

Field Business**Review of Public Sector Services unit standards**

| Subfield | Domain | ID |
|------------------------|---------------------------|--|
| Public Sector Services | Public Sector Core Skills | 14942, 14946, 14949, 14951, 17214, 17554-17558, 19229-19232, 19897, 19898, 19900-19905 |

Learning State Limited has completed the review of the unit standards listed above.

Date new versions published

May 2011

Planned review date

December 2013

Summary

Learning State Limited has completed a review of the unit standards in the Public Sector Core Skills domain that were past their planned review date.

This was completed in consultation with key public sector organisations and assessors. Skills Active Aotearoa Ltd was consulted regarding standard 14951 as this impacted on the National Certificate in Parks and Reserves (Park Ranger) (Level 3) [Ref: 1475]. InfraTrain New Zealand was consulted regarding standard.

The purpose of the review was to ensure the unit standards were relevant, logical, fit for purpose and continued to reflect the requirements of the sector.

The review found that eight of the unit standards had very little or no usage and were no longer fit for purpose. Based on this information and feedback from the sector, it was decided to designate eight of the 22 reviewed unit standards expiring.

Minor amendments were made to the remaining unit standards to ensure that legislation was still current and relevant. The explanatory notes were also standardised for consistency.

Main changes

- Standards 17554-17557 and 19229-19232 were designated expiring as they were no longer relevant and therefore not fit for purpose.
- Explanatory notes were standardised for consistency.
- Legislation was updated in standard 14942.
- Titles of standards 14942, 19897, 19898, 19901, 19903 and 19905 were changed from a State sector context to a public sector context to include a wider coverage of the industry.
- Credits for standard 17558 were reduced from 10 to 8 as *build and maintain networks* outcome was removed. This is now more appropriately covered by standard 26684 at level 5.
- Title and content of standard 19904 were changed to better reflect the needs of the industry.

- Last dates of assessment for superseded versions of standards were specified. This date is 31 December 2012.

Category C and D unit standards will expire at the end of December 2012.

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 Learning State qualifications are impacted by the outcome of this Review and will be updated when they are next revised or reviewed in 2013. The standards that generated the status *Affected* are listed in **bold**.

| Ref | Qualification Title | Classification or ID |
|------|--|----------------------|
| 0660 | National Certificate in Public Sector Services (Client/Customer Services) (Level 4) | 14942 |
| 1106 | National Certificate in Public Sector Services (Field/Community Advisors) | 17558 |
| 1113 | National Diploma in Public Sector Compliance Management (Weights and Measures) (Level 6) | 14942 |
| 1170 | National Certificate in Public Sector Compliance Management (Road Transport) (Level 4) | 19904 |
| 1419 | National Diploma in Public Sector Management (Leadership Development) (Level 6) | 17558 |

The Local Government ITO amalgamated with Learning State Ltd at the end of March 2011. The following qualification will be updated when the change of SSB responsibility is processed.

| Ref | Qualification Title | Classification or ID | SSB Name |
|------|--|----------------------|---|
| 1238 | National Certificate in Compliance and Regulatory Control (Rates Management) Level 5 | 14942 | Local Government 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 > Public Sector Services > Public Sector Core Skills

| ID | Title | Level | Credit | Review Category |
|-------|--|-------|---------|-----------------|
| 14942 | Demonstrate knowledge and understanding of the nature and use of information in the State sector Demonstrate knowledge and understanding of the nature and use of information in the public sector | 5 | 4 | B |
| 14946 | Demonstrate knowledge and understanding of the nature of employment in the New Zealand public sector | 5 | 2 | B |
| 14949 | Demonstrate introductory knowledge and understanding of New Zealand law | 3 | 3 | B |
| 14951 | Demonstrate introductory knowledge and understanding of New Zealand local government | 4 | 5 | B |
| 17214 | Operate a records management system in a public sector organisation | 3 | 3 | B |
| 17554 | Produce written information for Cabinet Ministers | 6 | 7 | D |
| 17555 | Produce and communicate briefing information to the Cabinet Minister | 7 | 10 | D |
| 17556 | Formulate and provide responses to Official Information requests | 5 | 6 | D |
| 17557 | Provide support to the Cabinet Minister and officials in meetings and forums | 6 | 10 | D |
| 17558 | Formally represent a public sector organisation | 6 | 10 8 | B |
| 19229 | Demonstrate knowledge of human rights legislation and the Human Rights Commission | 4 | 7 | D |
| 19230 | Apply knowledge of the operations of the Human Rights Commission | 5 | 5 | D |
| 19231 | Demonstrate knowledge of the international environment of human rights | 5 | 6 | D |
| 19232 | Demonstrate knowledge of human rights legislation and its impact on New Zealand laws and law making | 5 | 3 | D |
| 19897 | Demonstrate and apply knowledge of the obligations and duties of State sector employees Demonstrate and apply knowledge of the obligations and duties of public sector employees | 5 | 4 | B |
| 19898 | Demonstrate knowledge of the relationships between the State sector, and Parliament and government Demonstrate knowledge of the relationships between the public sector, Parliament and government | 5 | 4 | B |
| 19900 | Demonstrate knowledge of the development of New Zealand central government | 3 | 4 | B |
| 19901 | Demonstrate introductory knowledge of the State sector financial management system Demonstrate introductory knowledge of the public sector financial management system | 3 | 4 | B |

| ID | Title | Level | Credit | Review Category |
|-------|--|-------|--------|-----------------|
| 19902 | Demonstrate knowledge of public finance | 5 | 4 | B |
| 19903 | Describe the election and formation of government and implications for State sector employees Describe the election and formation of government and implications for public sector employees | 3 | 3 | B |
| 19904 | Read and interpret legislation Demonstrate knowledge of legislation | 3 | 5 | B |
| 19905 | Explain relationship issues between State sector employees and political parties during elections Explain relationship issues between public sector employees and political parties during elections | 5 | 3 | B |