**QUALIFICATION DETAILS**

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| **Qualification number/Te nama o te tohu mātauranga** | 2384 |
| **English title/Taitara Ingarihi** | New Zealand Certificate in Intelligence (Information Management) (Level 5)  |
| **Māori title/Taitara Māori** |  |
| **Version number/Te putanga** | 3 | **Qualification type/Te momo tohu** | Certificate |
| **Level/Te kaupae** | 5 | **Credits/Ngā whiwhinga** | 60 ~~75~~ |
| **NZSCED/Whakaraupapa** | 091199 Society and Culture>Justice and Law Enforcement>Justice and Law Enforcement not elsewhere classified |
| **Qualification developer/Te kaihanga tohu** | Ringa Hora Services Workforce Development Council |
| **Review Date /Te rā arotake**  | Xxxx 2029 |

**OUTCOME STATEMENT/TE TAUĀKI Ā-HUA**

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| **Strategic Purpose statement/ Te rautaki o te tohu** |
| The purpose of this qualification is to provide the intelligence sector in New Zealand with people who have the skills and knowledge to collect, collate, and disseminate information for intelligence purposes. This qualification is suitable for intelligence practitioners, or personnel working in operational roles, providing information management for intelligence purposes. Graduates will be capable of independently performing a range of information management processes which support the development of strategic, operational, and/or tactical intelligence.  |

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| **Graduate Profile/Ngā hua o te tohu** |
| Graduates of this qualification will be able to:- Apply information management procedures to meet legislative and organisational requirements.- Apply ethical intelligence values and standards to ensure integrity of information and intelligence processes. - Apply knowledge of information sources and agencies in terms of their capability to support an intelligence output. - Apply communication and relationship management skills to develop relationships that contribute to an intelligence output. - - Manage the collection, collation, and dissemination of information to support an intelligence output.  |

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| **Education Pathway/ Ngā huarahi mātauranga** |
| This qualification builds on the New Zealand Certificate in Intelligence (Introduction) (Level 3) [Ref: 2392].This qualification leads to the New Zealand Diploma in Intelligence Analysis (Level 6) [Ref: 2396] or to further higher-level education or training across a range of disciplines.  |

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| **Employment, Cultural, Community Pathway/ Ko ngā huarahi ā-mahi, ā-ahurea, ā-whānau, ā-hapū, ā-iwi, ā-hapori anō hoki**  |
| Graduates will have the knowledge, skills, and techniques required to work in operational roles providing information management for intelligence purposes.  |

**QUALIFICATION SPECIFICATIONS/ NGĀ TAUWHĀITITANGA O TE TOHU**

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| Qualification Award/ Te whakawhiwhinga o te tohu | This qualification can be awarded by any education organisation with an approved programme or accreditation to deliver an approved programme. |
| Evidence requirements for assuring consistency/ Ngā taunaki hei whakaū i te tauritenga  | Evidence may come from:* analysis of employer and graduate surveys
* analysis of a range of workplace evidence
* evidence of effective internal and external quality assurance systems.
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| Minimum standard of achievement and standards for grade endorsements/ Te pae o raro e tutuki ai, ngā paerewa hoki hei whakaatu i te taumata o te whakatutukinga | Achieved.  |
| Other requirements for the qualification (including regulatory body or legislative requirements)/ Kō ētahi atu here o te tohu (tae atu hoki ki ngā here ā-hinonga whakamarumaru, ki ngā here ā-ture rānei) | N/A |
| General conditions for programme/ Ngā tikanga whānui o te hōtaka  | Programme delivery should be in a context which allows for work-based learning and assessment with learners being in a role which will enable them to meet the Graduate Profile Outcomes. 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.Current standards can be accessed at <https://www.standards.govt.nz/>. Current legislation and regulations can be accessed at <https://legislation.govt.nz/>. Qualification outcomes are to be met in accordance with organisational requirements, or relevant legislation to the organization. These may include but is not limited to: * [New Zealand Institute of Intelligence Professionals (NZIPP) handbook](https://nziip.org.nz/wp-content/uploads/2023/08/NZIIP-Handbook.pdf);
* Protective Security Requirements (PSR) and/or other organisational security manuals;
* Public Service Commission (PSC) Code of Conduct and/or any other organisation specific code or codes of conduct and/or ethics;
* Privacy Act 2020;
* Official Information Act 1982;
* Public Records Act 2005;
* Criminal Disclosure Act 2008;
* Search and Surveillance Act 2012;
* and all subsequent amendments and replacements.

 *Intelligence sector* refers to public service agencies and private organisations with a formalised intelligence function which operates to support their aims, objectives, and legal obligations. *Managing the collection of information* refers to an overarching systematic procedure for gathering relevant information that may contribute to the production of an intelligence product.*Collation* refers to an overarching systematic procedure for organising information so that its relationship to other information is clear and it can be easily retrieved.Providers are advised to refer to the Ringa Hora Services Workforce Development Council [Programme endorsement](https://www.ringahora.nz/for-providers-including-schools/programme-endorsement/) considerations:* Ngā Whakamārama - Programme content
* Mana ōrite mō te hunga ako - Equity for learners
* Torotoronga me te kimi whakaaro - Programme engagement and consultation
* Te ao Māori
* Te akoako me ngā reo o Te Moana-nui-a-Kiwa - Pacific languages and learners
* Tangata Whaikaha - Disabled people
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**CONDITIONS RELATING TO THE GRADUATE PROFILE /NGĀ TIKANGA E HĀNGAI ANA KI NGA HUA O TE TOHU**

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| **Qualification outcomes/ Ngā hua** | **Credits/Ngā whiwhinga** | **Conditions/Ngā tikanga** |
| 1. | Apply information management procedures to meet legislative and organisational requirements. | 10 |  |
| 2.  | Apply ethical intelligence values and standards to ensure integrity of information and intelligence processes. | 5 |  |
| 3. | Apply knowledge of information sources and agencies in terms of their capability to support an intelligence output.  | 5 |  |
| 4. | Apply communication and relationship management skills to develop relationships to support an intelligence output.  | 10 |  |
| 5. | Manage the collection, collation, and dissemination of information to support an intelligence output.  | 30  |  |

**TRANSITION INFORMATION/ HE KŌRERO WHAKAWHITI**

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| Replacement information/ He kōrero mō te whakakapi  |  |
| Additional transition information/ Kō ētahi atu kōrero mō te whakakapi | **Version Information:**Version 3 of this qualification was published in xxxx 20xx. Please refer to [Qualifications and Assessment Standards](https://www.nzqa.govt.nz/framework/updates/summaries.do) [Approvals](https://www.nzqa.govt.nz/framework/updates/summaries.do) for further information.The last date of assessment for version 1 of this qualification is 31 December 2023.The last date of assessment for version 2 of this qualification is xxxx 20xx. It is not intended that any existing candidate be disadvantaged by these transition arrangements; however, anyone who feels they have been disadvantaged may appeal to:Ringa Hora Services Workforce Development Council may be contacted at:PO Box 445Wellington 6140Email: [qualifications@ringahora.nz](https://auth.nzqa.govt.nz/mqa/sqr/qualifications/2394/versions/2/qualifications%40ringahora.nz) Web: [www.ringahora.nz](https://auth.nzqa.govt.nz/mqa/sqr/qualifications/2394/versions/2/www.ringahora.nz)Phone: 04 909 0306 |