

Title	Produce and manage regulatory records		
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:</p> <ul style="list-style-type: none"> – produce records in a regulatory environment; and – manage records in a regulatory environment.
----------------	--

Classification	Public Sector Compliance > Public Sector Compliance Operations
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance information

1 Definitions

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.

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

2 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/Treaty of Waitangi;
 and any subsequent amendments and replacements.

3 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 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 2025
----------------------------	------------------

Status information and last date for assessment for superseded versions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		

Consent and Moderation Requirements (CMR) reference	0121
--	------

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 at reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.