

Title	Produce and manage regulatory records in a regulatory environment		
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, in a regulatory environment:</p> <ul style="list-style-type: none"> – produce records; and – manage records.
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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 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:
 Criminal Disclosure Act 2008;
 Evidence Act 2006;
 Local Government Official Information and Meetings Act 1987;
 Official Information Act 1982;
 Privacy Act 2020;
 Public Records Act 2005;
 Victims' Rights Act 2002;
 Te Tiriti o Waitangi/The Treaty of Waitangi;
 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://www.publicservice.govt.nz>) and/or any other agency specific code or codes of conduct and/or ethics.

Outcomes and performance criteria

Outcome 1

Produce records in a regulatory environment.

Performance criteria

1.1 Produce records from regulatory activities, consistent with activity outcomes and processes, organisational requirements, standards, and legal requirements.

1.2 Ensure contemporaneous records are accurate, full, and objective.

Range may include written statements endorsed as accurate records.

Outcome 2

Manage records in a regulatory environment.

Performance criteria

2.1 Manage records to ensure organisational and legal requirements are met.

2.2 Manage records to ensure their integrity and security in accordance with organisational requirements.

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.