

## Analyse work content and identify work team needs

**Level** 4

**Credits** 5

**Purpose** People credited with this unit standard are able to: analyse work content and identify competencies to meet work demands; use job analysis information to define workplace requirements for work demands; and produce criteria for selection to the work team.

**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>.

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### Special notes

- 1 This unit standard is for people who manage or seek to manage or supervise work teams.
- 2 Legislation relevant to this unit standard includes but is not limited to: Employment Relations Act 2000.

- 3 **Glossary**  
*Team*, in the context of this unit standard, comprises two or more members of the workplace who work together in a defined activity with clear objectives and outcomes. A team may be stand-alone or one team in a multi-team operation. *Selection* may be internal or external to the organisation. For example, the selection may be to extend a project team from existing staff, or to appoint a new person to a position.  
*Organisational requirements* are those that are formally documented, and are available for reference in the workplace.
- 4 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.

## Elements and performance criteria

### Element 1

Analyse work content and identify competencies to meet work demands.

#### Performance criteria

- 1.1 Performance goals and objectives of the work team are clarified in relation to overall organisational strategic and/or business plan.
- 1.2 Consideration is shown for the circumstances, needs, and sensitivities of individuals in the work team.
- Range examples may include but are not limited to – gender, ethnicity, culture, religion, ability and disability, socio-economic background, family arrangement;  
evidence of at least three requirements is required.
- 1.3 Competencies of existing staff are evaluated against required competencies, and gaps in capability to achieve the goals and/or objectives are identified.
- 1.4 Job analysis tools are evaluated and selected to collect information.
- Range tools may include but are not limited to – direct observation, structured interview, questionnaire, soliciting information from people with previous experience in performing or supervising the job, participant's diary/log;  
evidence of at least three tools is required.
- 1.5 Job analysis information is produced for specific activities performed.
- Range activities may include but are not limited to – critical physical and mental tasks; work methods and equipment used; technological skills used; physical, environmental, and psychological work conditions;  
evidence of at least three activities is required.

1.6 Competencies required to achieve the goals and/or objectives of the work team are identified.

Range competency requirements may include but are not limited to – technology, literacy, numeracy, leadership, problem solving; evidence of at least three competency requirements is required.

## Element 2

Use job analysis information to define requirements for work demands.

### Performance criteria

2.1 Group and/or individual performance measures are documented for workplace activities, in accordance with organisational requirements.

2.2 Roles and responsibilities are allocated to individuals in the work team, according to work demands.

2.3 Person specification is defined in terms of skills, knowledge, abilities, and attributes required to fill the identified gap(s) in the work team.

## Element 3

Produce criteria for selection of staff members to the work team.

### Performance criteria

3.1 Criteria meet legal and organisational requirements.

3.2 Criteria target competencies required by the work team.

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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.

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### **Comments on this unit standard**

Please contact the 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.