

## To personnel seeking to complete qualifications via 'ArmyQual';

### **Abbreviations:**

- ROL - Record of Learning (NZQA national database) showing all unit standard credit you have gained in your lifetime
- RPL/RCC - Recognition of Prior Learning/Recognition of Current Competency
- NSN - National Student Number (your NZQA database ID#)

### **Steps:**

1. To start with...you need your NSN. If you do not know it, contact 'ArmyQual' (armyqual@nzdf.mil.nz).
2. If you know what unit standard credits you have...go to step 3. Otherwise, access your personal ROL by logging onto [www.nzqa.govt.nz](http://www.nzqa.govt.nz). The first time you do so you will be prompted to establish a password. Pick one you can remember and access your ROL.
3. Use the checklist on Page 2 to identify the unit standards you have/need to complete the qualifications shown.
4. Review the unit standards you need. Select one or more of the packs that you wish to work toward, or that you think you can find evidence for already. Peruse the candidate instructions and download the pack and any other supporting materials it tells you to use. Follow the instructions and tasks within it. Supporting resources are usually distance learning material for theory or research, or document templates you can use for any preparation and task conduct phases.
5. When you have completed all tasks and gathered the required evidence submit your portfolio to 'ArmyQual'. It will be assessed and you will be advised of your results.

## **No fees are payable for assessment or credit reporting to NZQA.**

NOTE: *External agencies charge \$100-00 plus credit costs plus GST per unit standard. Theory resources and training for you do not want to think about.*

### **Tips:**

- NZQA rules require you to show competency has been gained or applied within the last two years. If your experiences are in the past you will struggle to prove currency unless continual performance at that or higher levels can be proved. Job descriptions and supervisor verification are the best way to achieve RCC in this case.
- Do not expect to achieve a unit standard if you only provide part of the evidence requested, e.g. if third parties must verify a component of the unit standard and that is the only evidence of competence, the assessor cannot award you the unit standard.
- In future keep copies of all documents you generate (e-mails, letters, minutes, instructions, training programmes, PAR's, etc) related to leadership and training activity. They provide excellent proof that planning and coordination occurred.

**GOOD LUCK**

## Candidate Checklist

### Level 3 NC in Business (1st Line Management)

Unit	Version	Unit Standard Name	Achieved	Required
1312	4	Give oral instructions in the workplace		
9705	4	Give and receive feedback		
11097	2	Listen to gain information in an interactive situation		
15190	2	Develop, implement, and evaluate work team plans		
18336	2	Demonstrate and apply knowledge of team-building skills		
7096	2	Deliver learning presentations to adult learners		
11101	2	Collaborate within a group/team which has an objective(s)		
1307	5	Speak to a specified audience in a predictable situation		
2990	4	Read texts to research information		
9681	4	Contribute within a group/team which has an objective(s)		
21335	1	Lead a group/team to achieve an objective(s)		

### Level 4 NC in Business (1st Line Management)

1987	4	Develop strategies to establish and maintain positive workplace relationships		
16342	2	Identify key workplace organisational principles		
23396	1	Demonstrate knowledge of performance management planning		
15190	2	Develop, implement, and evaluate work team plans		
18336	2	Demonstrate and apply knowledge of team-building skills		
19444	1	Deliver group training sessions to adults		
7096	2	Deliver learning presentations to adult learners		
11101	2	Collaborate within a group/team which has an objective(s))		
21335	1	Lead a group/team to achieve an objective(s))		

### Level 4 NC in Adult Education and Training

7091	3	Facilitate adult learning in NZ's cultural environment		
7096	2	Deliver learning presentation to adult learners		
7097	2	Deliver interactive group training		
7093	2	Design learning sessions		
19444	1	Deliver group training sessions to adults		
15190	2	Develop, implement, and evaluate work team plans		