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| <b>Title</b> | <b>Produce and distribute management reports to manage credit risk</b> |                |          |
| <b>Level</b> | <b>4</b>   | <b>Credits</b> | <b>5</b> |

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| <b>Purpose</b> | People credited with this unit standard are able to: <ul style="list-style-type: none"> <li>– determine management requirements for credit management reporting;</li> <li>– produce management reports; and</li> <li>– distribute management reports to manage credit risk.</li> </ul> |
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| <b>Classification</b> | Financial Management > Credit Management |
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| <b>Available grade</b> | Achieved |
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### Guidance Information

- 1 Legislation applicable to this unit standard includes:  
Credit Contracts and Consumer Finance Act 2003;  
Personal Properties Security Act 1999;  
Privacy Act 1993;  
any associated regulations;  
and all subsequent amendments and replacements.
- 2 Definitions  
*Credit management reporting*, in this context, means all of that activity covered by the processing of reports for an organisation on the outstanding credit risk.  
*Industry practice* includes policies, procedures and standards that competent practitioners in the industry recognise as current industry best practice.  
*Organisational practice* includes documented policies, procedures, and practices, and policy and procedure manuals pertaining to credit.
- 3 This unit standard may be assessed on-job in the workplace using naturally occurring evidence or in off-job simulated work situations designed to draw upon similar performance to that required in work in a credit administration and/or credit management context.
- 4 All evidence is in accordance with organisational practice where possible, otherwise evidence may be based on industry practice.

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### Outcomes and performance criteria

#### Outcome 1

Determine management requirements for credit management reporting.

**Performance criteria**

- 1.1 Determine management requirements for form and content of credit management reports.
- 1.2 Establish suitability for purpose of proposed management reports.
- 1.3 Determine required frequency of report production according to report type.
- Range required frequency may include but is not limited to – permanent (daily, weekly, monthly, quarterly, annually), incidental (occasionally on request, single customised reports).
- 1.4 Establish sources of, and authority to use, data.
- Range availability, suitability, limitations, restrictions.

**Outcome 2**

Produce management reports.

**Performance criteria**

- 2.1 Prepare the content of reports using data from analysis of resources and modelling.
- 2.2 Produce reports in accordance with management requirements.

**Outcome 3**

Distribute management reports to manage credit risk.

**Performance criteria**

- 3.1 Provide report contents to management and obtain feedback on their suitability for intended purposes.
- 3.2 Distribute completed reports in accordance with management requirements.

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| <b>Planned review date</b> | 31 December 2025 |
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**Status information and last date for assessment for superseded versions**

| Process               | Version | Date              | Last Date for Assessment |
|-----------------------|---------|-------------------|--------------------------|
| Registration          | 1       | 28 August 2000    | 31 December 2013         |
| Review                | 2       | 28 June 2005      | 31 December 2021         |
| Rollover and Revision | 3       | 15 November 2012  | 31 December 2021         |
| Rollover and Revision | 4       | 22 May 2014       | 31 December 2021         |
| Review                | 5       | 18 June 2015      | 31 December 2023         |
| Review                | 6       | 24 September 2020 | N/A                      |

**Consent and Moderation Requirements (CMR) reference**

0121

This CMR can be accessed at [www.nzqa.govt.nz/framework/search/index.do](http://www.nzqa.govt.nz/framework/search/index.do).

**Comments on this unit standard**

Please contact The Skills Organisation [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.