

Title	Contribute to the intelligence process in a regulatory organisation		
Level	4	Credits	5

Purpose	<p>This unit standard is for people currently employed as regulatory officers.</p> <p>People credited with this unit standard are able to contribute to the intelligence process in a regulatory organisation.</p>
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Classification	Public Sector Compliance > Public Sector Compliance Operations
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Available grade	Achieved
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Guidance Information

1 Definition

Organisational requirements refer to instructions to staff on policies, procedures, and methodologies which are documented and are available in the workplace. This includes an organisation's obligations under the Te Tiriti o Waitangi /The Treaty of Waitangi.

2 The Regulatory sector has a number of terms with specific usage. For current definitions visit [Programme Guidance-Skills](#).

3 References include but are not limited to:

Health and Safety at Work Act 2015;

Local Government Official Information and Meetings Act 1987;

Official Information Act 1982;

Privacy Act 2020;

Te Tiriti o Waitangi/The Treaty of Waitangi;

Specific legislation mandating the powers and duties of a specific organisation with respect to its regulatory role and/or any other legislation applicable to a particular regulatory situation (e.g. Fisheries Act 1996, Resource Management Act 1991); and any subsequent amendments and replacements.

4 Range

- Demonstration of knowledge and skills must be consistent with any applicable code or codes of conduct such as the New Zealand State Services Code of Conduct, Standards of Integrity and Conduct (available from <http://publicservice.govt.nz>) and/or any other agency specific code or codes of conduct and/or ethics.

- All activities and evidence presented for outcomes and performance criteria in this unit standard must be in accordance with organisational requirements.

Outcomes and performance criteria

Outcome 1

Contribute to the intelligence process in a regulatory organisation.

Range evidence of a minimum of two instances of contributing to the intelligence process is required.

Performance criteria

1.1 Contribute to the intelligence process in accordance with organisational standards of integrity and conduct required of people working in a regulatory role.

Range may include but is not limited to – information collection such as notes, records, and observations; evaluation of reliability; submissions; response to intelligence taskings.

1.2 Develop and maintain operational relationships with stakeholders.

Range may include – regulated parties, colleagues in one's own organisation, other stakeholders in relation to one's own role (such as colleagues in partner organisations, members of interest groups, members of the public).

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 February 2016	31 December 2023
Review	2	28 October 2021	N/A

Consent and Moderation Requirements (CMR) reference	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.