in Offender Management (Level 4) [Ref: 0679]	7114, 11281	Electro Technology Industry Training Organisation
National Certificate in Offender Management (Level 5) [Ref: 0975]	11281	
National Certificate in Furniture Making (Level 4) [Ref: 0091]	7114	Forest Industries Training and Education Council
National Certificate in Furniture Making (Level 3) [Ref: 0965]	7114	
National Certificate in Furniture Finishing (Level 3) [Ref: 1180]	7114	
National Certificate in Furniture Finishing (Level 4) [Ref: 1181]	7114	
National Certificate in Demolition (Equipment Operator) (Level 3) with optional strands in Crane, and Winch [Ref: 1086]	11281	InfraTrain New Zealand
National Certificate in Demolition (Site Supervisor) (Level 4) [Ref: 1087]	11281	
National Diploma in Professional Practice in Design and Construction Consultancy [Ref: 0586]	7114, 11281	

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 Adult Education and Training

Id	Domain	Title	Level	Credit	Review Category
7092	Management of Adult Education and Training	Formulate and present adult education and training proposals Formulate a proposal for adult education and training	5	4 9	B

Id	Domain	Title	Level	Credit	Review Category
7100	Management of Adult Education and Training	Manage learning events for adult education and training	5	6 8	B
7101	Management of Adult Education and Training	Apply generic management skills in the adult education and training environment	7	8	D
7109	Management of Adult Education and Training	Develop and sustain an organisational learning culture for adults Develop an organisational learning culture for adults	7 6	12 9	B
7110	Management of Adult Education and Training Delivery of Adult Education and Training	Improve individual and professional knowledge and practice in the management of adult education and training Improve own professional knowledge and practice in adult education and training	4 5	6 8	B
7112	Management of Adult Education and Training	Support and promote the adult training and development function within an organisation	5	6	B

Domain Delivery of Adult Education and Training

Id	Title	Level	Credit	Review Category
7102	Apply theoretical models of adult learning Demonstrate knowledge of theoretical models of adult learning	5	6	B
7114	Coach adult learners Coach adult learner(s)	5	8	B

Domain Evaluation in Adult Education and Training

Id	Title	Level	Credit	Review Category
20469	Evaluate adult training sessions Evaluate adult learning sessions	5	4 5	B

Subfield Generic Education and Training
Domain Assessment of Learning

Id	Title	Level	Credit	Review Category
11281	Prepare candidates for assessment Prepare candidate(s) for assessment against standards	4	3	B
4098	Use standards to assess candidate performance	4	5 6	B