

Micro-credential application form

Use this form for applying for new micro-credentials or making changes to micro-credentials.

It sets out the data to meet the requirements of the Qualification and Micro-credential Listing and Operational Rules 2022 and the Micro-credential Approval and Accreditation Rules 2022.

Use this form to apply for

- Listing and approval
- Listing, approval, and accreditation (education providers only)
- Accreditation only (education providers including schools and kura)
- Change to Micro-credential

Applicants may request that Te Hono o Te Kahurangi quality assurance is used for assessment of the application. In addition to meeting the requirements of this form, the application should relate to ngā kaupapa o Te Hono o Te Kahurangi. For more information see [Te Hono o Te Kahurangi quality assurance](#) or email tehono@nzqa.govt.nz.

Providers that do not hold consent to assess for standards in the micro-credential should apply for micro-credential support from the relevant Workforce Development Council (WDC) at the same time as requesting a letter of support for consent to assess. See each WDC's website for more information on consent to assess.

Apply online

Applications must be made as an 'Other' application through the NZQA online [application portal](#). The name of the application must include the term '**micro-credential**' and specify which type of application is being applied for.

Using this form

Please refer to the [Micro-credential Guidelines](#) when filling in this form.

Please include this form and all supporting documents with the online application.

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Accreditation **Error! Bookmark not defined.**

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Sub-contracting **Error! Bookmark not defined.**

Type of micro-credential application

(Tick all that apply)

Listing and approval	<input checked="" type="checkbox"/>
Accreditation	<input type="checkbox"/>
Accreditation with consent to assess	<input type="checkbox"/>
Micro-credential change *	<input type="checkbox"/>

* **For changes**, please include a tracked changes version of the micro-credential or training scheme and also complete the relevant sections of this form.

In sections of the form where changes do not apply, state n/a.

Name and contact details

Name of institution:	Toitū te Waiora Community, Health, Education and Social Services Workforce Development Council	MoE number:	6048
Contact name and details:	James Dearnley (james.dearnley@toitutewaiora.nz) / 022 344 7285		

For changes

Micro-credential ID:		NZQCF (reporting) code:	
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NZQCF Listing

Refer to Micro-credentials Guidelines Section 3.

Title

New Zealand micro-credential in conducting cervical screening

Level and credits

Level 6

10 credits

Classification (NZSCED)

060301

Purpose

The purpose of this micro-credential is to support a registered health professional in attaining competency in Human Papillomavirus ('HPV') cervical screening, and thereafter to act as an accredited cervical sample taker.

A registered health professional who successfully completes this micro-credential will be able to support two screening test options – 1) a HPV vaginal swab test completed by or administered to a participant, and 2) taking a liquid-based cytology sample from a participant which is then tested for HPV.

In Aotearoa New Zealand, a person taking cervical screening specimens has legislated responsibility in accordance with Part 4A of the Health Act 1956. Given this responsibility, cervical screening tests must be requested by a 'responsible clinician' who is an accredited cervical sample taker. This micro-credential prepares a registered health practitioner to become qualified as a 'responsible clinician' with the ability to conduct cervical screening.

Assessment of competency for this micro-credential requires the learner to complete unit standard 29556 ('*Conduct cervical screening*' - Version 4).

Outcome

On successful completion of this micro-credential, the learner will possess theoretical and practical knowledge of the eleven competencies required for cervical sample takers under the National Cervical Screening Programme ('NCSP'):

1. Women have cervical samples taken by a person with sound knowledge of cervical screening in New Zealand.
2. The sample taker can use a range of mechanisms to encourage women to participate in cervical screening, in particular priority-group women.
3. Women have cervical samples taken by a person who demonstrates effective interpersonal skills.
4. Positive health outcomes are achieved by the woman's cultural needs being met.
5. Women understand the reasons for and the process of having a cervical sample taken.
6. Women have cervical samples taken in an environment that is private, safe and comfortable.
7. Women have cervical samples taken by a person who has a good knowledge of the pathophysiology of cervical cancer.
8. Women have cervical samples taken by a person who is competent in performing cervical screening.
9. Women have accurate, timely and sensitive follow-up of their results.
10. Cervical screening records are accurately and confidentially maintained by the sample taker.
11. The learner understands the need to maintain competency in cervical screening, and how this is achieved.

Skill standards / Assessment standards:

ID	Title	Level	Credit
29556	<i>Conduct cervical screening – Version 4</i>	6	10

Review period

Within one year of the first award of the micro-credential, and subsequently at two-year intervals.

Approval

Refer to Micro-credentials Guidelines Section 4.

Learning outcomes

1. Demonstrate knowledge of the National Cervical Screening Programme.
2. Demonstrate knowledge and apply Te Tiriti o Waitangi and hauora Māori models to the cervical screening of Māori in Aotearoa New Zealand.
3. Demonstrate knowledge of the barriers to cervical screening and strategies for improving participation.
4. Invite participants for cervical screening and participation in the National Cervical Screening Programme.
5. Provide instruction to a cervical screening participant about how to take an HPV self-test.
6. Assess the cervix and obtain a cervical screening specimen.
7. Interpret cervical screening test results, provide information about results, initiate follow-up action, and complete documentation.
8. Evaluate own cervical screening practice.

Need and acceptability

This application aims to replace - over time - five NZQA-approved cervical screening training schemes with a national micro-credential award.

Toitū te Waiora ('TTW') was approached by EIT|Te Pukenga in September 2023 to ascertain whether the WDC would consider re-packaging their existing training scheme into a national micro-credential. Following discussion, TTW agreed to list a national micro-credential (see appendix 1 for email correspondence).

Earlier in 2023, TTW had reviewed unit standard 29556 (Version 3) in response to a request from the NCSP. Changes to the unit standard reflected the NCSP's move over to HPV Primary Screening in 2023. Version 4 of the unit standard was published by NZQA on 25 May 2023. This micro-credential uses unit standard 29556 ('*Conduct cervical screening*' - Version 4) for learner assessment.

TTW consulted with the NCSP in November/December 2023 using Microsoft Teams regarding the national micro-credential award. The proposed micro-credential was published on the TTW website in January 2024 for public consultation. Evidence of support is provided in Appendix 1.

Requirements

General

Providers who wish to seek accreditation from NZQA to award this micro-credential must:

1. Refer to *Competencies for Cervical Screening Education and Training* (Version 3.0 – 20 September 2023), available at: [Competencies-for-Cervical-Screening-Education-and-Training-V3-Sep-23.pdf](https://www.tewhatuora.govt.nz/Competencies-for-Cervical-Screening-Education-and-Training-V3-Sep-23.pdf) ([tewhatuora.govt.nz](https://www.tewhatuora.govt.nz)).
2. Have consent to assess against unit standard 29556 (*Conduct cervical screening* - version 4).

Admission

Entry to cervical screening training is restricted to individuals who meet the following criteria:

The learner must be a registered health practitioner and the professional group to which they belong must have a scope of practice that includes cervical screening. For example, a medical practitioner, nurse practitioner, registered nurse, enrolled nurse, or midwife.

The Learner must:

1. Possess a current New Zealand Annual Practising Certificate.
2. Be supported by a clinical supervisor (training) to complete the micro-credential practical component.
3. Possess current professional / personal indemnity insurance.
4. Have access to an appropriate client base that requires cervical screening to ensure they can maintain their competency.

Credit recognition and transfer, recognition of prior learning

Decisions by training providers on cross-crediting, credit transfer, or recognition of prior learning, should reflect guidance published in the NCSP / Te Whatu Ora publication *‘Competencies for Cervical Screening Education and Training’* (Version 3.0 – 20 September 2023) – namely *Recognition*

Length

The practical component of this micro-credential must be completed within 12 months of the start of training. Training providers must have a process to identify and contact learners who have not completed training within the required 12-month period.

Learners who are not able to complete this micro-credential within the 12-month timeframe must contact their training provider to make a plan to complete the practical component of training as soon as is reasonably practicable.

Learners will not be able to conduct cervical screenings if they do not complete the micro-credential within 12 months nor contact their training provider to agree a plan for completing unit standard 29556.

Structure

Theoretical Component

The learner must complete a minimum of 20 hours of theory in cervical screening which covers competencies 1-10 as outlined in the Outcome statement, above.

The theoretical component involves either a written assessment (for example, of a workbook or assignments based on case studies) and / or an oral assessment using an assessment tool developed by the training provider.

Practical Component

This component involves the learner performing cervical screening supervised by a clinical training supervisor. The objective is to ensure that the learner:

1. Becomes confident in supporting participant decision-making and informed consent for the different cervical screening options and clinical pathways.
2. Becomes confident and skilled in cervical sample-taking for liquid-based cytology testing and supporting people to obtain an HPV vaginal self-swab sample.
3. Becomes confident and skilled at supporting participants with self-testing and their role as a responsible clinician.
4. Can recognise normal from abnormal clinical findings.

5. Recognises the limitations of their knowledge and experience and when to consult with or refer to a colleague, supervisor, medical or nurse practitioner or specialist.

Assessment requirements

1. Complete both theoretical and practical components of a programme of study leading to this micro-credential.
2. Collect at least 10 liquid-based cytology samples under supervision.
3. Facilitate vaginal self-swab HPV testing samples for five participants.
4. Complete a clinical assessment and decision-making training workbook for liquid-based cervical cytology and HPV vaginal self-swab testing.
5. Demonstrate competence in Unit Standard 29556 outcomes within 12 months of undertaking training.

Completion

This micro-credential can be awarded to a learner who has successfully completed all learning outcomes in unit standard 29556 (*'Conduct cervical screening'* – Version 4).

Review process

TTW will undertake regular engagement with NCSP to ensure the micro-credential it is fit for purpose, and will ensure that:

- Micro-credential content, structure and assessment is current, and reflects the needs and key stakeholders in the sector, and learners.
- Micro-credential outcomes for learners, and particularly for Māori and Pasifika learners, are equitable.
- The micro-credential is amended to reflect any significant changes that NCSP /Te Whatu Ora might make to *'Competencies for Cervical Screening Education and Training'* (Version 3.0 – 20 September 2023).
- The micro-credential is reviewed following any formal review of unit standard 29556.