

FIELD EDUCATION**Review of *Education* unit standards**

Subfield	Domain	Id
Adult Education and Training	Delivery of Adult Education and Training	7095-7097, 7106, 7108, 7115, 19444, 21981, 21982
	Design and Development of Adult Education and Training	7093, 7094, 7103-7105, 20470
	Evaluation in Adult Education and Training	7098, 7099, 7113
Generic Education and Training	Assessment of Learning	11280, 11551, 11552, 18203
	Distance Education Supervision	12619-12623

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

Date new versions published

June 2010

Planned review date

December 2015

Summary of review and consultation process

The review was carried out as part of the NQS planned review programme.

A review panel of assessors, moderators, and representatives from accredited Māori Education Providers, Institutes of Technology and Polytechnics (ITPs), Private Training Enterprises (PTEs), and Government Training Enterprises (GTEs) encompassing both education and workplace training was asked to consider:

- the currency of the unit standards and their suitability for existing and future qualifications;
- the appropriateness of unit standards to their domain;
- the accuracy and appropriateness of their content;
- whether levels and credits were commensurate with performance outcomes and training needs; and
- any gaps in skills and/or knowledge that could be captured by the development of new unit standards or by the expansion of existing unit standards.

Drafts of the reviewed unit standards were sent out for wider consultation to stakeholders that had expressed an interest in being part of the consultation process. Stakeholder feedback endorsed the changes recommended by the panel.

Main changes resulting from the review

- Two new unit standards in the *Assessment of Learning* domain have been developed to provide more options for people wanting to specialise in assessment and/or moderation.

- Unit standards 12619-12623 in the *Distance Education Supervision* domain have been designated expiring and will not be replaced. There is no demonstrated need for them as they have had very little use since first registered in 1997.
- The *Distance Education Supervision* domain has been designated expiring (lapsing).
- Credit values of unit standards 7094, 7095, 7097-7099, 7103-7105, 7113, 7115, 11551, 11552, and 20470 have increased to more accurately reflect the time taken for achievement. Previous credit values were considered inadequate for the time required to achieve.
- Levels of unit standards 11551 and 21982 have increased from 5 to 6 and from 4 to 5 respectively in order to reflect the complexity of the skills required.
- Special notes, including range statements, have been amended as appropriate to clarify specific terms and concepts, contexts, and conditions for assessment.
- Titles, elements, performance criteria, and range statements under elements and performance criteria have been amended to more accurately reflect intent.

Category D unit standards will expire at the end of December 2011.

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	21982	5
Domain	Delivery of Adult Education and Training	4			
Subfield	Generic Education and Training	5	Standard	11551	6
Domain	Assessment of Learning	5			

Impact on Accreditation and Moderation Action Plan (AMAP)

None.

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 impacted by the outcome of this review. The standard setting bodies (SSBs) have been advised that they require revision. The items that generated the *Affected* status are in **bold**.

Qualification title	Classification or standard in the qualification	SSB Name
National Diploma in Community Support (Epilepsy Care) [Ref: 0792]	7097	Community Support Services ITO Limited
National Certificate in Food and Related Products Processing (Level 4) [Ref: 0344]	7106, 7108, 7115 , 11552 , 18203	Competenz
National Certificate in Gunsmithing (Master) (Level 5) [Ref: 0347]	11551	
National Certificate in Architectural Aluminium Joinery (Assembly and Glazing) (Level 3) with an optional strand in Cutting and Machining [Ref: 0766]	18203	
National Certificate in Manufacturing (Metal and Related Products) (Level 4) [Ref: 1388]	7106, 7108, 7115 , 18203	
National Certificate in Offender Management (Level 4) [Ref: 0679]	7095	ElectroTechnology Industry Training Organisation
National Diploma in Electrical Engineering (Advanced Trade) (Level 5) with strands in Electrotechnology Specialisation, Electrical Installation, and Industrial Electrical Engineering [Ref: 1514]	11552	
National Certificate in Workplace Emergency Risk Management (Building Fire and Emergency Co-ordinator) (Level 4) [Ref: 0735]	7108, 7115	Fire and Rescue Services Industry Training Organisation
National Diploma in Workplace Emergency Risk Management (Building Fire and Emergency Manager) (Level 5) [Ref: 0736]	7097	
National Certificate in Specialist Rescue (Rope Instructor) (Level 4) [Ref: 1200]	7108	
National Certificate in Furniture (Retail and Wholesale) (Level 4) [Ref: 0438]	7108	Forest Industries Training and Education Council
National Certificate in Forest Produce Inspection [Ref: 0908]	7108	
National Certificate in Hospitality (Operations Supervision) (Level 4) with strands in Food and Beverage Service; Gaming; Accommodation; and Front Office [Ref: 0882]	7108	Hospitality Standards Institute

Qualification title	Classification or standard in the qualification	SSB Name
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]	7108	
National Certificate in Hospitality (Small Business Management) (Level 4) [Ref: 1145]	18203	
National Diploma in Hospitality (Operational Management) (Level 5) with strands in Kitchen Management, Food and Beverage Management, Rooms Division Management, and Functions Management [Ref: 1245]	7108	
National Certificate in Hospitality (Food Services) (Level 4) [Ref: 1424]	7108	
National Diploma in Professional Practice in Design and Construction Consultancy [Ref: 0586]	7106, 7108	InfraTrain New Zealand
National Certificate in General Contracting (Training and Assessment) [Ref: 1061]	7108, 7115, 11551, 11552 , 18203	
National Certificate in Civil Infrastructure Health, Safety, and Environment (Supervision) [Ref: 1179]	7103 , 7108	
National Certificate in Career Practice (Level 4) [Ref: 0428]	7106	Learning State
National Certificate in Supervision of Youth Development Programmes (Conservation Corps and Youth Service Corps) [Ref: 0907]	11552	
National Certificate in Administration of Revenue Law (Introduction) (Level 4) [Ref: 0950]	7093, 7096, 7097, 11551, 11552	
National Certificate in Civil Defence (Response) (Level 3) [Ref: 0327]	11552	Local Government Industry Training Organisation
National Certificate in Civil Defence Management [Ref: 0328]	11551, 11552	

Qualification title	Classification or standard in the qualification	SSB Name
National Certificate in Meat Processing (Level 4) with strands in Supervisory Management, and Risk Management [Ref: 0692]	7108, 18203	New Zealand Industry Training Organisation
National Certificate in Meat Processing (Smallgoods) (Level 3) with an optional strand in On-job Training [Ref: 0957]	7108, 18203	
National Certificate in Dairy Manufacturing (Process Skills) (Level 4) with optional strands in Product Safety, and People Skills [Ref: 1044]	7106, 7108, 7115	
National Certificate in Scrap Metal Recycling (Operations) [Ref: 1285]	7108	NZ Extractive Industries Training Organisation
National Certificate in Scrap Metal Recycling (Nonferrous Purchasing) (Level 5) [Ref: 1286]	7108	
National Certificate in Hairdressing (Management) (Level 5) with strands in Assessment of Hairdressing, Tutoring in Hairdressing, and Salon Management [Ref: 0646]	11551, 11552 , 18203	NZ Hairdressing Industry Training Organisation Inc
National Certificate in Distribution (Level 4) [Ref: 0992]	7108, 11552	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]	7106, 7108, 18203	
National Certificate in Retail (Level 4) [Ref: 0995]	7106, 7108, 18203	
National Certificate in Community Recreation (Aquatics) (Level 4) [Ref: 0938]	7115, 18203	Skills Active Aotearoa Limited
National Certificate in Outdoor Recreation (Level 4) [Ref: 1190]	11552	
National Certificate in Snowsport (Supervision) with strands in Lift Operation, Patrol Leader, Snowsport Equipment, Snowgrooming, Snowmaking, Snowschool, and Ticketing and Guest Services [Ref: 1219]	7108, 11552	

Qualification title	Classification or standard in the qualification	SSB Name
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]	7097, 11552	Tranzqual ITO
National Diploma in Logistics Operations [Ref: 0960]	18203	
National Certificate in Commercial Road Transport (Taxi Operations) [Ref: 0970]	7106, 11552 , 18203	

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
Domain Delivery of Adult Education and Training

Id	Title	Level	Credit	Review Category
7095	Facilitate adult learners' individualised learning Develop and facilitate individualised adult learning plans	5	3 6	B
7096	Deliver learning presentations to adult learners Deliver learning presentations for adult learners	4	8	B
7097	Facilitate interactive learning sessions for adults Facilitate interactive learning sessions for adult learners	5	8 10	B
7106	Provide guidance for individual adult trainees Prepare learning plans and provide guidance for individual adult learners	4	5	B
7108	Deliver on-job training to adults Deliver on-job training for adult trainees	4	8	B
7115	Create and maintain a positive learning environment for adult learner groups Create and maintain a positive learning environment for adult learners	4	4 6	B
19444	Deliver group training sessions to adults Deliver group training sessions for adult learners	4	8	B

Id	Title	Level	Credit	Review Category
21981	Deliver learning opportunities that promote transfer of competence into new contexts Deliver learning opportunities for adults that promote transfer of competence into new contexts	5	8	B
21982	Facilitate people to transfer existing competence into new contexts Facilitate the transfer of existing competence into new contexts for adult trainees	4 5	6	B

Domain Design and Development of Adult Education and Training

Id	Title	Level	Credit	Review Category
7093	Design learning sessions for adult education and training Design learning sessions for adults	5	6	B
7094	Design courses for adult education and training Design a course for adult education and training	6	9 10	B
7103	Determine adult training requirements of individuals Determine the training requirements of individual adults for a specified job	4	4 5	B
7104	Determine the adult training and development requirements of an organisation Conduct a training needs analysis for adults in an organisation	6	10 12	B
7105	Determine the adult training and development requirements of a group Conduct a training needs analysis for an adult group	5	8 10	B
20470	Design and develop training manuals for adults Design, draft, and trial a training manual for adults	5	5 10	B

Domain Evaluation in Adult Education and Training

Id	Title	Level	Credit	Review Category
7098	Evaluate adult training courses Evaluate an adult training course	6	9 10	B
7099	Evaluate strategic aspects of adult education and training provision	7	12 15	B
7113	Evaluate and support innovations in adult education and training Trial and evaluate an innovation for adult education and training within an organisation	6	8 10	B

Subfield Generic Education and Training
 Domain Assessment of Learning

Id	Title	Level	Credit	Review Category
11280	Manage the assessment process for an organisation Manage assessment within an organisation	6	9	B
11551	Moderate assessment	5 6	6 8	B
11552	Design assessment Design and evaluate assessment materials	5	6 8	B
18203	Verify evidence for assessment for candidate Verify evidence for assessment	4	3	B
26171	Develop and implement an assessment strategy for an organisation	6	9	New
26172	Manage moderation within an organisation	6	9	New

Domain Distance Education Supervision

Id	Title	Level	Credit	Review Category
12619	Demonstrate knowledge of the nature of distance education and the role of the supervisor	2	3	D
12620	Identify, describe, and apply the organisational skills of the supervisor in distance education	3	6	D
12621	Relate a distance education learning programme to the curriculum and assessment requirements	4	8	D
12622	Demonstrate and apply knowledge required of a supervisor to maintain a distance learning programme	4	8	D
12623	Demonstrate knowledge required of a supervisor to support a student learning by distance education	4	8	D