

Form 1

Micro-credential Listing and Approval

Developers' form to apply for listing and approval, or to make changes.

Using this form

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

Apply online

Apply as an 'Other' application type through the NZQA [application portal](#).

In the application name include '**MC listing and approval**' or '**change to MC listing and approval**'.

Upload this form and all supporting documents.

*** For changes**, please include a tracked changed version of the micro-credential and a cover letter explaining the changes.

Te Hono o Te Kahurangi quality assurance

Applicants can request that Te Hono o Te Kahurangi quality assurance is used for aromatawai 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.

Expressions of ngā kaupapa o Te Hono o Te Kahurangi can be used in all facets of this micro-credential application. Applicants may choose to express their own mātāpono in the application as well.

Applied Coordinated Incident Management (Micro-Credential)

Level 4, 7 credits

Micro-credential number (if known/NZQA to complete)

Reporting Code (if known/NZQA to complete)

Toitū te Waiora Workforce Development Council (MOE 6048)

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Listing

Title

Applied Coordinated Incident Management

Level and credits

Level 4

7 Credits

Classification (NZSCED)

080399 Management and Commerce > Business and Management > Business and Management not elsewhere classified

Purpose

The purpose of this micro-credential is to provide the emergency management sector in New Zealand with a recognised training programme that provides operational knowledge and practical application of New Zealand's Coordinated Incident Management System (CIMS).

The Emergency Management sector in Aotearoa New Zealand, responds to incidents of any scale in accordance with the Coordinated Incident Management System (CIMS). This micro-credential is designed to offer an award to people who are required to support or lead in a single or multi-agency response. They may be working within an Incident Management Team or within a CIMS role or function.

Outcome

On successful completion of this micro-credential, learners/ākonga will be able to outline CIMS's structure, functions and operations, establish situational awareness throughout a response, use the CIMS planning process and conduct a handover briefing.

Education pathway

Guidelines Section 3.4

This micro-credential provides entry level knowledge and application and may lead to further

standards-based training within in a CIMS function.

Assessment standards or skill standards

ID	Title	Level	Credit	Version
##	Outline incident response management using New Zealand's Coordinated Incident Management System	3	2	1
##	Determine incident response operations under New Zealand's Coordinated Incident Management System	4	2	1
##	Use New Zealand's Coordinated Incident Management System during incident response	4	3	1

Review period

December 2027

Approval

Learning outcomes

On completion of this micro-credential, learners/ākonga will be able to:

- Outline incident response management using New Zealand's Coordinated Incident Management System.
- Determine incident response operations under New Zealand's Coordinated Incident Management System.
- Apply operational knowledge of New Zealand's Coordinated Incident Management System.

Need and acceptability

This application aims to replace - over time – several NZQA-approved CIMS training schemes with a national micro-credential award.

In January 2025 Toitū te Waiora (TTW) consulted on the need for a CIMS micro-credential as identified by the extractives industry. During consultation, TTW become aware of several CIMS training schemes that require replacement with a micro-credential. TTW contacted providers of these training schemes in March 2025 suggesting these schemes are replaced by one CIMS micro-credential developed by TTW, in consultation with interested parties.

Earlier, during August-October of 2024, TTW consulted with the Civil Defence and Emergency Management sector to update the level 3 and level 4 CIMS unit standards (29553, 29554 and 32158) to skill standards. Current training in CIMS is varied across Aotearoa New Zealand with providers assessing against varying combinations of the level 3 and level 4 standards mentioned above. This micro-credential offers industry a national standard of training in CIMS by credentialing the new level 3 and 4 CIMS skill standards.

Admission

N/A

Credit recognition and transfer, recognition of prior learning

Providers seeking accreditation for delivery of this micro-credential will implement regulations, policies and processes described within an organisational quality management (QMS) system that will assist learners to have their relevant learning recognised and credited.

Provision for awarding credit will need to cover:

1. Cross-crediting (from another assessment standard, skill standard, micro-credential, or programme within the organisation).
2. Recognition of prior learning (credit awarded for informal or uncertificated learning).

Length and Structure

Length

This micro-credential requires a notional total of 70 hours of teaching, learning, and assessment.

Providers are expected to design a micro-credential that includes the delivery mode and a breakdown of teaching and learning hours. This could offer learners self-directed options including: a) background reading and resources relating to CIMS, b) a range of training scenarios, and c) online tests for self-testing competencies. There must be robust systems in place to ensure learners receive and complete the material prior to the start of the taught programme. Self-directed learning

is not appropriate after assessment has occurred.

Structure

This micro-credential includes the following topics:

- CIMS principles and roles.
- CIMS structure and functions.
- Incident Management Team operations.
- Planning transition to recovery phase during response.
- Establishing situational awareness.
- The CIMS planning process.
- Handover briefings.

Assessment methods

Provider assessment must meet the consent and moderation requirements of CMR 0121 and the assessment requirements of the skill standards listed in this micro-credential.

NZQA's Aromatawai and the Principles for assessment should be used in this micro-credential - assessment must be fair, valid, consistent, and appropriate given the stated learning outcomes.

Resubmissions, re-assessments, and appeals should be considered against the provider's QMS.

Please refer to Appendix 1 – Micro-credential Component Descriptor attached to this application for further information.

Pre-assessment moderation

Providers will need to submit skill standard based assessment materials for pre-assessment moderation before they are used, as specified in the current CMR document, and outlined on the Toitū te Waiora website.

Post-assessment moderation

Provider post-assessment moderation of skill standard assessments will use methods outlined on the Toitū te Waiora website. Further information is available at toitutewaioara.nz.

Providers are expected to have policies in place as part of their Quality Management System (QMS) to carry out their own moderation of micro-credential delivery and assessment.

Completion

All skill standards must be completed prior to award of this micro-credential.

Review process

Toitū Te Waiora will engage with the sector to review content and to ensure it remains fit for purpose.

Toitū te Waiora 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 changes in the sector (e.g. new approaches to practice, theory, and practical application).
- Any changes made to the micro-credential add value for the sector, and learners.
- Updates to the micro-credential will reflect any changes made to skill standards ID#, ID# and ID# (note: ID# to be included once skill standards are listed).

Providers are expected to use processes stipulated in their QMS to ensure micro-credential delivery is reviewed on a regular basis. Those processes will measure and monitor the quality of outcomes for learners and stakeholders, particularly for Māori and Pacific learners.

The micro-credential will be formally reviewed by Toitū te Waiora in 2027 and then at two-yearly intervals.

Appendix 1 – Example Component 1 Title: Outline incident response management

Level	3	Credits	2
Mode	Blended (Theoretical) Face-to-face (Practical)	Duration (weeks)	20 hours
Learning outcomes	<p>On successful completion of this component, learners will be able to:</p> <ol style="list-style-type: none"> 1. Outline CIMS's principles and roles in accordance with the New Zealand CIMS framework. 2. Outline CIMS's structure and functions. 3. Contribute to situational awareness during an incident response. 		
Topics	<p>CIMS principles and roles</p> <ul style="list-style-type: none"> • Purpose and principles of CIMS. • Engaging with Iwi/Māori. • CIMS characteristics. <p>CIMS structure and functions</p> <ul style="list-style-type: none"> • Control, command and coordination. • Establishing the incident management structure. • Incident management facilities: assembly area, inner cordon, outer cordon, staging area, safe forward point and coordination centre. • Response levels. • CIMS functions and responsibilities for each function. <p>Establishing situational awareness</p> <ul style="list-style-type: none"> • Relationship between situational awareness and a common operating picture. • Response documents and processes. • Own role in establishing situation awareness. • Situational updates. 		
Methods (optional)	Theoretical aspects may include written or oral assessment. Practical assessment may include case studies, role play or simulation.		
Standard(s) (if applicable)	ID# - Outline incident response management using New Zealand's Coordinated Incident Management System.		

Component 2 Title: Apply CIMS during incident response

Level	4	Credits	5
Mode	Blended (Theoretical) Face-to-face (Practical)	Duration (weeks)	50 hours
Learning outcomes	<p>On successful completion of this component, learners will be able to...</p> <ol style="list-style-type: none"> 1. Explain CIMS structure and functions used to coordinate a response. 2. Outline Incident Management Team operations. 3. Explain the importance of planning the transition to recovery phase during a response. 4. Establish situational awareness throughout a response. 5. Use the CIMS planning process. 6. Conduct a handover briefing. 		
Topics	<ul style="list-style-type: none"> • Command, control and coordination. • The CIMS functions and responsibilities. • The incident management structure. • Governance. • Role and responsibilities: controllers, response managers and function managers. • Recovery in response and transition to recovery. • Establishing situational awareness. • Integrated information management, communications and the common operating picture. • Situational awareness reporting. • The planning process. • Action planning as an incident management team. • Handover briefings. 		
Methods (optional)	<p>Theoretical aspects may include written and or oral assessment. Practical assessment must occur during a real or simulated response. It is recommended that assessment takes place in a multi-agency environment.</p>		
Standard(s) (if applicable)	<p>ID# - Determine incident response operations under New Zealand's Coordinated Incident Management System</p> <p>ID#- Use New Zealand's Coordinated Incident Management System during incident response.</p>		

DRAFT