

Field Core Generic**Review of *Work and Study Skills* unit standard 24871**

Subfield	Domain	ID
Core Generic	Work and Study Skills	24871

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

Date new version published **September 2013**

Planned review date **December 2015**

Summary

This unit standard has been reviewed as part of NZQA National Qualification Services planned review cycle. It was originally developed in collaboration with Aviation, Travel and Tourism Industry Training Organisation (now Service IQ).

NZQA moderators identified that the intent of the standard was not clear and areas required clarification.

All Schools and Tertiary Education Organisations with consent to assess were advised of the review and invited to contribute through an email consultation process. A draft was distributed to those who had fed back and/or had registered an interest in being part of the review process. Feedback received informed the final draft. There is support from stakeholders for the final draft.

Main changes

- The title has been changed to clarify the intent of the standard.
- Explanatory notes, outcomes and evidence requirements have been amended for clarity. The requirement for candidates to be supervised has been removed, and explanatory notes regarding assessment in workplace/simulated situations and compliance with the Privacy Act are now included. The outcome now includes a range with information that was previously contained in the explanatory note.
- A planned review date of December 2015 has been set to align it with other Work and Study Skills standards.

The last date for assessment for version 1 of the standard is 31 December 2015. Results will not be accepted where the assessment date is after the last date for assessment of the superseded version of the standard.

Impact on existing organisations with consent to assess, on Consent and Moderation Requirements (CMR) and on registered qualifications

None.

Detailed list of unit standard – 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

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit	Review Category
24871	Complete forms in a work-related context Complete workplace forms	2	2	B