Field   Business

Review of *Text and Information Management - Generic* unit standards

Subfield	Domain	ID
Business Administration	Text and Information Management - Generic	12883-12887

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

Date new versions published   **October 2010**

Planned review date   **December 2015**

Summary

The review was undertaken to ensure that the unit standards continued to meet sector requirements, were fit for purpose, and enabled consistent assessment decisions. Text and Information Management - Generic unit standards had a planned review date of December 2009. Feedback from providers throughout New Zealand with accreditation for the domain Text and Information Management - Generic indicated that these unit standards should be reviewed to reflect changes within the computing sectors.

A panel made up of representatives of stakeholders reviewed the unit standards, and National Qualification Services consulted with a wider 'e-consultation' network. Changes were made to the unit standards in keeping with sector feedback and the purpose of the review. The changes to the unit standards were endorsed by the panel and the wider 'e-consultation' network.

Main changes

- Titles for unit standards 12884-12887 were amended to improve clarity and more accurately reflect the intended outcomes.
- Explanatory notes were updated to improve accuracy.
- The purpose statements, outcomes, and evidence requirements were updated to improve accuracy and consistency with the outcomes of the unit standards.
- The credit value for unit standard 12883 was increased from 3 to 4 to better reflect the learning, practice and assessment time required to meet the standard.
- The credit value for unit standard 12885 was decreased from 6 to 4 to better reflect the learning, practice and assessment time required to meet the standard.

Impact on registered qualifications

Key to type of impact	
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 NZQA National Qualifications Services qualification is impacted by the outcome of this review and will be updated when it is reviewed in 2011. The standards that generated the status *Affected* are listed in **bold**.

Ref	Qualification Title	Classification or ID
0231	National Certificate in Employment Skills	**12883**

The following table identifies qualifications developed by other SSBs that are impacted by the outcome of this review. The SSB has been advised that the qualification requires revision. The standards that generated the status *Affected* are listed in **bold**.

Ref	Qualification Title	Classification or ID	SSB Name
0215	National Certificate in Equine (Introductory Stable Skills) (Level 2)	**12883**	NZ Equine Industry Training Organisation

Detailed list of unit standards – 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

Business > Business Administration > Text and Information Management - Generic

ID	Title	Level	Credit	Review Category
12883	Enter and manage text for generic text and information management	1	3 **4**	B
12884	Create documents and manage files for generic text and information management **Create electronic documents and manage a file for generic text and information management**	2	3	B
12885	Create and enhance documents combining text and images for generic text and information management **Create and enhance electronic documents combining text and images for generic text and information management**	2	6 **4**	B
12886	Customise software features to manipulate text for generic text and information management **Customise software features and create document templates for generic text and information management**	3	6	B

ID	Title	Level	Credit	Review Category
12887	Integrate text and images and refine file management for generic text and information management **Integrate text and images and manage multiple files for generic text and information management**	3	6	B