

<b>Title</b>	<b>Describe employment agreements</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to describe employment agreements.
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<b>Classification</b>	Core Generic > Work and Study Skills
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Recommended skills and knowledge: Unit 1978, *Demonstrate knowledge of basic employment rights and responsibilities, and sources of information and/or assistance*, or demonstrate equivalent knowledge and skills.
- 2 The following legislation and any subsequent amendments provide reference, where needed, for this unit standard:
  - Employment Relations Act 2000 (ERA)
  - Human Rights Act 1993
  - Health and Safety at Work Act 2015
  - Parental Leave and Employment Protection Act 1987
  - Minimum Wage Act 1983
  - Wages Protection Act 1983
  - Holidays Act 2003
  - Equal Pay Act 1972.

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### Outcomes and performance criteria

#### Outcome 1

Describe employment agreements.

#### Performance criteria

- 1.1 Employment agreements are described by type, and when and how they come into effect and may end.

Range        collective, individual; fixed-term; casual.

1.2 Employment agreements are described in terms of their minimum statutory provisions.

Range good faith; duty of care; health and safety obligations; minimum wages; public holidays; special, parental, and annual leave provisions; personal grievance and dispute resolution; form and content of collective agreements (s54 of ERA); terms and conditions of employment where no collective agreement applies (s65 of ERA).

1.3 Employment agreements are described in terms of matters for possible inclusion.

Range matters may include but are not limited to – wages, hours of work and breaks, leave and holidays, termination procedures, job description, general standards of performance and conduct, method of variation, deduction provisions (including union fees); evidence of four is required.

<b>Planned review date</b>	31 December 2027
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 November 1994	31 December 2015
Review	2	31 October 1996	31 December 2015
Revision	3	27 March 1998	31 December 2015
Review	4	28 November 2000	31 December 2015
Revision	5	9 May 2002	31 December 2015
Revision	6	12 September 2002	31 December 2015
Rollover and Revision	7	20 April 2006	31 December 2015
Review	8	16 July 2010	31 December 2017
Review	9	18 June 2015	31 December 2019
Review	10	25 January 2018	N/A
Review	11	2 March 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

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