

## Change report for the review of Library and Information Services New Zealand Qualifications

### Reviewed qualifications

[Ref]	Version	Qualification title	Level	Credits
3463	1	New Zealand Certificate in Library and Information Services for Children and Teens (Level 6)	6	80
3464	1	New Zealand Certificate in Heritage Information (Level 4)	4	60
3465	1	New Zealand Certificate in Library Practice (Level 3)	3	40
3466	1	New Zealand Diploma in Library and Information Studies (Level 5)	5	120
3467	1	New Zealand Diploma in Records and Information Management (Level 6)	6	120

### Review information

Qualification Developer	Toi Mai - Creative, Cultural, Recreation and Technology Workforce Development Council
Reason for the review	Scheduled 5-year review
Review date	December 2021
Outcome date	June 2023
Next review date	June 2028

### Summary of review and consultation process

- Information on qualifications collated:  
Information on the suite of qualifications was gathered, including uptake data.
- Stakeholder profile confirmed:  
A list of stakeholders was created and all were invited to participate in the review.
- Survey prepared:  
Survey questions were prepared by the Steering Group and the survey was set up online.
- Survey administered:  
All stakeholders were invited to provide their feedback on each of the qualifications.  
The following aspects of each of the qualifications were reviewed:

The adequacy of the current qualification in terms of meeting the needs of the stakeholders.  
The appropriateness of the Strategic Purpose Statement as a reflection of the nature and intended purpose for the qualification.  
The suitability of the Graduate Profile Outcomes and how well they reflect the Strategic Purpose Statement for the qualification.  
The need for any changes necessary to the Education Pathway.  
The need for any changes necessary to the Employment Pathway.  
The adequacy and relevance of the General Conditions for programmes leading to the qualification.

5. Feedback report written and analysed:

The feedback was reviewed by the Quality and Academic Development team at Open Polytechnic and recommendations were made.

6. Post-survey consultation report written and administered:

A consultation report/form was created to communicate to stakeholders the qualification developer's response and/or proposed actions and to invite further comments.

7. Post-survey feedback analysed:

The post-survey consultation feedback was reviewed by the Quality and Academic Development team at Open Polytechnic, and final decisions for amendments to the qualifications were made.

8. Outcomes reported to all stakeholders:

The outcomes of the qualifications review were reported to stakeholders via email.

9. Change of Qualification Developer:

Qualification Developer responsibility for all qualifications was transferred from The Open Polytechnic to Toi Mai Creative, Cultural, Recreation and Technology Workforce Development Council, to reflect the intent of the Reform of Vocational Education (RoVE).

### Main changes resulting from the review

All qualifications were transferred to Toi Mai Workforce Development Council.

New Zealand Certificate in Library Practice (Level 3) [Ref: 3465] minor changes to:

- General Conditions
- Evidence requirements for assuring consistency

New Zealand Certificate in Heritage Information (Level 4) [Ref: 3464], minor changes to:

- Education Pathways statement
- Employment Pathway statement
- General Conditions
- Evidence requirements for assuring consistency

New Zealand Diploma in Library and Information Studies (Level 5) [Ref: 3466], minor changes to:

- Education Pathways statement
- Employment Pathway statement
- General Conditions
- Evidence requirements for assuring consistency

New Zealand Certificate in Library and Information Services for Children and Teens (Level 6) [Ref: 3463], minor changes to:

- Education Pathways statement
- Employment Pathway statement

- General Conditions
- Evidence requirements for assuring consistency

New Zealand Diploma in Records and Information Management (Level 6) [Ref: 3467], minor changes to:

- Strategic Purpose Statement
- Graduate Profile Outcomes
- Education Pathways statement
- Employment Pathway statement
- General Conditions
- Evidence requirements for assuring consistency

## Review outcome

Reference	Version	Reviewed qualification	Outcome category	New qualification details/version (if applicable)
3463	1	New Zealand Certificate in Library and Information Services for Children and Teens (Level 6)	<i>B-New version of qualification</i>	3463-2
3464	1	New Zealand Certificate in Heritage Information (Level 4)	<i>B-New version of qualification</i>	3464-2
3465	1	New Zealand Certificate in Library Practice (Level 3)	<i>B-New version of qualification</i>	3465-2
3466	1	New Zealand Diploma in Library and Information Studies (Level 5)	<i>B-New version of qualification</i>	3466-2
3467	1	New Zealand Diploma in Records and Information Management (Level 6)	<i>B-New version of qualification</i>	3467-2

## Qualification review outcome categories

Outcome	Result	Category
No changes are identified to the qualification	Qualification version number and NZQF ID remain the same. New review date is required.	A
Minor changes are identified to the qualification	New version of qualification is required (NZQF ID remains the same). New review date is required.	B
Significant changes are required to the qualification	New replacement qualification is required with a new NZQF ID. The existing qualification will expire.	C
The qualification is no longer required by industry	The qualification will expire with no replacement.	D

## Transition information

Reference	Version	Qualification title	Last date of entry*	Last date of assessment
3463	1	New Zealand Certificate in Library and Information Services for Children and Teens (Level 6)	N/A	31/12/2025
3464	1	New Zealand Certificate in Heritage Information (Level 4)	N/A	31/12/2025
3465	1	New Zealand Certificate in Library Practice (Level 3)	N/A	31/12/2025
3466	1	New Zealand Diploma in Library and Information Studies (Level 5)	N/A	31/12/2025
3467	1	New Zealand Diploma in Records and Information Management (Level 6)	N/A	31/12/2025

*\*only required for outcome category C or D*

## Any additional information

It is intended that no person be disadvantaged by these transition arrangements. Any person who considers they have been disadvantaged may appeal to the Toi Mai - Creative, Cultural, Recreation and Technology Workforce Development Council at the address below. Appeals will be considered on a case-by-case basis.

Toi Mai Workforce Development Council

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Wellington 6140

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