

## Fields Core Generic and Humanities

### Review of Core Generic and Communication Skills unit standards

Subfield	Domain	ID
Communication Skills	Interpersonal Communication	9695, 9696
Core Generic	Self-Management	496, 548, 4255, 7123, 7127, 8548, 8549, 12348, 12349, 12352, 12354, 12355, 12357-12359
	Social and Cooperative Skills	525, 526, 529, 542, 4247, 4259, 4260, 4261, 7124, 7125, 7126, 12350, 12351, 12356, 18862
	Work and Study Skills	56, 377, 504, 543, 1978-1980, 1982, 4248, 4249, 4251-4253, 7117-7121, 8824, 10780, 10781, 11827, 12360, 12382, 12383, 16614, 16688, 24871

NZQA National Qualifications Services has completed the review of the unit standards listed above.

**Date new versions published**

**January 2018**

**Planned review date**

**December 2022**

### Summary

The review was initiated to ensure the standards continue to meet the needs of all stakeholders, including secondary and tertiary contexts, and are appropriately aligned to New Zealand qualifications, especially the New Zealand Certificates in Foundation Skills (Levels 1 and 2).

Two representative panels reviewed the standards, supported by an extensive e-mail network of stakeholders. Public consultation then endorsed the reviewed standards.

### Main changes

- Many of the standards have been condensed to one outcome, and/or have reduced and/or simplified performance criteria, without substantially changing the overall outcome.
- Some standards have changes to level and/or credits, as identified in the table below.
- Category D standards have been recommended for expiry, as identified in the table below, principally because of low usage.
- Standard 16614 has been designated as expiring, as recommended by Business stakeholders.
- Standard 4248 has been replaced by new standard 30909.
- Standard 4255 has been recommended for expiry. Existing *Financial Capability* standard 28096 is suggested as a recommended alternative standard.
- Standards 4259 and 12350 have been jointly replaced by new standards 30907 and 30908.
- The Classification for standard 24871 was transferred since the focus has broadened from the workplace to a general focus.

- Three further new standards have been developed, as included in the table below.
- Reference to assessment support material has been removed from the standards, in light of the proposal to redevelop support material along different lines.
- Standards 9695 and 9696, problem-solving, were included in this review at the request of the recent review of *Communication Skills* standards, and have been reclassified into domain *Self-Management*.
- The standards reflect the new template, where Explanatory notes are renamed Guidance information, and Evidence requirements become Performance criteria.
- All new and Category B standards have been transferred to CMR 0113.

### Category C and D unit standards will expire at the end of December 2019

The last date for assessment of superseded versions of Category B unit standards (except unit standard 18862) is December 2019

### Impact on existing organisations with consent to assess

Current consent for			Consent extended to		
Nature of consent	Classification or ID	Level	Nature of consent	Classification or ID	Level
Field	Core Generic	2	Standard	7127	3
Field	Core Generic	2-4	Standard	24871	2
Subfield	Communication Skills	4-8	Standard	9695	3
			Standard	9696	4
Subfield	Core Generic	1	Standards	525, 542, 8548, 12357, 30907	2
			Standard	12356	3
Subfield	Core Generic	2	Standard	7127	3
Subfield	Core Generic	2-5	Standard	24871	2
Domain	Interpersonal Communications	4-8	Standard	9695	3
			Standard	9696	4
Domain	Self-Management	1	Standards	8548, 12357	2
Domain	Self-Management	2	Standard	7127	3
Domain	Social and Cooperative Skills	1	Standards	525, 542, 30907	2
			Standard	12356	3
Domain	Work and Study Skills	2-6	Standard	24871	2
Standard	4259	2	Standard	30907	2
			Standard	30908	1
Standard	12350	1	Standard	30907	2
			Standard	30908	1
Standard	4248	1	Standard	30909	1

### Impact on Consent and Moderation Requirements (CMR)

Standard 8824 was transferred from CMR 226 (Base Scope of Accreditation for Schools) to CMR 113. All other Category B standards were transferred from CMR 0023 to CMR 0113 (except for standard 12383 which was already on CMR 0113), with no effect on any providers.

## Detailed list of unit standards – classification, title, level, and credits

All changes are in **bold**. The details of recommended alternative unit standards are in *Italics*.

Key to review category	
<b>A</b>	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
<b>B</b>	Changes made, but the overall outcome remains the same - the new version of the standard carries the same ID and a new version number
<b>C</b>	Major changes that necessitate the registration of a replacement standard with a new ID
<b>D</b>	Standard will expire and not be replaced

### Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit	Review Category
496	Manage personal wellbeing <b>Produce, implement, and reflect on a plan to improve own personal wellbeing</b>	1	3	B
548	Demonstrate knowledge of the impact of alcohol and other drugs	1	2 <b>3</b>	B
4255	Demonstrate knowledge of personal insurance options	2	4	D
28906	<i>Demonstrate understanding of insurance products for personal financial capability</i>	2	3	
7123	Apply a problem solving method to a problem <b>Apply a problem-solving method</b>	2	2 <b>3</b>	B
7127	Exercise informed choice in deciding on a major goods or service purchase	2 <b>3</b>	2	B
8548	Demonstrate knowledge of accessing legal assistance	1 <b>2</b>	2 <b>3</b>	B
8549	Describe roles and expectations for participating in District Court criminal proceedings	1	2	D
12348	Demonstrate knowledge of anger and options for dealing with anger issues <b>Demonstrate knowledge of anger management</b>	1	2	B
12349	Demonstrate knowledge of time management	2	3	B
12352	Describe aspects of one's own lineage, heritage, and cultural identity <b>Describe aspects of one's own lineage/whakapapa, heritage, and cultural identity</b>	2	3	B
12354	Describe legal implications of living in rented accommodation and means to prevent or resolve related problems <b>Describe legal implications of living in rented accommodation and means to prevent and resolve related problems</b>	2	4	B
12355	Describe stress and ways of dealing with it <b>Describe strategies for managing stress</b>	2	3	B
12357	Demonstrate knowledge of human sexuality	1 <b>2</b>	4	B

ID	Title	Level	Credit	Review Category
12358	Demonstrate knowledge of purchasing household consumables	1	3	B
12359	Describe household conservation strategies	2	3	B

Humanities > Communication Skills > Interpersonal Communications

**Core Generic > Core Generic > Self-Management**

ID	Title	Level	Credit	Review Category
9695	Examine problem-solving models and explain associated techniques	4 <b>3</b>	3	B
9696	Apply a problem-solving model	4	4	B

Core Generic > Core Generic > Social and Cooperative Skills

ID	Title	Level	Credit	Review Category
525	Recognise sexual harassment and describe ways of responding to it <b>Recognise sexual harassment and describe ways of responding</b>	1 <b>2</b>	2 <b>3</b>	B
526	Describe community services <b>Describe community agencies and services provided</b>	1	2	B
529	Describe political rights and responsibilities under local government	1	2	D
542	Describe discrimination under the Human Rights Act 1993 and describe ways of responding to it <b>Recognise discrimination and describe ways of responding</b>	1 <b>2</b>	2 <b>3</b>	B
4247	Describe general characteristics of peoples in New Zealand	2	2	D
4259	Describe the role of the New Zealand Police and the services it provides in the community	2	2	C
12350 <b>30907</b>	Demonstrate knowledge of law enforcement <b>Demonstrate knowledge in relation to the New Zealand Police Ngā Pirihimana o Aotearoa in the community</b>	1 <b>2</b>	2 <b>3</b>	C
<b>30908</b>	<b>Demonstrate knowledge of consequences of breaking laws</b>	<b>1</b>	<b>2</b>	
4260	Describe and identify the application of road usage law	2	3	D
4261	Identify legal rights and obligations in relation to registering and operating a private motor vehicle <b>Identify legal rights and obligations in relation to motor vehicle ownership and operation</b>	2	3	B
7124	Demonstrate knowledge of one-to-one negotiation	2	2	B
7125	Negotiate on own behalf	4	3	D

ID	Title	Level	Credit	Review Category
7126	Respond to oral one-to-one complaints <b>Respond to oral complaints</b>	3	2	B
12351	Describe political rights and responsibilities under central government	1	2	D
12356	Demonstrate knowledge of consumer problems and ways to resolve them	1 3	2 3	B
18862	Facilitate the Peer Support programme in schools	3	4	B
<b>30906</b>	<b>Plan and engage in an activity intended to benefit the community</b>	<b>3</b>	<b>6</b>	<b>New</b>
<b>30910</b>	<b>Develop strategies to respond to cyberbullying</b>	<b>1</b>	<b>2</b>	<b>New</b>

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit	Review Category
56	Attend to customer enquiries face-to-face and on the telephone <b>Respond orally to customer enquiries</b>	1	2	B
377	Demonstrate knowledge of diversity in the workplace <b>Demonstrate knowledge of diversity in workplaces</b>	2	2	B
504	Produce a CV (curriculum vitae)	1	2	B
543	Work in a new workplace	1	3	B
1978	Identify and describe basic employment rights and responsibilities, and sources of information and assistance <b>Describe basic employment rights and responsibilities, and sources of information and/or assistance</b>	1	3	B
1979	Describe employment relationships and agreements <b>Describe employment agreements</b>	2	3	B
1980	Describe, from an employee perspective, ways of dealing with employment relationship problems	3	2 3	B
1982	Demonstrate knowledge of collective employment agreement negotiation processes	3	2	D
4248	Describe requirements and expectations faced by employees within the workplace	1	3	C
<b>30909</b>	<b>Describe how employee behaviours and/or attitudes contribute to positive workplace relationships and performance</b>	<b>1</b>	<b>2</b>	
4249	Describe care and timeliness as an employee <b>Describe obligations as an employee</b>	1	3	B
4251	Plan a career pathway	3	2 3	B

ID	Title	Level	Credit	Review Category
4252	Produce a personal targeted CV (curriculum vitae)	2	2	B
4253	Demonstrate knowledge of job search skills	2	3	B
7117	Produce a plan to enhance own learning <b>Develop strategies to enhance own learning</b>	2	2	B
7118	Manage own learning programme <b>Manage own learning in a programme</b>	2	3	B
7119	Describe memory processes and demonstrate a memory technique	2	1 2	B
7120	Demonstrate knowledge of note taking	1	2	B
7121	Demonstrate skills to search, access, and select information <b>Demonstrate skills to search and select information</b>	1	2	B
8824	Research a topic using oral, visual and written sources, and evaluate the research process	2	3	B
10780	Complete a work experience placement	2	3	B
10781	Produce a plan for own future directions	2	3	B
11827	Demonstrate knowledge of, and prepare to participate in, organisational change	3	2	B
12360	Describe and explain emerging patterns of work	3	3	D
12382	Describe the significance of one's work within an employing organisation	2	2	B
12383	Explore career options and their implications	2	3	B
16614	Apply time management concepts and methods in business situations	4	3	D
16688	Describe the effects of shift work and strategies to manage them	2	2	B
<b>30911</b>	<b>Demonstrate knowledge of a specified workplace</b>	<b>3</b>	<b>3</b>	<b>New</b>

Core Generic > Core Generic > Work and Study Skills  
**Humanities > Communication Skills > Writing**

ID	Title	Level	Credit	Review Category
24871	Complete workplace forms <b>Complete complex forms</b>	2	2	B