

16 January 2024

Tēnā koe

Official Information Act Request

Thank you for your request under the Official Information Act 1982 (OIA) on 22 December 2023:

Can you please supply a list of the top 100 most assessed (awarded as competent) unit standards (not achievement standards), including unit name, unit number, quantity for each of the calendar years ending 31 December 2021 and 2022 (can be supplied as combined or separate years).

Response

Please refer to the attached spreadsheet *PRS-5314 Top 100 most assessed unit standards*. The data of the top 100 most assessed Unit Standards is provided by:

- Academic Year (2021 or 2022) and Combined (2021 + 2022),
- Unit Standard Number,
- Unit Standard Name, and
- Number of results (Achieved or above).

Your response may be published on our website after five working days. Your name and contact details will be removed before publication.

If you require further assistance or believe we have misinterpreted your request, please contact Elizabeth Templeton in the Office of the Chief Executive, email <u>elizabeth.templeton@nzqa.govt.nz</u> or telephone (04) 463 3339.

You have the right to seek an investigation or review by the Ombudsman of this decision under section 28(3) of the Official Information Act 1982. Details of how to make a complaint can be found at <u>www.ombudsman.parliament.nz</u>. You can also telephone 0800 802 502 or write to the Ombudsman at PO Box 10152, Wellington, 6143.

Nāku nā

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Dr Grant Klinkum Pouwhakahaere/Chief Executive

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81 2021 17284 Demonstrate knowledge of coffee origin and production 3,				•	3,598
					3,576
	82	2021	29364	Drive a vehicle within the conditions of a Class 1 New Zealand restricted driver licence	3,564
83 2021 13276 Cook food items by grilling 3,	83	2021	13276	Cook food items by grilling	3,551
					3,471
85202124356Apply elementary procedures and processes for a BCATS project3,	85	2021	24356	Apply elementary procedures and processes for a BCATS project	3,462

86	2021	10792	Write formal personal correspondence	3,418
87	2021	30866	Plan and undertake demolition work	3,381
88	2021	19770	Prepare and present egg and cheese dishes in the hospitality industry	3,343
89	2021	25920	Use joints for a BCATS project	3,295
90	2021	29579	Demonstrate knowledge of good work habits and safe work practices in the automotive industry	3,287
91	2021	30847	Install ceiling framing	3,279
92	2021	30851	Demonstrate understanding of the principles, features and construction methods of different building types	3,230
93	2021	22923	Demonstrate basic engineering workshop skills under close supervision	3,222
94	2021	30855	Demonstrate understanding of materials used for carpentry work	3,215
95	2021	11971	Use safe work practices in a retail environment under supervision	3,151
96	2021	23386	Support a person to meet personal care needs in a health or wellbeing setting	3,144
97	2021	17590	Issue worksite specific work permits	3,123
98	2021	19522	Undertake job safety analysis	3,114
99	2021	30692	Perform basic calculations used in a given trade situation	3,106
100	2021	3503	Communicate in a team or group to complete a routine task	3,097

umber	Academic Year	Standard Number	Standard Title	Count of Positive Resu
1	2022	6402	Provide basic life support	92,462
2	2022	6401	Provide first aid	91,033
3	2022	6400	Manage first aid in an emergency situation	40,756
4	2022	23229	Use safety harness system when working at height	20,113
5	2022	32406	Use mathematics and statistics to meet the numeracy demands of a range of situations	16,550
6	2022	10851	Operate a powered industrial lift truck (forklift)	15,755
7	2022	23966	Describe types of elevating work platforms (EWPs), and industry requirements for their use	14,630
8	2022	23960	Assess the worksite, prepare and operate a scissor lift elevating work platform (EWP)	14,178
9	2022	18496	Demonstrate knowledge and skills for driving a forklift on a road for endorsement F	13,421
10	2022	23962	Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform (EWP)	12,708
11	2022	32403	Read written texts to understand ideas and information	12,482
12	2022	30265	Apply health and safety risk assessment to a job role	12,394
13	2022	25045	Employ height safety equipment in the workplace	10,902
14	2022	17600	Explain safe work practices for working at heights	10,699
15	2022	497	Demonstrate knowledge of workplace health and safety requirements	10,695
16	2022	24089	Demonstrate knowledge of fatigue management, work time, and driver logbook requirements	10,690
17	2022	4646	Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises	9,831
18	2022	16705	Demonstrate knowledge of host responsibility requirements as a duty manager of licensed premises	9,756
19	2022	18426	Demonstrate knowledge of hazards associated with confined spaces	9,257
20	2022	29315	Describe the role and functions of the Health and Safety Representative in a New Zealand workplace	9,060
21	2022	17574	Operate a rigid vehicle to meet the requirements for a full Class 2 driver licence	8,931
22	2022	32405	Write texts to communicate ideas and information	8,798
23	2022	17599	Plan a confined space entry	8,398
24	2022	9677	Communicate in a team or group which has an objective	8,061
25	2022	167	Practise food safety methods in a food business under supervision	7,998
26	2022	15757	Use, install and disestablish temporary proprietary height safety systems when working at height	7,961
27	2022	25510	Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely	7,896
28	2022	16701	Demonstrate knowledge and skills for driving on a road for endorsement W (wheels)	7,402
29	2022	30072	Demonstrate and apply knowledge of slinging regular loads safely	7,158
30	2022	26623	Use number to solve problems	7,107
31	2022	29363	Learn to drive a vehicle within the conditions of a Class 1 New Zealand learner driver licence	7,050
32	2022	16718	Demonstrate and apply knowledge of law and practice for the transport of Dangerous Goods by road	6,741
32 33	2022	16703	Demonstrate knowledge and skills for driving on a road for endorsement T (tracks)	6,686
33 34	2022		• • • • • • • • • • • • • • • • • • • •	
		17593	Apply safe work practices in the workplace	6,464
35	2022	26627	Use measurement to solve problems	6,387
36	2022	16702	Demonstrate knowledge and skills for driving on a road for endorsement R (rollers)	6,289
37	2022	17285	Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision	6,180
38	2022	26626	Interpret statistical information for a purpose	6,096
39	2022	9681	Contribute within a team or group which has an objective	6,096
40	2022	30264	Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation	5,720
41	2022	3483	Fill in a form	5,658
42	2022	3271	Suppress fire using hand extinguishers and fixed hose reels	5,450
43	2022	504	Produce a CV (curriculum vitae)	5,350
44	2022	13285	Handle and maintain knives in a commercial kitchen	5,089
45	2022	31958	Explain the role of and operate as a TTM worker on the worksite under temporary traffic management	5,022
46	2022	26622	Write to communicate ideas for a purpose and audience	4,876
47	2022	62	Maintain personal presentation and a positive attitude in a workplace involving customer contact	4,827
48	2022	26624	Read texts with understanding	4,785
49	2022	17576	Operate a rigid vehicle to meet the requirements for a full Class 4 driver licence	4,760
50	2022	27928	Interact with other staff and managers, and customers to provide service delivery outcomes	4,724
51	2022	4252	Produce a personal targeted CV (curriculum vitae)	4,699
52	2022	26625	Actively participate in spoken interactions	4,689
53	2022	4249	Describe obligations as an employee	4,669
54	2022	18408	Demonstrate knowledge of fire and emergency warden duties in the workplace	4,625
55	2022	27927	Apply health, safety and security practices to a work role in a service delivery workplace	4,578
56	2022	27360	Describe conflict management in a security context	4,522
57	2022	12349	Demonstrate knowledge of time management	4,522
58	2022	3490	Complete an incident report	4,503
59	2022	27364	Demonstrate knowledge of the security industry in the pre-employment context	4,479
50	2022	12355	Describe strategies for managing stress	4,474
51	2022	27361	Manage conflict situations in a security context	4,429
52	2022	27955	Demonstrate knowledge of and apply food safety practices in a food-related establishment	4,341
53	2022	24352	Demonstrate and apply knowledge of safe working practices and use PPE during the construction of a BCATS project	4,309
54	2022	15921	Prepare and cook a cake, a sponge and a batch of scones in the hospitality industry	4,251
55 55	2022	4647	Demonstrate knowledge of the basic principles of fire science	4,242
	2022	20666	• • •	4,242
56 87			Demonstrate basic knowledge of contamination hazards and control methods used in a food business	
67 20	2022	10781	Produce a plan for own future directions	4,231
58	2022	17592	Identify the causes of back injury and methods to prevent back injuries in the workplace	4,129
59	2022	19522	Undertake job safety analysis	4,114
70	2022	11097	Listen actively to gain information in an interactive situation	4,109
71	2022	27929	Apply standard operating procedures and the code of conduct to a work role in a service delivery workplace	4,085
72	2022	15901	Prepare and present fruit and vegetables in the hospitality industry	4,032
73	2022	21059	Demonstrate knowledge of knife care, use, storage, and carrying for the hospitality industry	3,969
74	2022	3271	Suppress fire using hand extinguishers and fixed hose reels	3,898
75	2022	29364	Drive a vehicle within the conditions of a Class 1 New Zealand restricted driver licence	3,846
76	2022	17284	Demonstrate knowledge of coffee origin and production	3,781
77	2022	11204		3,781
			Use safe work practices in a retail environment under supervision	
70	2022	19770	Prepare and present egg and cheese dishes in the hospitality industry	3,727
	2022	15919	Prepare and present hot finger food in the hospitality industry	3,720
79	2022	3800	Use a radio remote or pendant controlled gantry crane to lift and place regular loads	3,711
79		24354	Demonstrate knowledge of health and safety legislation and apply safe working practices in a BCATS environment	3,687
79 30	2022	4251	Plan a career pathway	3,606
79 30 31	2022 2022		Apply elementary procedures and processes for a BCATS project	3,596
79 30 31 32	2022			
79 30 31 32 33	2022 2022	24356		
79 30 31 32 33 34	2022 2022 2022	24356 25920	Use joints for a BCATS project	3,594
79 30 31 32 33 34 35	2022 2022 2022 2022 2022	24356 25920 17588	Use joints for a BCATS project Apply for, accept, and carry out work according to a work permit in the workplace	3,594 3,588
78 79 80 81 82 83 83 84 85 86	2022 2022 2022 2022 2022 2022	24356 25920 17588 13276	Use joints for a BCATS project Apply for, accept, and carry out work according to a work permit in the workplace Cook food items by grilling	3,594 3,588 3,288
79 80 81 82 83 84 85	2022 2022 2022 2022 2022	24356 25920 17588	Use joints for a BCATS project Apply for, accept, and carry out work according to a work permit in the workplace	3,594 3,588

90	2022	22926	Demonstrate knowledge of safety procedures in a specific engineering workshop	3.153
				-,
91	2022	10792	Write formal personal correspondence	3,145
92	2022	6916	Demonstrate knowledge of the rules relating to chainsaw use	3,134
93	2022	28301	Demonstrate knowledge of products and product information in a retail environment	3,090
94	2022	3503	Communicate in a team or group to complete a routine task	3,079
95	2022	12927	Demonstrate knowledge of, select, maintain, and use hand tools for BCATS projects	3,050
96	2022	21911	Demonstrate knowledge of safety on engineering worksites	3,038
97	2022	28529	Identify the impact of culture on support in a health or wellbeing setting	2,981
98	2022	13280	Prepare fruit and vegetable cuts in a commercial kitchen	2,939
99	2022	29579	Demonstrate knowledge of good work habits and safe work practices in the automotive industry	2,927
100	2022	27934	Provide food service in a quick service restaurant	2,925

Number	Academic Year	Number	Standard Title	Count of Positive Resul
1	Combined		Provide basic life support	183,043
2	Combined		Provide first aid	179,107
3	Combined		Manage first aid in an emergency situation	79,555
4	Combined		Use safety harness system when working at height	37,554
5	Combined		Operate a powered industrial lift truck (forklift)	29,343
6	Combined		Describe types of elevating work platforms (EWPs), and industry requirements for their use	26,841
7	Combined		Demonstrate knowledge and skills for driving a forklift on a road for endorsement F	26,761
8	Combined		Apply health and safety risk assessment to a job role	25,950
9	Combined		Assess the worksite, prepare and operate a scissor lift elevating work platform (EWP)	25,932
10	Combined		Demonstrate knowledge of workplace health and safety requirements	23,885
11	Combined		Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform (EWP)	22,787
12	Combined		Demonstrate knowledge of fatigue management, work time, and driver logbook requirements	20,635
13	Combined		Demonstrate knowledge of host responsibility requirements as a duty manager of licensed premises	20,475
14	Combined		Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licensed premises	20,452
15	Combined		Explain safe work practices for working at heights	20,273
16	Combined		Employ height safety equipment in the workplace	19,850
17	Combined		Demonstrate knowledge of hazards associated with confined spaces	17,588
18	Combined		Use mathematics and statistics to meet the numeracy demands of a range of situations	17,250
19	Combined		Operate a rigid vehicle to meet the requirements for a full Class 2 driver licence	17,212
20	Combined		Describe the role and functions of the Health and Safety Representative in a New Zealand workplace	16,978
21	Combined		Practise food safety methods in a food business under supervision	16,444
22	Combined		Communicate in a team or group which has an objective	16,067
23	Combined		Plan a confined space entry	15,915
24	Combined		Use, install and disestablish temporary proprietary height safety systems when working at height	15,119
25	Combined		Use number to solve problems	15,017
26	Combined		Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely	14,900
27	Combined		Demonstrate knowledge and skills for driving on a road for endorsement W (wheels)	14,405
28	Combined		Apply safe work practices in the workplace	14,015
29	Combined		Learn to drive a vehicle within the conditions of a Class 1 New Zealand learner driver licence	13,311
30	Combined	26627	Use measurement to solve problems	13,189
31	Combined	16703	Demonstrate knowledge and skills for driving on a road for endorsement T (tracks)	13,121
32	Combined	30072	Demonstrate and apply knowledge of slinging regular loads safely	13,008
33	Combined		Interpret statistical information for a purpose	12,931
34	Combined	32403	Read written texts to understand ideas and information	12,892
35	Combined	16718	Demonstrate and apply knowledge of law and practice for the transport of Dangerous Goods by road	12,867
36	Combined	9681	Contribute within a team or group which has an objective	12,599
37	Combined	3271	Suppress fire using hand extinguishers and fixed hose reels	12,594
38	Combined	16702	Demonstrate knowledge and skills for driving on a road for endorsement R (rollers)	12,279
39	Combined	17285	Demonstrate knowledge of commercial espresso coffee equipment and prepare espresso beverages under supervision	11,570
40	Combined	3483	Fill in a form	10,738
41	Combined	13285	Handle and maintain knives in a commercial kitchen	10,536
42	Combined	26622	Write to communicate ideas for a purpose and audience	10,457
43	Combined	30264	Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation	10,286
44	Combined	504	Produce a CV (curriculum vitae)	10,233
45	Combined	26624	Read texts with understanding	10,020
46	Combined	4249	Describe obligations as an employee	9,930
47	Combined	26625	Actively participate in spoken interactions	9,621
48	Combined	27361	Manage conflict situations in a security context	9,590
49	Combined	4252	Produce a personal targeted CV (curriculum vitae)	9,344
50	Combined	27364	Demonstrate knowledge of the security industry in the pre-employment context	9,310
51	Combined	3490	Complete an incident report	9,033
52	Combined	32405	Write texts to communicate ideas and information	9,003
53	Combined	62	Maintain personal presentation and a positive attitude in a workplace involving customer contact	8,991
54	Combined	18408	Demonstrate knowledge of fire and emergency warden duties in the workplace	8,968
55	Combined	17576	Operate a rigid vehicle to meet the requirements for a full Class 4 driver licence	8,878
56	Combined	27360	Describe conflict management in a security context	8,823
57	Combined	27928	Interact with other staff and managers, and customers to provide service delivery outcomes	8,784
58	Combined	10781	Produce a plan for own future directions	8,777
59	Combined		Describe strategies for managing stress	8,759
60	Combined		Demonstrate knowledge of time management	8,562
61	Combined		Demonstrate basic knowledge of contamination hazards and control methods used in a food business	8,496
62	Combined		Demonstrate and apply knowledge of safe working practices and use PPE during the construction of a BCATS project	8,382
63	Combined		Listen actively to gain information in an interactive situation	8,345
64	Combined		Apply health, safety and security practices to a work role in a service delivery workplace	8,336
65	Combined		Apply standard operating procedures and the code of conduct to a work role in a service delivery workplace	8,284
66	Combined		Apply for, accept, and carry out work according to a work permit in the workplace	8,202
67	Combined		Prepare and cook a cake, a sponge and a batch of scones in the hospitality industry	8,071
68	Combined		Demonstrate knowledge of and apply food safety practices in a food-related establishment	7,988
69	Combined		Prepare and present fruit and vegetables in the hospitality industry	7,962
70	Combined		Demonstrate knowledge of knife care, use, storage, and carrying for the hospitality industry	7,734
71	Combined		Identify the causes of back injury and methods to prevent back injuries in the workplace	7,727
72	Combined		Plan a career pathway	7,578
73	Combined		Explain the role of and operate as a TTM worker on the worksite under temporary traffic management	7,552
74	Combined		Demonstrate knowledge of health and safety legislation and apply safe working practices in a BCATS environment	7,490
75	Combined		Prepare and present hot finger food in the hospitality industry	7,474
76	Combined		Drive a vehicle within the conditions of a Class 1 New Zealand restricted driver licence	7,410
77	Combined		Demonstrate knowledge of coffee origin and production	7,357
78	Combined		Demonstrate knowledge of the basic principles of fire science	7,276
79	Combined		Undertake job safety analysis	7,228
	Combined		Prepare and present egg and cheese dishes in the hospitality industry	7,070
80	Combined		Apply elementary procedures and processes for a BCATS project	7,070
80 81				7,058
81	Combined		Prepare and assemble, and present salads for service	
81 82	Combined	12303	Explore career options and their implications	6,978
81 82 83	Combined	05000	Use joints for a BCATS project	
81 82 83 84	Combined			6,889
81 82 83 84 85	Combined Combined	11971	Use safe work practices in a retail environment under supervision	6,880
81 82 83 84 85 86	Combined Combined Combined	11971 13276	Use safe work practices in a retail environment under supervision Cook food items by grilling	6,880 6,839
81 82 83 84 85	Combined Combined	11971 13276 10792	Use safe work practices in a retail environment under supervision	6,880

90	Combined 285	42 Demonstrate knowledge of, and apply professional and ethical behaviour in a health or wellbeing setting	6,447
91	Combined 327	1 Suppress fire using hand extinguishers and fixed hose reels	6,261
92	Combined 295	79 Demonstrate knowledge of good work habits and safe work practices in the automotive industry	6,214
93	Combined 691	6 Demonstrate knowledge of the rules relating to chainsaw use	6,210
94	Combined 350	3 Communicate in a team or group to complete a routine task	6,176
95	Combined 229	26 Demonstrate knowledge of safety procedures in a specific engineering workshop	6,101
96	Combined 129	27 Demonstrate knowledge of, select, maintain, and use hand tools for BCATS projects	6,054
97	Combined 283	01 Demonstrate knowledge of products and product information in a retail environment	6,035
98	Combined 691	7 Demonstrate basic chainsaw operation	6,035
99	Combined 219	11 Demonstrate knowledge of safety on engineering worksites	6,029
100	Combined 285	29 Identify the impact of culture on support in a health or wellbeing setting	6,023