

Field Core Generic

Review, Revision and Rollover of *Core Generic* unit standards

Subfield	Domain	ID
Core Generic	Self-Management	496, 548 , <u>4255</u> , 7123, <u>7127</u> , 8548, 8549, 12348 , <u>12349</u> , 12352, 12354 , <u>12355</u> , 12357, <u>12358</u> , 12359
	Social and Cooperative Skills	525 , 526, 529, 542, <u>4246</u> , 4247, 4259 , 4260, 4261 , 7124, 7125, 7126, 12350, 12351, 12356, 18862
	Work and Study Skills	377, <u>504</u> , <u>543</u> , <u>1978</u> , 1979 , <u>1980</u> , <u>1982</u> , 4248 , <u>4249</u> , 4251, 4252, 4253 , 7117 , 7118 , 7119, 7120 , 7121 , 7128, 8824 10780 , 10781 , 11827, 12360, 12382 , 12383, <u>12384</u> , 16614, 16688 , 20587, <u>20588</u> , <u>20589</u> , <u>22805</u> , 24871, <u>25873</u>

NZQA National Qualifications Services has completed the review, revision and rollover of the unit standards listed above. The unit standards in **bold** have been reviewed, the underlined unit standards have been revised and rolled over, the unit standards in *italics* are recommended for expiry, and the remaining unit standards have been rolled over.

Date new versions published

18 June 2015

Planned review date for reviewed standards
- **for rolled over standards**

31 December 2020
31 December 2018

Summary

In 2014, NZQA National Qualifications Services initiated the review, revision and rollover of unit standards from the subfield Core Generic as part of a planned NQS work cycle.

A review panel was established following a nomination process, and met in January 2015. Unit standards for review, revision, and rollover were discussed by the panel. Eight unit standards were recommended for expiry.

National consultation on the reviewed standards was conducted in February 2015 through the NZQA website. No objections to the changes were received.

Main changes

- Levels were changed for standards 7120, 7121, and 12382.
- The level and credit value were changed for standard 10780.
- Titles were changed for standards 496, 548, 1979, 12354, and 16688.
- Unit standards 4246, 7128, 12384, 20587, 20588, 20589, 22805, and 25873 were designated expiring.

Category D unit standards will expire at the end of December 2018.

The last date for assessment of superseded versions of Category B unit standards is December 2017.

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 NZQA National Qualifications Services qualifications are impacted by the outcome of this review, revision and rollover. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

Ref	Qualification Title	Classification or ID
0231	National Certificate in Employment Skills	496

A large number of qualifications will be affected by the outcome of this review, revision, and rollover, but most changes relate to titles only, meaning the qualifications in which these standards are listed will not be *materially* affected. Qualifications that will not be materially affected have not been included in the table below.

This table identifies only National qualifications developed by other SSBs that are *materially* affected by the outcome of this review. The SSBs have been advised that the qualifications require revision.

Ref	Qualification Title	ID	SSB Name
0224	National Certificate in Footwear (Level 2)	10780	Competenz
0225	National Certificate in Footwear (Level 3) with strands in Clicking, Closing, Bottom Stock, and Making and Lasting	10780	Competenz
0342	National Certificate in Food and Related Products Processing (Level 2)	12382	Competenz
0660	National Certificate in Public Sector Services (Client/Customer Services) (Level 4)	7121	The Skills Organisation
1374	National Certificate in Cadet Forces (Foundation Skills) (Level 2)	7121	The Skills Organisation

Impact on Vocational Pathways

Five vocational pathways contain unit standards which have been reviewed, revised and/or rolled over, listed in the table below. The levels were changed for unit standards in **bold**, the titles were changed for the underlined unit standards, and the unit standards in *italics* are recommended for expiry.

Vocational Pathway	Classification or ID
Creative Industries	377, <u>1979</u> , 4252, 4253, 7117, 7118, 7120 , 7121 , 7123, 7124, 7127, 10781, 12349, 12352, <u>12354</u> , 12355, 12359, 12383, <u>16688</u> , 22805, 25873
Manufacturing and Technology	12349, 24871
Primary Industries	377, 4252, 4253, 7121 , 7123, 10781, 12349, 12355, 12383, <u>16688</u> , 24871
Service Industries	<u>377</u>
Social and Community Services	<u>377</u> , 4247

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

Reviewed standards

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 > Self-Management

ID	Title	Level	Credit	Review Category
496	Manage personal wellness Manage personal wellbeing	1	3	B
548	Demonstrate knowledge of management of alcohol and other drugs Demonstrate knowledge of the impact of alcohol and other drugs	1	2	B
12348	Demonstrate knowledge of anger and options for dealing with anger issues	1	2	B
12354	Describe implications of independent living, including renting and flatting Describe legal implications of living in rented accommodation and means to prevent or resolve related problems	2	4	B

Core Generic > Core Generic > Social and Cooperative Skills

ID	Title	Level	Credit	Review Category
525	Recognise sexual harassment and describe ways of responding to it	1	2	B
4246	Demonstrate knowledge of systems and practices in relation to education in New Zealand	2	3	D
4259	Describe the role of the New Zealand Police and the services it provides in the community	2	2	B
4261	Identify legal rights and obligations in relation to owning and operating a private motor vehicle	2	3	B
18862	Facilitate the Peer Support programme in schools	3	4	B

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit	Review Category
1979	Describe an employment relationship, and the application of employment law to that relationship Describe employment relationships and agreements	2	3	B
4248	Describe requirements and expectations faced by employees within the workplace	1	3	B
4253	Demonstrate knowledge of job search skills	2	3	B
7117	Produce a plan to enhance own learning	2	2	B
7118	Manage own learning programme	2	3	B

ID	Title	Level	Credit	Review Category
7120	Demonstrate knowledge of note taking	2 1	2	B
7121	Demonstrate skills to search, access, and select information	2 1	2	B
7128	Demonstrate an introductory knowledge of training agreements	2	1	D
10780	Complete a work experience placement	1 2	2 3	B
10781	Produce a plan for own future directions	2	3	B
12382	Describe the significance of one's work within an employing organisation	1 2	2	B
12384	Demonstrate knowledge of analytical and global thinking styles	3	2	D
16688	Identify and manage the effects of shift work Describe the effects of shift work and strategies to manage them	2	2	B
20587	Apply knowledge of the Neuro-Linguistic Programming (NLP) model of metacognition	3	3	D
20588	Demonstrate knowledge of the Left Brain/Right Brain model of metacognition	3	2	D
20589	Apply knowledge of Kolb's Experiential Learning model of metacognition	3	3	D
22805	Describe the role of unions in New Zealand under the Employment Relations Act 2000	2	3	D
25873	Demonstrate knowledge of equal employment opportunity practices	2	2	D

Revised standards

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
4255	Demonstrate knowledge of personal insurance options	2	4
7127	Exercise informed choice in deciding on a major goods or service purchase	2	2
12349	Demonstrate knowledge of time management	2	3
12355	Describe stress and ways of dealing with it	2	3
12358	Demonstrate knowledge of purchasing household consumables	1	3

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
504	Produce a CV (curriculum vitae)	1	2
543	Work in a new workplace	1	3
1978	Identify and describe basic employment rights and responsibilities, and sources of information and assistance	1	3
1980	Describe, from an employee perspective, ways of dealing with employment relationship problems	3	2
1982	Demonstrate knowledge of collective employment agreement negotiation processes	3	2

ID	Title	Level	Credit
4249	Describe care and timeliness as an employee	1	3

Rolled over standards

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
7123	Apply a problem solving method to a problem	2	2
8548	Demonstrate knowledge of accessing legal assistance	1	2
8549	Describe roles and expectations for participating in District Court criminal proceedings	1	2
12352	Describe aspects of one's own lineage, heritage, and cultural identity	2	3
12357	Demonstrate knowledge of human sexuality	1	4
12359	Describe household conservation strategies	2	3

Core Generic > Core Generic > Social and Cooperative Skills

ID	Title	Level	Credit
526	Describe community services	1	2
529	Describe political rights and responsibilities under local government	1	2
542	Describe discrimination under the Human Rights Act 1993 and describe ways of responding to it	1	2
4247	Describe general characteristics of peoples in New Zealand	2	2
4260	Describe and identify the application of road usage law	2	3
7124	Demonstrate knowledge of one-to-one negotiation	2	2
7125	Negotiate on own behalf	4	3
7126	Respond to oral one-to-one complaints	3	2
12350	Demonstrate knowledge of law enforcement	1	2
12351	Describe political rights and responsibilities under central government	1	2
12356	Demonstrate knowledge of consumer problems and ways to resolve them	1	2

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
377	Demonstrate knowledge of diversity in the workplace	2	2
4251	Plan a career pathway	3	2
4252	Produce a personal targeted CV (curriculum vitae)	2	2
7119	Describe memory processes and demonstrate a memory technique	2	1
8824	Research a topic using oral, visual and written sources, and evaluate the research process	2	3
16614	Apply time management concepts and methods in business situations	4	3
11827	Demonstrate knowledge of, and prepare to participate in, organisational change	3	2
12360	Describe and explain emerging patterns of work	3	3
12383	Explore career options and their implications	2	3
24871	Complete workplace forms	2	2

