

Field Business**Revision and rollover of *Credit Administration* and *Credit Management* unit standards**

Subfield	Domain	ID
Financial Management	Credit Administration	16757, 16758, 16759, 21415, 21416
	Credit Management	16760, 16761, 16958, 16959, 16960, 17701, 17703, 17704

The Skills Organisation has completed the revision of the unit standards listed above.

Date new versions published

May 2014

Planned review date

December 2015

Summary

Standard Setting Body responsibilities for Credit Management and Credit Administration have been transitioned from Competenz to The Skills Organisation. These changes are supported by the sector, Competenz, TEC and NZQA. The unit standards were revised to update the Standard Setting Body details, including changing the CMR reference. At the same time, review dates were made consistent and legislation checked for currency.

Main changes

- Standard Setting Body details were updated.
- Standards CMR reference was changed from CMR 0172 to CMR 0121
- Legislation was updated.
- Review date was changed to December 2015.

Detailed list of unit standards – classification, title, level, and credits

Business > Financial Management > Credit Administration

ID	Title	Level	Credit
16757	Determine applicant's suitability for credit	3	10
16758	Administer financial collection processes	3	10
16759	Demonstrate telephone techniques for debt collection	3	5
21415	Demonstrate knowledge of legislation applicable to credit control	3	5
21416	Administer credit control	3	10

Business > Financial Management > Credit Management

ID	Title	Level	Credit
16760	Demonstrate knowledge of credit dispute resolution processes	4	5
16761	Demonstrate knowledge of the repossession of goods in accordance with the Credit (Repossession) Act	4	10
16958	Evaluate credit worthiness	4	10
16959	Manage credit facilities	4	10
16960	Manage credit policies and procedures	5	10

17701	Produce and distribute management reports to manage credit risk	4	10
17703	Apply legal requirements to credit contract	4	10
17704	Recover debt using legal proceedings	4	10