

# Qualification Review –

National Certificate in Security [Level 2]

National Certificate in Security with strands in Court Security, Event Security, Mobile Patrol, Noise Control, Retail Security, Secure Transport, Site Security and Community Security [Level 3 or 4]



## September 2009

As the national standards setting body for the security industry, ETITO reviews existing qualifications and standards to ensure they remain current and fit-for-purpose.

ETITO is about to begin the review process for the above qualifications and is now seeking expressions of interest from people who would like to be a part of the consultation group, contributing their knowledge and expertise to help inform the shape and content of the qualification and standards.

The consultation process will involve a combination of face-to-face meetings and consultation via electronic means such as email, web, phone or video conferencing, commencing in October this year.

The meetings will be held at a location selected by ETITO; times and locations will be advised at a later date. A working lunch and refreshments will be provided. The first meeting is proposed for either Monday 19 October or Tuesday 3 November.

ETITO wishes to advise you that, following a request by the Security Industry Training Advisory Board [SITAB], our qualification/standard development and review processes have been reviewed and the new process is outlined below.

The changes recommended by SITAB will be on a trial, project by project basis and will be monitored throughout the project.

### Changes to the consultation group and qualification/standard development and review process:

1. ETITO and SITAB will draft an Annual Work Plan in order of priority. **[new]**
2. ETITO in conjunction with SITAB will draft the Project Terms of Reference. **[new]**
3. SITAB will provide Subject Matter Expert Consultation Group [SMECG] membership and advise ETITO, who will also invite nominations that will be approved by SITAB, with approval not being unreasonably withheld. **[new]**
4. The SMECG will work to complete draft standard/qualifications to meet the Terms of Reference and NZQA requirements. **[no change]**
5. The draft documents are circulated for wider industry consultation and comment. All comments will be referred back to the SMECG. The SMECG will review comments and amend drafts as appropriate. **[no change]**
6. The SMECG will forward to SITAB the final draft for approval and endorsement with approval not being unreasonably withheld. **[new]**



7. ETITO completes all other relevant documentation and submits to NZQA for evaluation. **[no change]**

Any significant changes resulting from the evaluation process will be referred back to the SMECG via the Project Leader and resubmitted to SITAB for re-endorsement.

ETITO appointed staff will project lead security development and review work, organise, facilitate and manage the SMECG meetings. **[no change]**

Communication relating to the project will continue to occur through the SMECG group via the ETITO Project Leader. **[no change]**

ETITO will notify up and coming reviews. **[no change]**

### Contact information

If you would like to register your interest for consideration for this consultation group please:

- Complete the attached form
- Attach any supporting evidence
- Advise your availability for the proposed meeting dates

Send the above to Robyn Scott either by post or electronically by **2 October 2009**.

[Download form](#)

If you would like to comment on any of the changes to processes we invite you to email your feedback to [robyns@etito.co.nz](mailto:robyns@etito.co.nz). Where requested comments will be treated with confidentiality.

Robyn Scott

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