Field   Business

Revision and review of *Business Operations and Development* unit standards; and revision, and change of responsibility for unit standard 15189

Subfield	Domain	ID
Business Operations and Development	People Development and Coordination	8496, 25463
	Systems and Resources Management	1988, 1992, 1993, 7458, 7463, 8506, 9738, 9739, 9741, **15189**, **16614**, 16615, 18664, 19028, 25666

NZQA National Qualifications Services (NQS) has completed the review of the unit standards listed above. The unit standards in bold have been revised.

Date new versions published   **November 2011**

Planned review date for standards 1988, 1992, 1993, 7458, 7463, 8496, 8506, 9738, 9739, 9741, 15189, 16615, 18664, 19028, 25463, 25666 and 27515-27523   **December 2016**

Planned review date for standard 16614   **December 2015**

Revision, reclassification, and change of responsibility for unit standard 15189

Subfield	Domain	ID
Business Operations and Development	Systems and Resources Management	15189

As part of the wider review of Business Operations and Development subfield unit standards (see below), unit standard 15189 was revised and reclassified to the Occupational Health and Safety Practice domain and standard-setting responsibility was transferred to the New Zealand Industry Training Organisation (NZITO).

The unit standard covers the skills and knowledge related to implementing a health and safety plan for a workplace and fits better under the Occupational Health and Safety Practice domain which is the responsibility of NZITO. NZQA therefore transferred responsibility for this unit standard to NZITO, who revised it to make it consistent with other unit standards in the Occupational Health and Safety Practice domain.

Main changes

- Domain name has changed from Systems and Resources Management to Occupational Health and Safety Practice.
- Changes were made to explanatory notes, ranges, and evidence requirements to make them consistent with other unit standards in the Occupational Health and Safety Practice domain.
- SSB details were changed from NZQA to New Zealand Industry Training Organisation.

Impacts on existing organisations with consent to assess, and on registered qualifications

See table in Review section below.

Impact on Consent and Moderation Requirements (CMR)

The standard was moved from CMR 0113 to CMR 0171.

Business > Business Operations and Development > Systems and Resources Management
Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
15189	Implement a health and safety plan for a workplace	4	4

Revision and reclassification of unit standard 16614

Subfield	Domain	ID
Business Operations and Development	Systems and Resources Management	16614

As part of the wider review of Business Operations and Development subfield unit standards (see below), unit standard 16614 was revised and reclassified to the Work and Study Skills domain. No other changes were made to the standard.

Impacts on existing organisations with consent to assess, and on registered qualifications

See table in Review section below.

Impact on Consent and Moderation Requirements (CMR)

The standard was moved from CMR 0113 to CMR 0023.

Business > Business Operations and Development > Systems and Resources Management
Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
16614	Apply time management concepts and methods in business situations	4	3

Review of *Business Operations and Development* unit standards

Subfield	Domain	ID
Business Operations and Development	People Development and Coordination	8496, 25463
	Systems and Resources Management	1988, 1992, 1993, 7458, 7463, 8506, 9738, 9739, 9741, 16615, 18664, 19028, 25666

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

Summary

This review of the unit standards in the Systems and Resources Management (SRM) domain is part of the Strategic Business Review, whose goal is to achieve "a coherent network of unit standards for Field Business that is current, fit-for-purpose, and responsive to the changing needs of New Zealand business, businesses, and business people".

Stakeholders were contacted and invited to participate in the review. Stakeholders included all ITOs whose qualifications included SRM unit standards(s), all providers with consent to assess against SRM unit standards, peak bodies, government agencies, and individual people who expressed an interest. As a result, a representative review panel was established, including the National Moderator, which met between October 2010 and February 2011. The panel was supported by an extensive email network who provided feedback throughout the review. A further consultation took place on the NZQA website in May-June 2011.

The review was informed by the results of the Strategic Business Review research, and as a result the unit standards have been simplified and made more flexible, to be more relevant to a wider range of assessment contexts, including small businesses. There is greater scope for recognition of current competence (RCC) and for assessment in candidates' own contexts, including workplaces. These unit standards reflect the realities of such assessment contexts where, for example, detailed evidence of preparation and planning is not always available. These standards focus more explicitly on the actual achievement of the intended outcome, rather than on the process (including planning) used to achieve it.

The standards therefore place greater reliance on the context's organisational requirements and on the NZQF levels descriptors as guidelines for assessment.

The following unit standards were excluded from this review:
- 7453, 16342, and 19020 – included in the imminent Organisational Direction and Strategy review
- 7461, 7462, and 19030 – review deferred pending MED procurement project
- 23400 – included in the concurrent People Development and Coordination review.

Unit standards 8496 and 25463 were included in this review at the request of the People Development and Coordination review panel.

Main changes

Main changes include:
- The introduction of a brief descriptor for the domain (in explanatory note 1) to enhance understanding of the purpose of the standards in this domain.
- The explicit description of the context for assessment.
- A link to the NZQF levels descriptors.
- Specification of the context's own organisational requirements as key assessment criteria.
- Most of the standards now have one outcome, with reduced evidence requirements and a more specific focus.
- Standard 19028 was replaced by 27523.
- Standard 25463 was replaced by both 27520 and 27521.

- Standard 25666 was replaced by 27518.
- These standards will expire without replacement, as the content is either duplicated in other standards and/or is no longer relevant: 1988, 1992, 1993, 7458, 7463, 8506, 9738, 9739, 9741, 16615, 18664.
- New unit standards were developed: refer to the table below.

Category C and D unit standards will expire at the end of December 2014

Impact on existing organisations with consent to assess

Current consent for			Consent extended to		
Nature of consent	Classification or ID	Level	Nature of consent	Classification or ID	Level
Field	Business	4+	Standard	15189, 16614	4
Subfield	Business Operations and Development	4+	Standard	15189, 16614	4
Domain	Systems and Resources Management	4+	Standard	15189, 16614	4
Domain	People Development and Coordination	5+	Standard	27520, 27521	5
Standard	19028	5	Standard	27523	5
Standard	25463	5	Standard	27520, 27521	5

Impact on Consent and Moderation Requirements (CMR)

CMR 0113 has been updated to reflect the outcome of this review.

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 NQS qualifications are impacted by the outcome of this review and will be updated when they are reviewed in 2012-13. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

Ref	Qualification Title	Classification or ID
0172	National Certificate in Business (Small Business Management)	Systems and Resources Management, **1992**
0173	National Diploma in Business (Small Business Management)	**1992, 1993**
0369	National Certificate in Quality Management	**7458, 7463, 9738, 9739**
0649	National Certificate in Business (First Line Management) (Level 4)	Systems and Resources Management
0743	National Certificate in Business (First Line Management) (Level 3)	Systems and Resources Management

0982	National Certificate in Pacific Islands Early Childhood Education (Pasifika Management) (Level 6)	**1993,** 15189
1498	National Diploma in Business (Level 5) with optional strands in Accounting, Finance, Finance - Māori, Health and Safety Management, Human Resource Management, Māori Business and Management, Marketing, People Development and Coordination, Project Management	Systems and Resources Management, **7458, 8496, 25463**
1499	National Diploma in Business (Level 6)	Systems and Resources Management

The following table identifies qualifications developed by other SSBs that are impacted by the outcome of this review. The SSBs have been advised that the qualifications require revision. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

Ref	Qualification Title	Classification or ID	SSB Name
1565	National Diploma in Pork Production (Level 5)	**7458**	Agriculture Industry Training Organisation
0377	National Certificate in Casino Gaming (Level 4) with strands in Table Gaming, and Gaming Machines	**1988**	Aviation, Tourism and Travel Training Organisation
0407	National Certificate in Casino Surveillance (Supervisor) (Level 5)	**1988**	
1595	National Certificate in Tourism (Business Practice) (Level 4) with an optional strand in Operational Management	**1988, 1992,** 15189, 16614, **18664**	
1661	National Certificate in Construction Trades (Supervisor) (Level 4) with an optional strand in Business Management	**1992,** 16614	Building and Construction Industry Training Organisation
1115	National Certificate in Cleaning and Caretaking (Supervisor)	**18664**	Building Service Contractors of New Zealand Incorporated
1675	National Certificate in Health, Disability, and Aged Support (Senior Support) (Level 4)	**1988,** 15189	Community Support Services ITO Limited
1676	National Certificate in Health, Disability, and Aged Support (Team Management) (Level 5)	**7458, 8496**	
0347	NATIONAL CERTIFICATE in Gunsmithing (Master) (Level 5)	**1993**	Competenz
0534	National Diploma in Engineering (Level 6) with strands in Mechanical Engineering, Production Engineering, and Mechanical Services, and with an optional strand in Practical Endorsement	**25463**	

1136	National Certificate in Maritime (Commercial Inshore Vessel Operations) with an optional strand in Business Operations	**1992**	
1545	National Certificate in Mechanical Engineering (Level 5) with strands in Engineering Fabrication, Fire Protection, General and Maintenance Engineering, Mechanical Services, and Precision Engineering	**1988, 25463**	
0739	National Certificate in Contact Centres with strands in Senior Customer Service Representative, and Management (Team Leader)	15189, 16614	ElectroTechnology Industry Training Organisation
0788	National Certificate in Electronic Security (Level 4)	**1988**	
0974	National Diploma in Contact Centre Management (Level 5)	**7458, 8496, 9741, 25463**	
0975	National Certificate in Offender Management (Level 5)	**7458**, 16614	
1392	National Certificate in Financial Services (Level 4)	**16615**	
1469	National Certificate in Electrical Equipment (Level 3)	15189	
1479	National Certificate in Security (Level 4) with strands in Senior Security Officer, and Team Leader	15189	
1514	National Diploma in Electrical Engineering (Advanced Trade) (Level 5) with strands in Electrotechnology Specialisation, Electrical Installation, and Industrial Electrical Engineering	**25463**	
0834	NATIONAL CERTIFICATE in Forestry (Operations Management)	15189, 16614	Forest Industries Training and Education Council (FITEC)
0882	National Certificate in Hospitality (Operations Supervision) (Level 4) with strands in Food and Beverage Service, Gaming, Accommodation, and Front Office	16614	Hospitality Standards Institute
1245	National Diploma in Hospitality (Operational Management) (Level 5) with strands in Kitchen Management, Food and Beverage Management, Rooms Division Management, Functions Management, Quick Service Restaurants Management, and Food Services Management	**1988**	
1339	National Certificate in Hospitality (Functions Coordination) (Level 4)	16614	

1424	National Certificate in Hospitality (Food Services) (Level 4)	**1988**	
0229	National Certificate in Agrichemical Application with strands in Livestock External Parasites, Total Vegetation Control, Aquatic, Broadacre, and Brush	15189	InfraTrain New Zealand
1179	National Certificate in Civil Infrastructure Health, Safety, and Environment (Supervision)	**18664**	
1302	National Certificate in Roadmarking (Senior Operator) with strands in Long-Life Products; and Paint Marking; and with optional strands in Temporary Traffic Management on Level 2 and 3 Roads; Testing Pavement Marking; Testing Transit New Zealand T/8; and	**18664**	
1658	National Certificate in Infrastructure Works Supervision with optional strands in Asphalt Surfacing, Chipseal Surfacing, Civil Works and Utilities, Road Works, Water, and Wastewater	16614	
1659	National Certificate in Infrastructure Works Supervision (Level 5) with optional strands in Civil Plant Management, Civil Works, Pavement Surfacing, Roadmarking, Road Works, and Rural Contracting	**18664**	
0586	NATIONAL DIPLOMA in Professional Practice in Design and Construction Consultancy	**8506, 9738**	InfraTrain New Zealand (Design and Construction)
0760	NATIONAL CERTIFICATE in Civil Engineering - Asset Management (Operations) (Level 4)	**1988, 7458, 8496**	
1686	National Diploma in Design (Kitchen or Bathroom Design) (Level 5)	**7458, 19028**	Joinery Industry Training Organisation
0659	National Certificate in Public Sector Services (Client/Customer Service) (Level 3)	16614	Learning State Limited
0797	National Certificate in Conservation (Level 4)	15189	
1019	National Certificate in Public Sector Services (Leadership Development - Middle Management) (Level 5)	**8496, 25463**	
1170	National Certificate in Public Sector Compliance Management (Road Transport) (Level 4)	16614	
1238	National Certificate in Compliance and Regulatory Control (Rates Management)	16614, **19028**	
0692	National Certificate in Meat Processing (Level 4) with strands in Supervisory Management, and Risk Management	**8496, 16615, 25463**	New Zealand Industry Training Organisation

0944	National Certificate in Occupational Health and Safety (Co-ordination) (Level 4)	15189	
1275	National Certificate in Dairy Manufacturing (Field Service) with an optional strand in Agribusiness Management	**16615**	
0216	National Certificate in Equine (Level 4) with strands in Sporthorse Stable Attendant, Harness Racing, Sporthorse Competitor, Jockey, and Advanced Track Rider	15189	NZ Equine Industry Training Organisation
1541	National Certificate in Equine (Stable Management) with strands in Harness Racing, Thoroughbred Racing, and Breeding	**1988**, 15189	
0806	National Diploma in Extractive Industries (Management) with strands in Surface Extraction, and Underground Extraction	**25463**	NZ Extractive Industries Training Organisation
1674	National Certificate in Resource Efficiency (Practice) (Level 4)	**18664**	
0646	National Certificate in Hairdressing (Management) (Level 5) with strands in Assessment of Hairdressing, Tutoring in Hairdressing, and Salon Management	**1988, 8496**	NZ Hairdressing Industry Training Organisation Inc
1598	National Diploma in Boatbuilding (Level 5) with strands in Composite, Wooden, and Metal	**1988**, 15189	NZ Marine Industry Training Organisation
1011	National Certificate in Stevedoring and Ports Industry (Cargo Operations) with strands in Cargo Supervision, and Cargo Planning	**18664**	NZ Motor Industry Training Organisation (Incorporated)
1422	National Certificate in Motor Industry (Automotive Electrical and Mechanical Engineering) (Level 4) with strands in Electrical and Electronics, Light Vehicle, Motorcycle, Outdoor Power Equipment, and Trailer Boat Systems	**1988**	
0172	National Certificate in Business (Small Business Management)	**1992**	NZQA National Qualifications Services
0173	National Diploma in Business (Small Business Management)	**1992, 1993**	
0369	National Certificate in Quality Management	**7458, 7463, 9738, 9739**	
0982	National Certificate in Pacific Islands Early Childhood Education (Pasifika Management) (Level 6)	**1993**, 15189	

1498	National Diploma in Business (Level 5) with optional strands in Accounting, Finance, Finance - Māori, Health and Safety Management, Human Resource Management, Māori Business and Management, Marketing, People Development and Coordination, Project Managemen	**7458, 8496, 25463**	
0118	National Certificate in Cranes (Mobile Crane Supervision) (Level 5)	**1988**	Opportunity - The Training Organisation
0119	National Certificate in Cranes (Mobile Crane Dispatch Supervision) (Level 3)	**1988**	
0120	National Certificate in Cranes (Tower Crane Supervision) (Level 5)	**1988**	
1597	National Diploma in Plastics Processing Technology (Level 5)	**25463**	Plastics and Materials Processing Industry Training Organisation Incorporated
0992	National Certificate in Distribution (Level 4)	**25463**	Retail Institute
1190	National Certificate in Outdoor Recreation (Level 4)	**18664**	Skills Active Aotearoa Limited
1191	National Diploma in Outdoor Recreation (Instruction) (Level 5)	**18664**	
1219	National Certificate in Snowsport (Supervision) with strands in Lift Operation, Patrol Leader, Snowsport Equipment, Snowgrooming, Snowmaking, Snowschool, and Ticketing and Guest Services	**1988, 18664**	
1712	National Certificate in Recreation and Sport (Level 4)	15189, **18664**	
1008	NATIONAL DIPLOMA in Diving (Occupational) (Level 5)	**8496**	Skills Active Aotearoa Limited - Dive

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 Operations and Development > Systems and Resources Management

ID	Title	Level	Credit	Review Category
1988	Supervise workplace operations	4	6	D
1992	Control and evaluate small business operations	4	5	D
1993	Manage small business operations	6	5	D
7458	Maintain compliance with legal requirements and regulatory codes and standards	5	5	D
7463	Maintain and control the use of material, plant, and equipment resources	6	7	D
8506	Identify user information needs and recommend improvements to a workplace information system	5	7	D
9738	Explain and apply principles and practices of operations management	5	15	D
9739	Explain and apply work study and design methodologies	5	7	D
9741	Demonstrate knowledge of change management	6	10	D
16615	Explain and apply negotiation skills and techniques in a commercial situation	5	4	D
18664	Apply sustainable environmental management practices as a workplace supervisor	4	6	D
19028	Contract for service in a business operation	5	5	C
27523	**Manage a contract for service**	**5**	**3**	
25666	Manage inventory and flow of materials in an organisation	5	7	C
27518	**Control flow of inputs in an operation in an organisation**	**4**	**3**	
27515	**Recommend acquisition of resources for an operation in an organisation**	**4**	**4**	**New**
27516	**Analyse and improve the effectiveness of a system in an operation in an organisation**	**5**	**5**	**New**
27517	**Improve the effectiveness of a process in an organisation**	**4**	**4**	**New**
27519	**Describe a system in an operation in an organisation**	**3**	**2**	**New**
27522	**Demonstrate knowledge of planning in an organisation**	**4**	**4**	**New**

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit	Review Category
8496	Develop and maintain a safe and supportive working environment	5	5	D

Business > Business Operations and Development

ID	Domain	Title	Level	Credit	Review Category
25463	People Development and Coordination	Manage a plan to achieve organisational objectives	5	10	C
27520	**Systems and Resources Management**	**Create a plan for an operation in an organisation**	**5**	**5**	
27521	**Systems and Resources Management**	**Manage a plan for an operation in an organisation**	**5**	**5**	