

Review of Computing Unit Standards 2021
62 New and reviewed unit standards
Consultation proposal August 2021 – for stakeholder consideration

The table below summarises the 51 reviewed and 11 new computing unit standards by domain, with new standards shown in **bold**.

51 Reviewed & 11 New Computing Standards		
Subfield	Domain	ID – unit standard number
Computing	Computer Support (4)	18750, 29784, 29798, L4 ITE1
	Generic Computing (54)	2792, L3 new ex 2797 5946, 5968, 18734, 18743, L3 new ex 18756 , 18758, 25659, 29769-29782, L2 new ex 29783 , 29785-29809, L2 GPO5 new, L2 GPO6 new, L3 GPO1 new, L3 GPO5 new, L4 ITE2, L4 ITE3
	Software Development – Programming (4)	18739-18741, L4 ITE4 new ex 29813

Following is a detailed list of the 62 new (11) and reviewed (51) unit standards, showing changes to title, level, credits, domains, and replacement information.

For details of the additional 24 standards proposed to expire, see the separate document. The expiring standards include the current suite of seven standards aligned to the NZ Certificate in IT Essentials (Level 4) [Ref 2594] version 1 (29810 -29816), which are proposed to be replaced by four new standards. Links to the current standards are available from [here](#).

The key changes proposed include:

- Ten standards to have titles changed to better align with and reflect the intent of the reviewed qualifications and current practice (18750, 29784, 29779, 29781, 29787, 29794, 29796, 29801, 29803, 29804).
- Eleven standards to have credits increased (29769 – 29771, 29774, 29785-29787, 29799 -29801, 29803) and one standard to have credits reduced (29802) to better reflect complexity of current knowledge and skill requirements and practice, and to align with the reviewed qualifications.
- Eleven new standards were developed as a result of combining and replacing existing standards and to better reflect the graduate outcomes of the reviewed Level 2-4 qualifications and current practice. The new standards do not yet have an ID# so are referred to as follows in the interim:
 - Level 2: L2 ex 29783, L2 GPO5, L2 GPO6
 - Level 3: L3 ex 2797, L3 ex 18756, L3 GPO1, L3 GPO5
 - Level 4: L4 ITE1, L4 ITE2, L4 ITE3, L4 ITE4

Key to review category	
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 – <i>replacement relationships are shown in green italic, ID # not yet allocated (4)</i>
New	New standards developed with no direct replacement relationship proposed - <i>shown in purple, ID # not yet allocated (7)</i>

Computing and Information Technology > Computing > Computer Support (3 reviewed, 1 new)

ID number	Title of unit standard	Level	Credit	Review category
18750	Produce a learner focused electronic training package for organisation use Produce an interactive electronic training package for organisation use	3	5	B
29784	Troubleshoot, fix and escalate simple or routine computing and connectivity problems Troubleshoot, fix and escalate simple or routine hardware, software and connectivity problems	2	2 2	B
29798	Troubleshoot, fix and escalate a range of common hardware and software problems	3	3	B
L4 ITE1 New re GPO1&6	Apply IT technical knowledge and professional practice to provide support of a computer's hardware, software and network	4	15	New

Computing and Information Technology > Computing > Generic Computing (48 reviewed including 3 new with replacement relationships, plus 6 new standards)

ID	Title	Level	Credit	Review Category
2792	Produce simple desktop published documents using templates	1	2	B
2797	Demonstrate knowledge of the principles of computer networks	3	4	C
L3 ex 2797 Networks	Demonstrate and apply knowledge of the principles of computer networks	3	5	NEW
5946	Use computer technology to create and deliver a presentation from given content	1	3	B
5968	Discuss the social implications of information technology	3	3	B
18734	Create a web page using a template	1	2	B
18743	Produce a spreadsheet from instructions using supplied data	1	2	B
18756	Use and maintain a computer database for business reporting and decision making	3	3	C
L3 new ex 18756 DB	Use and maintain a computer database to meet organisational requirements	3	3	NEW
18758	Find information using the Internet	1	2	B
25659	Create a web page using a mark-up language with a text editor	1	2	B
29769	Use the main features and functions of a word processing application for a purpose	2	3 4	B
29770	Use the main features and functions of a spreadsheet application for a purpose	2	3 4	B

ID	Title	Level	Credit	Review Category
29771	Use the main features and functions of a presentation application for a purpose	2	2 3	B
29772	Manage files and folders using digital devices	2	2	B
29773	Produce digital images for a range of digital media	2	3	B
29774	Use the main features and functions of a desktop publishing application to create documents	2	3 4	B
29775	Use the main features and functions of a web authoring and design tool to create a website	2	3	B
29776	Use the main features of an HTML editor to create a website	2	4	B
29777	Use the main features and functions of a database application to create and test a database	2	3	B
29778	Use the main features and functions of a schematic diagram application to create diagrams	2	2	B
29779	Create and test a software-controlled device built from components Create and test a microprocessor-controlled device built from components	2	3	B
29780	Configure and use contemporary and emerging digital devices	2	3	B
29781	Use the internet and common digital devices and software to gather information and connect with other users and devices Use the Internet and common digital devices and software to gather information and connect with other users and devices	2	7	B
29782	Demonstrate knowledge of computing hardware, software and terminology to select digital tools for specified purposes	2	5	B
29783	Implement basic security when using digital devices and software Use digital tools securely, safely, ethically and legally	2 2	3 5	C NEW
29785	Use a word processing application to integrate images, spreadsheet and database data into documents	3	4 5	B
29786	Produce a spreadsheet for organisational use	3	3 5	B
29787	Produce and use a database to provide a solution for organisational use Produce and use a relational database to provide a solution for organisational use	3	3 5	B
29788	Develop and evaluate an interactive website for organisational use	3	5	B
29789	Use a presentation application to produce an interactive multimedia presentation	3	3	B
29790	Apply digital tools to create and monitor a project plan	3	3	B

ID	Title	Level	Credit	Review Category
29791	Capture and prepare digital media for integration into other applications	3	2	B
29792	Use a desktop publishing application to produce documents	3	4	B
29793	Investigate, plan, design and create digital outcome solutions to meet the requirements of a specified brief	3	5	B
29794	Implement security solutions when using digital tools Describe risks and implement security solutions when using digital tools	3	5	B
29795	Apply ethical behaviour when using digital tools	3	5	B
29796	Collaborate effectively with others in a digital environment Collaborate and communicate effectively with others safely in a digital environment	3	7	B
29797	Synchronise data across digital devices and multiple platforms	3	2	B
29799	Apply advanced word processing features and functions to produce complex documents	4	4 5	B
29800	Apply advanced spreadsheet features and functions to meet the requirements of a brief	4	4 5	B
29801	Plan, produce and deliver an interactive multimedia presentation using digital tools to meet requirements of a brief Plan, create and implement an interactive multimedia product to meet requirements of a brief	4	3 5	B
29802	Produce and use a relational database to address an organisational information system need	4	6 5	B
29803	Use a desktop publishing application to produce documents integrating media for a stakeholder Use a desktop publishing application to produce documents integrating media for a client	4	3 5	B
29804	Develop and evaluate an interactive website for a stakeholder Develop and evaluate an interactive website for a client	4	5 5	B
29805	Design and create an integrated digital solution to meet the requirements of a specified brief	4	5	B
29806	Use digital tools and critical thinking to analyse data and identify solutions to problems	4	10	B
29807	Communicate professionally in a range of digital contexts, to maintain relationships and achieve objectives	4	3	B
29808	Use digital technologies and systems securely, legally and ethically to gather, store, access and share information	4	5	B
29809	Investigate current and emerging trends in the use of digital tools to support operational efficiency and effectiveness	4	5	B
L2 GPO5 New	Use problem solving techniques and critical thinking to make informed decisions about digital solutions.	2	5	New

ID	Title	Level	Credit	Review Category
L2 GPO6 New	Apply self-management skills to enhance own learning in a digital context	2	3	New
L3 GPO1 New	Maintain, update and test an interactive website for organisational use	3	4	New
L3 GPO5 New	Demonstrate the application of new skills achieved with self-directed learning in a digital context	3	3	New
L4 ITE2 New re GPO2&5&7	Plan, design, develop and test a relational database solution for an organisation using project management methodologies	4	15	New
L4 ITE3 new re GPO3&7	Apply knowledge of business analysis, user experience and interface design, to create and test interactive digital media	4	15	New

Computing and Information Technology > Computing > Software Development - Programming (4 reviewed including 1 new with a replacement relationship)

ID number	Title of unit standard	Level	Credit	Review category & replacement
18739	Create and use simple command sequences in a computer language	1	2	B
18740	Create a simple computer program to meet a set brief	2	3	B
18741	Create a computer program to provide a solution	3	6	B
29813	Apply essential knowledge and concepts of software development to create a program	4	10	C
L4 ITE4 ex 29813 new re GPO4	Apply knowledge and concepts of software development to create applications		15	NEW