NZ Certificate in Regulatory Compliance (Core Knowledge)

This qualification is for everyone who works in, wants to work in, or is closely associated with a regulatory compliance organisation. The qualification is offered as an online, self-paced learning and assessment package through the Learning Management System of the Government Regulatory Practice Initiative (G-Reg LMS). The intent of this qualification is that it will provide a broad overview of NZ's Regulatory System and provide a common understanding of and language for practitioners at all levels of an organisation.

The package consists of six modules:

There are five qualifications in Regulatory Compliance available.

- NZ Certificate in Regulatory Compliance (Core Knowledge) (Level 3)

- NZ Certificate in Regulatory Compliance (Operational Knowledge) (Level 4)

- NZ Certificate in Regulatory Compliance (Operational Practice) (Level 4)

- NZ Certificate in Regulatory Compliance (Level 5) with strands in Audit, Inspections, Investigation, and Operations.

- NZ Diploma in Regulatory Compliance Investigations (Level 6)

NZ's Regulatory System

Regulatory compliance
NZ's Regulatory system & the role of at least one organisation within it
How the Treaty of Waitangi is applied to an area of regulatory practice

Regulatory Concepts & Models

Regulatory approaches
Regulatory models
Options for achieving regulatory compliance outcomes
Examples of how a currently used regulatory model can be applied

Core Knowledge of the Law

The branches of Government and their roles
How legislation is created
Navigating and referring to statute
The hierarchy of courts, common law & precedent
Natural justice

Regulatory Compliance Activities

Intelligence
Entry & exit control
Educating & assisting
Checking compliance
Conducting operations
Investigating
Sanctioning

Managing Information, Records & Evidence

Official information legislation (OIA, LGOIMA) (at least one local and/or central govt. organisations' policies & procedures in relation to the Act(s)
Privacy Act 1993
Public Records Act 2005
Managing information and records in a regulatory compliance environment
Managing evidence in a regulatory compliance environment

Professional Conduct, Communication & Interaction

Professional conduct
Communicating
Interacting with others

Frequently Asked Questions

GOVERNMENT REGULATORY PRACTICE INITIATIVE

New Zealand Government

SOLGM New Zealand Society of Local Government Managers

skills. Grow by growing others

How are learners enrolled?

Organisations wishing to enrol people in the qualification will contact Skills. We will send you an initial enrolment spreadsheet. The organisation completes and sends it back to Skills. The enrolment spreadsheet asks for the learner's manager contact and the learner's designated learning support person. This information is important as the G-Reg LMS sends messages as part of the management of the learner. The learning support person can be the same person as the learner's manager. It should be someone who can support the learner through the learning content and the assessment. Quite often this person looks after a number of learners in an organisation.

How long will it take to complete the qualification?

The Core Knowledge qualification is expected to take six months to complete. The learner will be able to complete a module per month. While the material is self-paced it is recommended that organisations work with this duration and use the 'wraparound' discussed later in this document to enhance the learning content.

What support does Skills offer?

For all feedback and support enquiries, please email **regcomp@skills.org.nz** - You can also call our Skills contact centre **0508 SKILLS (754557)**

Inside the G-Reg LMS you can also click on the Feedback tab and complete this. Wherever possible please try to include screenshots to assist us responding to you.

How does learning and assessment work?

Each module takes approximately 90 minutes to complete, although this varies from person to person. As each module is completed the assessment becomes available.

The assessment is undertaken by the learner themselves and is open book. It is completed in a separate window allowing the user to refer to the content. The learner can complete it at their own pace. If they have answered anything incorrectly, the result screen at the end will show this and the learner is able to click on the specific question and review their answer. They can choose to re-attempt the incorrect question(s).

If this second attempt is incorrect, the assessment will be paused and an email with a transcript of their attempts will be sent to their manager and learning support person. They will discuss the assessment with the learner and, once satisfied the learner is ready to make their third attempt at the question(s), they have a link that will allow this. If the learner still fails to complete the assessment successfully, you can contact The Skills Organisation to discuss options.

How does the learning relate to workplaces?

The Core Knowledge qualification provides a generic overview of New Zealand's Regulatory System. It presents learning content using examples from both central and local government across the modules.

It is strongly recommended that organisations consider how they can provide their own context to compliment the learning content. The Skills Organisation can discuss and advise on how you can create a collaboration between the Learning Management System (LMS) and your own examples. We are here to provide guidance, drawing on our 25 years of experience in industry training. The resulting programme will mean that learners will see the qualification is part of the wider sector, but has relevance to their role as well.

What is the cost per learner?

Enrolment in the NZC in Regulatory Compliance costs $350 + GST.

Further information

Contact Tony McKenna – Skills
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NOTE: We strongly recommend using Google Chrome as the preferred browser for the G-REG LMS