

National Certificate in Hospitality (Entry Skills)

Level 2

Credits 45

This qualification is **expiring**. The last date to meet the requirements is 31 December 2016.

Transition Arrangements

This qualification has been reviewed and replaced by the New Zealand Certificate in Hospitality (Level 2) [Ref: 2108]. People currently working towards this replaced qualification may either complete the requirements by 31 December 2016 or transfer their results to the replacement qualification.

After 31 December 2014 all new trainees will be enrolled in programmes leading to the replacement qualification.

For detailed information see [Review Summaries](#) on the NZQA website.

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	September 2006	December 2010
Review	2	August 2009	December 2014
Revision	3	December 2010	December 2016
Republished	3	June 2013	December 2016
Review	4	January 2015	December 2016

Standard Setting Body

ServiceIQ
PO Box 25522
Wellington 6146

Telephone 0800 868 636
Email qualifications@serviceiq.org.nz

National Certificate in Hospitality (Entry Skills)

Level 2

Credits 45

Purpose

This qualification is designed for people who wish to enter the hospitality industry and gain an overview of the possible career choices available to them.

The compulsory section of this qualification covers the skills and knowledge relating to health and safety, participating in a team, maintaining personal presentation, and providing information to customers.

Elective A enables candidates to select hospitality or health and safety standards that complement their job role or training programme. Elective B enables candidates to select generic standards that compliment their job role or training programme.

This qualification leads on from the National Certificate in Hospitality (Foundation Skills) [Ref: 0587], and could lead onto National Certificate in Hospitality (Accommodation Services) (Level 2) with an optional strand in Motel Housekeeping [Ref: 0551]; National Certificate in Hospitality (Porter Services) (Level 2) [Ref: 0558]; National Certificate in Hospitality (Food and Beverage Service) (Level 2) with strands in Counter Food Service, Takeaway Food Service, Table Food Service, Buffet Food Service, and Beverage Service [Ref: 0555]; National Certificate in Hospitality (Quick Service Restaurants) (Level 2) [Ref: 1490]; National Certificate in Hospitality (Food Services) (Level 3) [Ref: 1423], and the National Certificate in Hospitality (Basic Cookery) (Level 3) [Ref: 0553].

Credit Range

	Compulsory	Elective A	Elective B
Level 1 credits	3	-	-
Level 2 and above credits	7	29	6
Minimum totals	10	29	6

Requirements for Award of Qualification

Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards
- Elective A – A minimum of 29 credits as specified
- Elective B – A minimum of 6 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
497	Demonstrate knowledge of workplace health and safety requirements	1	3

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
9677	Participate in a group/team which has an objective(s)	2	3

Service Sector > Hospitality > Hospitality - Generic

ID	Title	Level	Credit
14462	Maintain personal presentation and greet customers in the hospitality industry	2	2
14469	Provide customers with information about an establishment in the hospitality industry	2	2

Elective A

A minimum of 29 credits at Level 2 or above

Field	Subfield	Domain
Health	Occupational Health and Safety	Occupational Health and Safety Practice
Service Sector	Hospitality	Any

Elective B

A minimum of 6 credits at Level 2 or above

Field	Subfield	Domain
Core Generic	Core Generic	Any
Health	Health Studies	First Aid
Humanities	Communication Skills	Any
Service Sector	Service Sector Skills	Service Sector - Core Skills

Transition Arrangements

Version 3

Version 3 was issued following revision.

Changes to structure and content

- Standard 167 was removed from the compulsory section but this standard is still available in elective A.
- Credit requirements for elective A were increased from 25 to 29.
- First Aid domain replaced expiring Core Health domain in elective B.
- Credit exemption table included for expiring domain.

For detailed information see Review Summaries on the NZQA website.

People currently working towards version 2 of this qualification may either complete the requirements of that version or transfer to version 3. However it is recommended that all candidates enrolled on programmes leading to version 2 of the qualification transfer to version 3.

This qualification contains a classification that replaced an earlier classification. For the purposes of this qualification, people who have gained credit for standards in the expiring classification are exempt from the requirement to gain credit for standards in the new classification see table below.

Standards from	Are treated as Standards from
Health > Health Studies > Core Health	Health > Health Studies > First Aid

Any candidate who feels that they have been disadvantaged by these transition arrangements should contact the Service Skills Institute (ServiceIQ) at the address given below.

Previous versions of the qualification

Version 2 was issued following a review that increased the credit total from 44 to 45, removed standards from the compulsory section, amended the elective section to elective A and elective B, and updated standard 497 following review.

Other standard setting bodies whose standards are included in the qualification

New Zealand Industry Training Organisation
 NZQA

Certification

This certificate will display the logos of NZQA, the Service Skills Institute (ServiceIQ) and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
310	Service Sector > Hospitality	110101	Food, Hospitality and Personal Services > Food and Hospitality > Hospitality

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.