

NZ Certificate in Credit Management (Level 4)

The current certificate is designed for people working in, or intending to work in, a credit management role. It is designed to help develop and enhance the skills and competencies required by industry. People awarded with this qualification will be able to manage an organisation's credit facilities.

Typical Training Duration

5 to 9 months

Key Learning Outcomes

Graduates of this qualification will be able to:

- Demonstrate and apply understanding of legislation and its approval, credit collection, contracts, personal property securities and debt recovery
- Manage credit facilities, credit approval and credit collection processes
- Develop credit management reports and complete trade credit applications and identify and mitigate high risk credit applications
- Develop, implement, manage and review credit policies

Programme Credits

50

Qualification details

Title	New Zealand Certificate in Credit Management (Level 4)		
Version	1	Qualification type	Certificate
Level	4	Credits	50
NZSCED	081199	Management and Commerce > Banking, Finance and Related Fields > Banking, Finance and Related Fields not elsewhere classified	
Qualification developer	The Skills Organisation		
Next review	December 2019		
Approval date	April 2015		
Strategic purpose statement	<p>The purpose of this qualification is to provide the credit industry with individuals who have attained broad knowledge and skill in credit management.</p> <p>This qualification is suitable for people who work in, or intend to work in a credit management role in a broad or specialised area and/or study at a higher level within the financial services or business sector.</p> <p>Graduates will be capable of managing an organisation's credit facilities.</p>		
Outcome Statement	Graduate profile	<p>Graduates of this qualification will be able to:</p> <ul style="list-style-type: none"> - Demonstrate and apply understanding of legislation and regulations that impact on credit approval, credit collection, contracts, personal property securities and debt recovery - Manage credit facilities, credit approval and credit collection processes - Develop credit management reports and complete trade credit applications and identify and mitigate high risk credit applications - Develop, implement, manage and review credit policies 	
	Education pathway	<p>This Level 4 qualification is intended to follow on from the New Zealand Certificate in Credit Administration (Level 3) [Ref:2765] which recognises broad introductory skills in credit control. On completion of this qualification graduates may progress to other New Zealand Business or Financial Services related qualifications at Level 5 and above.</p>	
	Employment pathway	<p>Graduates may be qualified to work in roles such as: senior credit controller, credit manager, national credit/collections</p>	

		manager.
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Qualification specifications

<p>Qualification award</p>	<p>The candidate shall be awarded the qualification by the accredited Tertiary Education Organisation (TEO) where the programme has been completed.</p> <p>The formal document certifying the award of this qualification includes the full qualification title, the date of award, and the logos of The Skills Organisation, the accredited TEO, and the NZQF.</p> <p>As the qualification developer, The Skills Organisation will maintain a list of graduates of this qualification. The TEO will report annually to The Skills Organisation the names of all graduates awarded the qualification.</p>
<p>Evidence requirements for assuring consistency</p>	<p>All TEOs offering this qualification (either arranging training or delivering programmes) must participate in the Consistency Review.</p> <p>Evidence may come from:</p> <ul style="list-style-type: none"> - Regular monitoring of trainee progression within either the TEO or the workplace including liaising with employers, teaching staff, training supervisors and industry managers about the value of the training to graduates, and qualification to the business. - Feedback from major industry associations, to ensure their members involved in the residential property management sector are satisfied with the qualification graduates. - Regular cross-industry meetings (Industry Advisory Groups) where the changing training needs of the industry can be discussed in light of technology changes, workplace practices and graduate capabilities. - Independent surveys of graduates and employers to determine if the graduates are appropriate for the workplace. - Other relevant evidence that would support the report on the evaluative question. <p>The evidence should be collated into a high level report using the consistency template that answers the key evaluation question and is presented at the consistency event to show how the graduates meet the graduate profile.</p> <p>Guidelines for assuring national consistency of graduate outcomes are available and should be referred to on the NZQA website.</p>
<p>Credit transfer and recognition of prior learning arrangements</p>	<p>TEOs delivering programmes that lead to award of this qualification may transfer credit and recognise prior learning in accordance with their own credit recognition policies and procedures.</p>

	<p>These policies and procedures, and information about associated fees, must be available to the applicant prior to enrolment.</p> <p>To facilitate credit transfer, education organisations must clearly demonstrate the equivalency or comparability between each of the outcomes in the graduate profile, and the assessment components of their programmes.</p> <p>Credit transfer will be automatic where standards on the Directory of Assessment Standards are used within programmes of study or training leading to this qualification.</p>
Minimum standard of achievement and standards for grade endorsements	The minimum standard of achievement required for the award of the qualification will be achievement of all graduate outcomes in the graduate profile.
Entry requirements (including prerequisites to meet regulatory body or legislative requirements)	Not applicable.

Qualification conditions

Overarching conditions relating to the qualification

Conditions for programme structure	Not applicable.
Conditions for programme context	To meet the graduate profile, candidates must include evidence from one or more credit management workplaces.
Other conditions	<p>TEOs offering programmes leading to this qualification must maintain currency with amendments to, and replacements of, relevant legislation, regulations, government department guidelines, and Australian/New Zealand/International Standards.</p> <p>TEOs may refer to The Skills Organisation website for the relevant legislation matrix for this qualification.</p> <p>http://www.skills.org.nz/resources-for-training-providers/</p>

Specific conditions relating to the Graduate profile

Qualification outcomes		Conditions	Mandatory or Optional
1	<p>Demonstrate and apply understanding of legislation and regulations that impact on credit approval, credit collection, contracts, personal property securities and debt recovery.</p> <p>10 Credits</p>	<p>Programme and assessment will include legislation and regulations that apply to each process step in:</p> <ul style="list-style-type: none"> – credit approval – credit collection – contracts – personal properties securities 	Mandatory

		– debt recovery	
2	Manage credit facilities, credit approval and credit collection processes. 20 Credits	Programme and assessment will include: Decision-making process and rationale as this applies to credit facilities, credit approval, credit collection and credit management processes. This may include review of financial documents of credit applicants.	Mandatory Optional
3	Develop credit management reports and complete trade credit applications and identify and mitigate high risk credit applications. 10 Credits		
4	Develop, implement, manage and review credit policies 10 Credits		

Transition information

Replacement information	This qualification replaced the National Certificate in Credit Management (Level 4) [Ref: 0776].
<p>The last date for entry into programmes leading to the replaced qualifications is 31 December 2017. The last date for assessment against the replaced qualification is 31 December 2019.</p> <p>It is recommended that candidates currently enrolled in programmes leading to the replaced qualification and who are unable to complete by 31 December 2019 transfer their existing achievement to this qualification.</p> <p>It is anticipated that no existing candidates will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to The Skills Organisation at the address below:</p> <p>The Skills Organisation FREEPOST 5164 PO Box 24469 Royal Oak Auckland 1345 Telephone 09 525 2590 Email reviewcomments@skills.org.nz</p>	