

Identify key workplace organisational principles

Level 4

Credits 4

Purpose People credited with this unit are able to: explain the relationship between organisational design and achievement of organisational goals; describe alternative organisational structures; describe management levels within organisations; and explain the impact of environmental factors on the management of organisations.

Subfield Business Operations and Development

Domain Systems and Resources Management

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 seek to manage or supervise work teams.
- 2 This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace, or in simulated situations that demand performance equivalent to that required in work.
- 3 **Definition**
Workplace refers to a permanent or semi-permanent site where work is undertaken. It may also refer to a specific project undertaken in a workplace.

Elements and performance criteria

Element 1

Explain the relationship between organisational design and achievement of organisational goals.

Performance criteria

- 1.1 Organisational design is defined, and explained in terms of its key elements.
- Range may include but is not limited to – structure, people, tasks, decision and reward systems, informal organisation and culture.
- 1.2 Explanation includes establishing the purpose of organisational design.
- 1.3 Explanation includes identifying how organisational design can be used to achieve organisational goals.

Element 2

Describe alternative organisational structures.

Performance criteria

- 2.1 Organisational structures are identified and described in terms of their key features.
- Range evidence of two different structures is required.
- 2.2 Description includes identifying advantages and disadvantages of the selected structures.
- 2.3 Description includes charting the organisational structure of a specified workplace, and explaining its key features, advantages, and disadvantages.

Element 3

Describe management levels within organisations.

Performance criteria

- 3.1 Description includes the general classification of management levels within workplaces.
- 3.2 Description identifies current management level trends, and explains their implications for organisations.
- 3.3 Description identifies management levels, skills, roles, and responsibilities for line and staff activities in a specified workplace.

Element 4

Explain the impact of environmental factors on the management of organisations.

Performance criteria

- 4.1 Explanation includes how external environmental factors can impact on management.
- Range includes but is not limited to – economic climate, government policy, social and ethical considerations, competition.
- 4.2 Explanation includes how internal environmental factors can impact on management.
- Range organisational culture, organisational change, technological change, innovation, nature of business activities.
- 4.3 Explanation determines the relationship between organisational design and environmental change.
- 4.4 Explanation identifies, and analyses the impact of, environmental factors on a specified workplace.
- Range at least two of each – external factors, internal factors.

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.