

Develop, implement, and evaluate work team plans

Level 4

Credits 6

Purpose People credited with this unit standard are able to: identify and clarify objectives for a specific work team; develop action plan(s) for the specific work team based on the objectives; and implement and evaluate work team action plan(s).

Subfield Business Operations and Development

Domain People Development and Coordination

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation and visit by NZQA and industry.

Standard setting body (SSB) NZQA Business and Management

Accreditation and Moderation Action Plan (AMAP) reference 0113

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 This unit standard is for people who manage or supervise work teams.
- 2 Glossary
Team, in the context of this unit standard, comprises two or more members of the workplace who undertake together a defined range of activity with clear objectives and outcomes. A team may be stand-alone or one team in a multi-team operation.
Action plan(s) refer(s) to any plan for a team (including a project plan) operating for a defined period of time.
- 3 This unit standard may lead onto Unit 7452, *Plan, organise, and allocate work to achieve objectives*.

- 4 This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace.
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Elements and performance criteria

Element 1

Identify and clarify objectives for a specific work team.

Performance criteria

- 1.1 Team objectives, and how they relate to the strategic and/or business plan, are identified and clarified with the work team.
- 1.2 Objectives are developed in conjunction with the work team.

Element 2

Develop action plan(s) for the specific work team based on the objectives.

Performance criteria

- 2.1 Plan(s) are developed and documented to show tasks, responsibilities, timeframes, performance measures, risks and contingencies, and resource needs.
- 2.2 Plan(s) are developed in conjunction with the work team.

Element 3

Implement and evaluate work team action plan(s).

Performance criteria

- 3.1 Performance goals and objectives of work team members are clarified in relation to the action plan and available resources.
- 3.2 Implementation includes ongoing evaluation of outcomes against the objectives, and adaptation of plans as appropriate in line with changing circumstances.
- 3.3 Final evaluation on plan completion identifies issues for future consideration.
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Please note

Providers must be accredited by the Qualifications Authority, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.