

Field	<Name>	
Review of <Classification Name> standards		
Subfield	Domain	ID
The <SSB Name>		
Date new versions published		Month 20xx
Planned review date		Month 20xx

Summary

Type text here. *(Outline the review process undertaken – reason for review, timeframes, consultation undertaken, major high-level outcomes)*

Main changes

- Type text here. *(Give brief reasons for the changes here)*

Category C and D standards will expire at the end of December YYYY

The last date for assessment of superseded versions of Category B standards is December YYYY

Impact on existing organisations with consent to assess

Impact on existing organisations with consent to assess

Current consent for			Consent extended to		
Nature of consent	Classification or ID	Level	Nature of consent	Classification or ID	Level
Field			Subfield/Domain/Standard		
Subfield			Subfield/Domain/Standard		
Domain					
Standard					

Impact on Consent and Moderation Requirements (CMR)

Type text here.

Detailed list of standards – classification, title, level, and credits

All changes are in **bold**.

[Use this section for standards that have been revised if there are changes to classifications, title, level or credits]

Field > Subfield > Domain

ID	Title	Level	Credit

Field > Subfield

ID	Domain	Title	Level	Credit

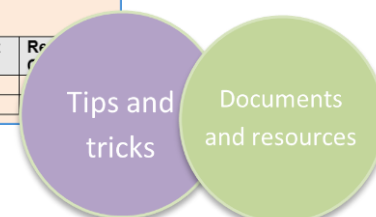
[Use this section for standards that have been reviewed]

Key to review category

A	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
B	Changes made, but the overall outcome remains the same - the new version of the standard carries the same ID and a new version number
C	Major changes that necessitate the registration of a replacement standard with a new ID
D	Standard will expire and not be replaced

Field > Subfield > Domain

ID	Title	Level	Credit	Review Category



What is a change report?



A change report details the changes made to unit standards, skill standards, and New Zealand qualifications as result of revision or review.

A change report is written by the standard setting body with responsibility for the changed standards or qualifications. (This guide covers change reports for standards. The template for qualifications differs but the principles are the same.)

Give new standards placeholder identification codes in the order that you intend for them to be published. The codes should be included in the header of the standard documents and in the, 'Detailed list of unit standards – classification, title, level, and credits,' table at the end of the change report.

Change reports cover:

- new and reviewed qualifications and standards
- new and reviewed consent and moderation requirements
- changes to the DASS classification
- the rationale for the development or review
- changes made as a result of the development or review
- the impact on organisations with consent to assess
- transition information.

<https://www2.nzqa.govt.nz/change-reports/>

Change reports detail any approved changes to:

- qualifications listed on the New Zealand Qualifications and Credentials Framework (NZQCF)
- skill and assessment standards listed on the Directory of Assessment and Skill Standards (DASS)
- DASS classifications and consent and moderation requirements.

<https://www2.nzqa.govt.nz/qualifications-and-standards/changes-to-qualifications-and-standards/>

Please group new standards submitted for registration in order in the change report. This ensures logical numbering once registered. Numbering draft standard titles or IDs in order when submitting them for registration supports this.

<https://www2.nzqa.govt.nz/tertiary/approval-accreditation-and-registration/listing-standards-and-cmrs/>



Process and classification

Field	<Name>	
<Review of <Classification Name> standards		
Subfield	Domain	ID

The <SSB Name> has completed the review of the standards listed above.

Classification

Field is the highest classification level on the Directory of Assessment and Skill Standards followed by subfield and then domain.

For a skill standard, the field name is recorded on the second row of the DASS classification table (the second to last table in the skill standard template) here:

Whakaritenga Rārangi Paetae Aromatawai DASS classification	Field > Subfield > Domain
---	---------------------------

Use this classification information to also complete the subfield and domain headings in the standard table.

For a unit standard, the field name is not recorded on the standard. Enter the standard identification number in the [DASS search window](#) then click on the classification name.

[HOME](#) | [QUALIFICATIONS & STANDARDS](#) | [NCEA](#) | [MĀORI & PASIFIKA](#) | [PROVIDERS & PARTNERS](#) | [INTERNATIONAL](#) | [ABOUT US](#)

[Home](#) > Framework search results

FRAMEWORK SEARCH RESULTS

Framework search results

Search Standards

1

All Framework

Search

Classification System

No field, sub-field or domain names found

Qualifications

No qualifications found

Assessment Standards

Production Horticulture

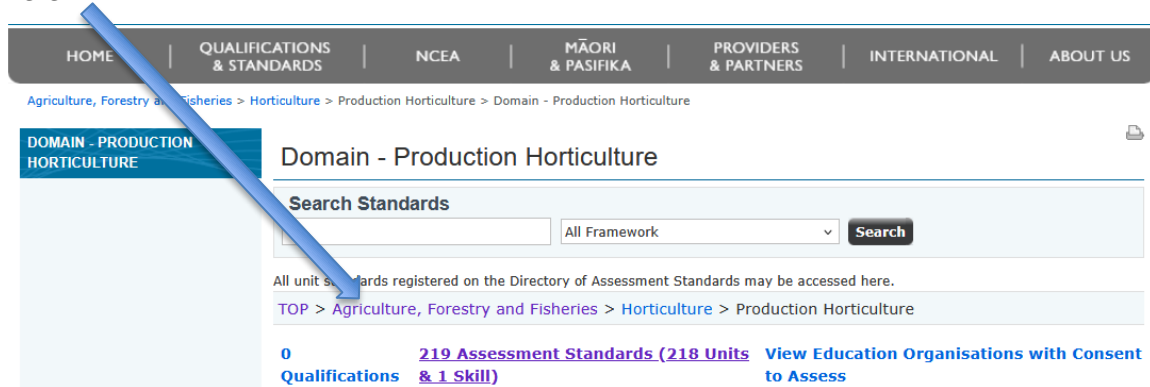
Level 1

1 Unit Prepare and sow outdoor seedbeds manually

5 Credits

Version 7

This will take you to the domain page. The full classification (with the field name first) is shown here.



The screenshot shows the NCEA website navigation bar with links: HOME, QUALIFICATIONS & STANDARDS, NCEA, MĀORI & PASIFIKA, PROVIDERS & PARTNERS, INTERNATIONAL, and ABOUT US. Below the navigation bar is a breadcrumb trail: Agriculture, Forestry and Fisheries > Horticulture > Production Horticulture > Domain - Production Horticulture. The main heading is 'Domain - Production Horticulture'. Below this is a 'Search Standards' section with a search bar and a dropdown menu set to 'All Frameworks'. A message states: 'All unit standards registered on the Directory of Assessment Standards may be accessed here.' Below this is another breadcrumb trail: TOP > Agriculture, Forestry and Fisheries > Horticulture > Production Horticulture. At the bottom, it shows '0 Qualifications' and '219 Assessment Standards (218 Units & 1 Skill)' with a link to 'View Education Organisations with Consent to Assess'.

Process

The processes captured by a change report are:

- *Rollover* refers to the process of changing a planned review date.
- *Revision* refers to the process of changing non-substantive details in a standard such as corrections and updates.
- *Rollover and Revision* refers to rolling over and revising a standard at the same time. This is quite common, particularly when the standard has been revised close to the planned review date and no substantive issues have been found.
- *Review* refers to the process of consulting and making changes to a standard to ensure it is up to date and fit for purpose. A review is usually scheduled to take place every five years (the maximum period a standard can be scheduled for review following registration). The review process also includes expiry. (A standard cannot be expired without being reviewed.) More information about review categories can be found near the bottom of the page [here](#).



Publication and review date

Date new versions published	Month 20xx
Planned review date	Month 20xx

Date new versions published refers to the month in which new versions of standards are published on the Directory of Assessment and Skill Standards. This information will be completed by NZQA following completion of quality assurance.

Planned review date refers to the last month in which a standard setting body must begin a review. This date is usually set as December five years after registration. For example, if a standard is registered in June of 2025, the planned review date should be set as December 2030.

If a review is completed early in a year, the planned review date could reflect that. For the example above, if the review were completed in February 2025 the planned review date could be set to December 2029, but generally speaking, the review period should be set longer where possible as this will allow an industry skills board to better manage workflow. (Shortened review periods increase organisational workload.)

For a revision, the planned review date should only be changed if the standard has also been rolled over. A standard can usually only be rolled over for one year after the planned review date, although a standard can be rolled over more than once.



Summary and main changes



The summary and main changes section provides the standard setting body with an opportunity to tell the story of the review or revision.

There is no guidance published by NZQA about the summary and main changes other than that written into the change report template. This reflects the notion that this section provides an opportunity for the ISB to tell the story of the review in its own words; however, it is common for NZQA evaluators to express a preference for format and content. Any suggestions or recommendations expressed by NZQA in their RFI should be treated as suggestions only; however, take care to consider each suggestion on its own merits and incorporate those that improve the text and clarify the message.

Summary

Type text here. *(Outline the review process undertaken – reason for review, timeframes, consultation undertaken, major high-level outcomes)*

Main changes

- Type text here. *(Give brief reasons for the changes here)*

Summary

Reason for review or revision

The reason for the review (rationale) can be because:

- the standards have reached their planned date
- the industry sector has provided feedback indicating the standards are not fit for purpose despite not having reached their planned review date. This could be because of changes within the industry sector or substantial errors made during development or review. (Minor errors would usually be amended as part of a revision.)
- the standards have not been used and the ISB intends to expire them.

The change report is also used for a revision, in which case the reasons for the revision might include:

- error correction
- updates to legislation or regulations
- updates to references or resources
- classification changes
- changes to coverage (a new standard setting body (SSB) assumes standard-setting responsibility for the standard)
- minor updates to learning outcomes or assessment criteria.

Timeframes

Include information about:

- when the review or revision began
- the period over which consultation took place.

Consultation undertaken

Provide a summary of the consultation process including focussed and sector-wide consultation. Include the mechanisms used, such as email, on-line meetings, face-to-face meetings, and dissemination through the ISB's website.

Where a peak body or significant industry organisation has played a significant part in a review, their names should be included in the consultation section. Do not include the names of individuals.

Major high-level outcomes

These are the significant outcomes resulting from the review. Include information such as:

- the standards were designated expiring
- the standard were replaced
- the standards were revised or rolled over and revised
- the standards are fit for purpose following minor updates
- significant changes and why they were made.

Main changes

This section allows the ISB to detail the main changes made as a result of revision or review. While it may not seem logical to repeat information here that will be present in the, 'Detailed list of standards – classification, title, level, and credits,' table, some evaluators will require this information in this section. Some will request highly-detailed, low-level changes to be included whereas other will not. There is no consistency of approach in the quality assurance of this part of the change report. Consider each RFI suggestion or recommendation on its own merits.

Generally, ISB's will include detailed information about:

- expiry
- replacement relationships
- title changes
- classification changes
- credit changes
- changes to learning outcomes and assessment criteria
- changes to assessment specifications
- changes to references and resources.



Category C and D unit standards will expire at the end of December YYYY

The last date for assessment of superseded versions of Category B unit standards is December YYYY

As stated in the, 'Detailed list of standards – classification, title, level, and credits,' table (at the end of the change report), there are four review categories – A, B, C, & D.

[Use this section for standards that have been reviewed]

Key to review category

A	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
B	Changes made, but the overall outcome remains the same - the new version of the standard carries the same ID and a new version number
C	Major changes that necessitate the registration of a replacement standard with a new ID
D	Standard will expire and not be replaced

The last date of assessment for a C or D category expiring standard would usually be set at 31 December two years after the completion of the review. This will allow any assessing body time to develop learning resources and amend programmes that use the standard.

Sometimes, a longer or shorter expiry period is warranted. There may be a legal or safety reason for designating a short expiry period or there may be an operational reason for designating a longer expiry period. Consider the circumstances and consult with the manager with oversight for the review if you are not sure.

This section applies only to a review. It should be removed from change report covering a revision.



In practice, review category 'A' has rarely (if ever) been used. The only circumstance it would apply is if the reviewed standard were registered as a new version with no other changes.

NZQA has published [alternative review categories](#) for unit standards that use the categories, 'minimal or no changes', 'significant change', and 'expire and not be replaced.' These categories appear to recognise that 'A' category is largely redundant and to replace the letter categories with more meaningful text; however, the categories A, B, C, and D are still required for the change report.

The impact table

Impact on existing organisations with consent to assess

Current consent for			Consent extended to		
Nature of consent	Classification or ID	Level	Nature of consent	Classification or ID	Level
Field			Subfield/Domain/ Standard		
Subfield			Subfield/Domain/ Standard		
Domain			Domain/Standard		
Standard			Standard		



The, 'Impact on existing organisation with consent to assess', table allows the SSB to maintain consents for organisations when a standard is replaced or moved.

'Consent to assess' allows an organisation to assess and report credits against standards. Organisations are granted consent to assess at classification level (field, subfield, or domain) or standard level. For a classification consent, an organisation can assess any standard in the classification. For a standard consent, only the specific standard may be assessed but it doesn't matter which classification it is in.

If changes to standards do not impact existing consents, this section should be removed from the change report.

The principles of consent

- Once an organisation gains consent to assess against a classification or standard, the consent cannot be removed except by NZQA under special circumstances.
- When a standard is moved from one classification to another, organisations with consent for the old classification must be extended to the new. Consent can be extended at classification or standard level.
- When a standard is replaced, consent to assess must be extended to the replacement standard or standards.
- It is usual to grant the minimum extension required to maintain consent.

Begin completing the table by working from the highest classification level (subfield) to the lowest (domain) and then to standard consents.



Classification extension



Previously, consents to assess have been granted at field and subfield level. This is no longer practice. Classification consents should only be extended at domain or standard level. This allows the standard setting body to maintain better control over which organisations have consents.

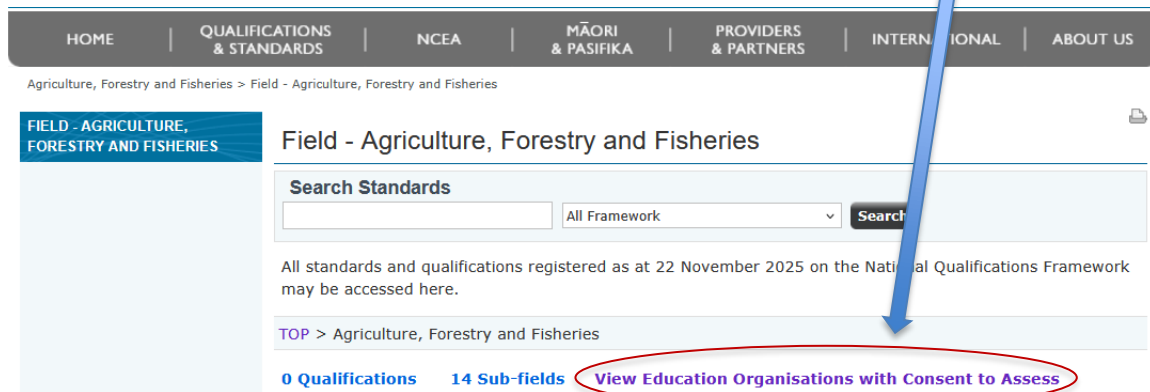
If a standard has been moved from one classification to another, extend consent to the standard in the new classification. For example, if the standard has been moved from a domain in the *Agriculture, Forestry and Fisheries* field to a domain in any other field, an organisation with consent to assess against the standard in the *Agriculture, Forestry and Fisheries* field must maintain consent in the new domain (or be granted consent for the specific standard).

First, check if any organisation has a blanket consent for the field. This can be checked by referring to the NZQA report, 'R0277 – Organisations with Consent to Assess,' or by checking the classification description NZQA website [here](#).



NZQA report, 'R0277 – Organisations with Consent to Assess,' can be attained upon request from NZQA. It is supplied as part of a review support package but can also be supplied for use with a revision. The review support package or an individual report can be requested [here](#).

If no report is available, click the, 'View Education Organisations with Consent to Assess,' link.



The screenshot shows the NZQA website navigation bar with links: HOME, QUALIFICATIONS & STANDARDS, NCEA, MĀORI & PASIFIKA, PROVIDERS & PARTNERS, INTERNATIONAL, and ABOUT US. Below the navigation bar, the breadcrumb trail reads: Agriculture, Forestry and Fisheries > Field - Agriculture, Forestry and Fisheries. The main heading is 'Field - Agriculture, Forestry and Fisheries'. There is a 'Search Standards' section with a search bar and a dropdown menu set to 'All Framework'. Below this, a note states: 'All standards and qualifications registered as at 22 November 2025 on the National Qualifications Framework may be accessed here.' The breadcrumb trail continues: TOP > Agriculture, Forestry and Fisheries. At the bottom, there are three links: '0 Qualifications', '14 Sub-fields', and 'View Education Organisations with Consent to Assess'. The last link is circled in red and highlighted by a blue arrow.

If an organisation has consent to assess against the previous classification at the level of the standard, grant the appropriate extension. If no organisations have blanket consent for the classification, no extension need be granted.

Therefore, if standard Ref: 00001, *Prepare and sow outdoor seeds manually*, were to be moved from *Production Horticulture* domain in the *Agriculture, Forestry and Fisheries* field to the *Generic Computing* domain in the *Computing and Information Technology* field then any organisation with consent to assess the standard in the *Agriculture, Forestry and Fisheries* field must still be able to assess that standard in the new classification, so consent must be extended for the organisation to the new classification or granted at standard level.

In the example above, the Primary ITO and Nayland College have a blanket consent for the *Agriculture, Forestry and Fisheries* field but not for the *Computing and Information Technology* field (where the standard will be moved to). In this case, consent would usually be extended at

Current consent for			Consent extended to		
Nature of consent	Classification or ID	Level	Nature of consent	Classification or ID	Level
Field	Agriculture, Forestry and Fisheries	1+	Domain	Generic Computing	1
Field	Agriculture, Forestry and Fisheries	1+	Standard	00001	1

standard level because it is unlikely that organisations with consent for the previous classification would require consent for other standards in the *Generic Computing* domain.

‘Current consent for’

In the table below, the first line shows a domain consent extension and the next line shows a standard level extension. Choose one method – this is the ISB’s choice.

The left side of the table shows current consents. Sometimes an organisation has consent for a classification only up to a certain level. In this example, the organisations have consent for the classification at any level so the entry in the ‘Level’ column is ‘1+’. This means any organisation with consent to assess standards in the *Agriculture, Forestry and Fisheries* field at level 1 or

Current consent for			Consent extended to		
Nature of consent	Classification or ID	Level	Nature of consent	Classification or ID	Level
Field	Agriculture, Forestry and Fisheries	1+	Domain	Generic Computing	1
Field	Agriculture, Forestry and Fisheries	1+	Standard	00001	1

above (1+) will be granted an extension.

If the standard were at level 3, organisations with consent to assess standards in the classification up to Level 3 would have consent extended for the Level 3 standard, and the entry in the ‘Level’ column would be ‘3+’. In this case, those with consent to assess standards in the classification only to Level 2 or below would not be granted a classification extension.

‘Consent extended to’

The right side of the table covers the extension of consent. The, ‘Nature of consent,’ column shows the type of extension. In the first row, extent is extended at classification level (the *Generic Computing* domain). An organisation with consent to assess the previous classification at level 1 or above will have consent extended to assess standards in the *Generic Computing* domain up to level 1.

In the second row, consent is extended at standard level. This means that an organisation with consent for the previous classification at level 1 or above will be granted consent to assess the standard irrespective of which classification it is in. (Even if the level of the standard changes, a standard consent will still apply.)

Often, an SSB will prefer to extend consent at standard rather than classification level. This allows the SSB to maintain better control over consents. It also means that if the level or classification were to change again, the consent would not require further extension for affected organisations.

Apply consent extensions for subfield and domain

When the consent extensions have been applied at field level, repeat the process at subfield and domain level. Ensure that any organisation with consent to assess classifications maintains the ability to assess against any standards that have changed classifications.

Standards that have changed level

When a standard has increased in level, check classification consents to ensure that organisations that previously had consent continue to have consent. As noted above, consent may be granted for a classification up to a certain level. For example, if an organisation has consent to assess standards in a classification (field, subfield, or domain) up to Level 2 but the level of a standard is changed to Level 3, without an extension those organisation would lose the ability to assess against the amended standard. In this example, an extension would usually be granted at standard level.

When standards have their level lowered, this will not affect consents. No extension is necessary.

Replacement standards

In this example, the level 1 standard 00001 has been replaced by the level 1 standard 99999 so the consent for 00001 is extended to standard 99999.

Current consent for			Consent extended to		
Nature of consent	Classification or ID	Level	Nature of consent	Classification or ID	Level
Standard	00001	1	Standard	99999	1

Complex extensions

Sometimes a variety of extensions must be applied for complex changes. For example, a standard may have been replaced by a new standard in a different classification and at a higher level. The process for extending consent to assess is the same. Begin with the classification consents and work down in the usual way.

An organisation with consent to assess against a standard must maintain that consent even if the standard is replaced or if the standard's classification or level changes.



Impact on Consent and Moderation Requirements (CMR)

Impact on Consent and Moderation Requirements (CMR)

Type text here.

Sometimes a revision or a review will require a Consent and Moderation Requirements (CMR) document to be changed. Such changes could include:

- a standard has been moved to another CMR
- a review of a standard has resulted in a change to CMR conditions or requirements

Briefly detail the changes in this section. If there is no impact on the CMR, this section should be deleted.



~~The CMR documents replaced the AMAP (Accreditation and Moderation Action Plan) documents. Any reference to an AMAP should be replaced by a reference to a CMR. ¶~~



Detailed list of unit standards – classification, title, level, and credits

All changes are in **bold**.

The change report template includes four types of table. The first two are used for revision and the second two are used for review.

Revision tables

If the revised standards are all in the same classification, use the first table. If the revised standards are drawn from more than one classification, use the second table.

- List the revised standards in numerical order.
- For a classification change where all the standards are being moved to the same classification, use the first table and record the new classification in bold underneath the current classification.
- For a classification change, use the second table and record the new classification in bold underneath the current classification in the 'domain' column.

The revision table below shows that the standard:

- has moved classification
- has a new title
- the level has increased by one
- the credit total has not changed.

Agriculture, Forestry and Fisheries > Horticulture > Production Horticulture

Computing and Information Technology > Computing > Generic Computing

ID	Title	Level	Credit
00001	Prepare and sow outdoor seedbeds manually	1	5
	Prepare and sow seedbeds manually	2	



If the none of the standard details (title, level, or credit) have changed as a result of the revision, the revision tables should be removed form the change report.

*[Use this section for standards that have been **reviewed**]*

Key to review category	
A	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
B	Changes made, but the overall outcome remains the same - the new version of the standard carries the same ID and a new version number
C	Major changes that necessitate the registration of a replacement standard with a new ID
D	Standard will expire and not be replaced

Field > Subfield > Domain

ID	Title	Level	Credit	Review Category

Field > Subfield

ID	Domain	Title	Level	Credit	Review Category

The review tables should be completed in the same fashion as the revision table except that a review category (A, B, C, or D) is included in the last column. For reviews involving multiple subfields, use a separate table for each subfield.

- List the reviewed standards in numerical order.
- For a classification change where all the standards are being moved to the same classification, use the first table and record the new classification (field > subfield > domain) in bold underneath the current classification.
- For a classification change where the standards are being moved to different classifications, use the second table and record the new classification in bold underneath the current classification in the 'Domain' column.
- Where a standard has been replaced, record the replacement standard details in bold underneath the replaced standard.

The review table below shows that:

- standard 00001 has been designated expiring and has been replaced by standard 99999
- standard 00014 has been expired but has not been replaced
- the name of standard 00800 has been changed.

Agriculture, Forestry and Fisheries > Horticulture

ID	Domain	Title	Level	Credit	Review Category
00001	Production Horticulture	Prepare and sow outdoor seed beds manually	1	5	C
99999	Production Horticulture	Prepare and sow seed beds using autonomous machinery	2	5	New
00014	Production Horticulture	Demonstrate knowledge of soil properties	2	4	D
00800	Production Horticulture	Demonstrate knowledge of harvest principles for horticultural crops and use basic harvest techniques Harvest crops	2	3	B

The difference between a review and a revision is not the degree of change, it is the level of consultation. A review requires comprehensive consultation whereas a revision requires only targeted consultation.



Tips and tricks

- Always ensure that the standards are submitted on a current template and that the template has not been accidentally changed or corrupted.
- Work with show/hide markers on – in the ribbon it looks like a paragraph marker: ‘¶’. The markers reveal format inconsistencies and errors that cannot be seen if the show/hide is turned off. It is a mistake to assume that standards can be written to meet the NZQA format requirements without using this feature. It may look strange at first, but you will quickly get used to it.
- Set up your keyboard for Māori macrons by following this [guide](#).
- Use Ctrl+T to right align paragraphs in bullet points (or Ctrl+Shift+T to align left). Under no circumstances should multiple ‘space’ characters be used to align text.
- Use a separate email chain for each distinct revision and for distinct queries within a revision. Give the email a clear subject that identifies the review and the specific issue discussed in the email. File all emails in an Outlook subfolder named after the revision (usually the domain name or if there are multiple domains, use a name that clearly and concisely identifies the review subject matter).
- When sending an email, cc it to yourself and then file the cc’d mail in the review subfolder. This will allow you to see what has been sent without searching through the Outlook ‘sent’ folder.
- Record every action and decision as it happens. Sometimes an organisation will have an effective customer relationship management database, but if not an Excel spreadsheet works well as a personal log which you can consult quickly and address any queries. (An Excel sheet is **not** a replacement for a customer relationship management database entry. It should be used as your personal record only.)



Documents and emails can be deleted, misplaced, and forgotten.

When sending documentation for action, at minimum, record the action taken, who is responsible for the next action, and the date.

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Documents and resources

Documentation and templates for skill standards can be found on the NZQA website on the, [‘Listing standards on the Directory of Assessment and Skill Standards,’](#) page.

- [Change report template](#)
- [Skill standard template](#)
- [Published change reports](#)
- [Published change reports \(alternative link\)](#)

Rules and guidelines

- [About changes to qualifications and standards](#)
- [Directory of Assessment and Skill Standards Listing and Operational Rules 2022](#)
- [Guidelines for listing skill standards on the DASS](#)

Other resources

- [WorldCat](#)
- [Māori macron keyboard set-up guide](#)
- [Review support package](#)

Technical specifications

- NZQA font: Arial 12pt
- Justification: Left
- Language setting: English (New Zealand)

Glossary

ISB refers to an industry skills board.

NZQA refers to the New Zealand Qualifications Authority.

Review refers to the process of consulting and making changes to a standard to ensure it is up to date and fit for purpose.

Revision refers to the process of changing non-substantive details in a standard such as corrections and updates.

Rollover refers to the process of changing a planned review date.

Rollover and Revision refers to rolling over and revising a standard at the same time.

SSB refers to a standard setting body.

