

<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>

<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>
----------------	--

<b>Classification</b>	Financial Management > Credit Management
-----------------------	--

<b>Available grade</b>	Achieved
------------------------	----------

---

## Guidance Information

- 1 Legislation applicable to this unit standard includes:  
Credit Contracts and Consumer Finance Act 2003;  
Personal Properties Security Act 1999;  
Privacy Act 2020;  
any associated regulations.
- 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 must be in accordance with organisational practice where possible, otherwise evidence may be based on industry practice.

---

## 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.

---

<b>Planned review date</b>	31 December 2029
----------------------------	------------------

**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	31 December 2027
Review	7	27 March 2025	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 Ringa Hora Services Workforce Development Council [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.