

Field Business**Review of Credit Administration and Credit Management unit standards**

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

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

Date new versions published

18 June 2015

Planned review date

31 December 2020

Summary

All unit standards reviewed have updated review dates. All legislative content in the unit standards has been reviewed for currency.

Main changes

- Review date for all unit standards has been changed to 31 December 2020
- Explanatory notes amended to allow for evidence to be based on industry practice where evidence of organisational practice is not accessible.

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

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

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> Financial Management> Credit Administration

ID	Title	Level	Credit	Review Category
16757	Determine applicant's suitability for credit	3	10	B
16758	Administer financial collection processes	3	10	B
16759	Demonstrate telephone techniques for debt collection	3	5	B

ID	Title	Level	Credit	Review Category
21415	Demonstrate knowledge of legislation applicable to credit control	3	5	B
21416	Administer credit control	3	10	B

Business> Financial Management> Credit Management

ID	Title	Level	Credit	Review Category
16760	Demonstrate knowledge of credit dispute resolution processes	4	5	B
16761	Demonstrate knowledge of the repossession of goods in accordance with the Credit (Repossession) Act	4	10	B
16958	Evaluate credit worthiness	4	10	B
16959	Manage credit facilities	4	10	B
17701	Produce and distribute management reports to manage credit risk	4	10	B
17703	Apply legal requirements to credit contracts	4	10	B
17704	Recover debt using legal proceedings	4	10	B
16960	Manage credit policies and procedures	5	10	B