

Title	Lead a group/team to achieve an objective(s)		
Level	4	Credits	5

Purpose	<p>People credited with this unit standard are able to: plan group/team activities, set goals and negotiate group/team process, and facilitate group/team process, to achieve an objective(s); and evaluate performance.</p> <p>This unit standard is for people who lead groups/teams regularly, perhaps on a daily basis. Such groups/teams may include but are not limited to work groups/teams.</p>
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Classification	Communication Skills > Interpersonal Communications
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Available grade	Achieved
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Explanatory notes

- 1 All activities must comply with any policies, procedures, and requirements of the organisation(s) involved; the ethical codes of relevant professional bodies; and any relevant legislative and/or regulatory requirements.
- 2 This unit standard must be assessed against on the basis of evidence of demonstrated and repeatable performance in a *real situation*, which may include but is not limited to the candidate's workplace. This may include off-job simulated situations that demand performance equivalent to that required in the *real situation*. A *real situation* is a natural part of the candidate's life and has not been artificially created for assessment purposes.
- 3 This unit standard is particularly suited to being assessed against in conjunction with another unit standard(s).
- 4 This unit standard is about leading a group/team to achieve its objective(s), generally agreed to be achievable. Award of credit requires the group/team objective(s) to be achieved.
- 5 This unit standard is one of a sequence about working as part of a group/team:
 - Unit 3503, *Participate in a team or group to complete routine tasks*, level 1
 - Unit 9677, *Participate in a group/team which has an objective(s)*, level 2
 - Unit 9681, *Contribute within a group/team which has an objective(s)*, level 3
 - Unit 11101, *Collaborate within a group/team which has an objective(s)*, level 4
 - Unit 21335, *Lead a group/team to achieve an objective(s)*, level 4
 - Unit 21336, *Lead a group/team to achieve an objective(s) with some complexity*, level 5.

6 Definition

Meeting in this unit standard refers to any occasion when the group/team assembles to work toward its objective(s), and does not necessarily need to follow formal meeting procedures.

Outcomes and evidence requirements

Outcome 1

Plan group/team activities to achieve an objective(s).

Evidence requirements

- 1.1 Defined group/team outcomes are clear, concise, and documented in agreed formats.
- 1.2 Meeting agenda and/or other supporting information for the group/team meeting are complete and accurate, and include the group/team's objective(s), venue, date, time, and other members.

Range supporting information – any documented information that would enhance understanding by providing background information and/or setting out options and criteria for consideration.

Outcome 2

Set goals and negotiate group/team process to achieve an objective(s).

Evidence requirements

- 2.1 Terms of reference are agreed with group/team members and the organisation.
- 2.2 Group/team agrees on ground-rules for group/team members' behaviour.
- 2.3 Group/team's terms of reference include an achievable group/team objective(s), that is specific, measurable, and time-based.

Outcome 3

Facilitate group/team process to achieve an objective(s).

Evidence requirements

- 3.1 Group/team progress towards objective(s) is monitored and reviewed in consultation with group/team members to ensure that decisions are made and objective(s) is met.
- 3.2 Strategies to achieve the group/team objective(s) are discussed and agreed.
- 3.3 Group/team meetings are planned, focused on objective(s), summarised and recorded, and decisions are reported in accordance with the requirements of the organisation.

Outcome 4

Evaluate performance.

Evidence requirements

- 4.1 Group/team outcomes are evaluated by group/team in terms of achievement of an objective(s).
- 4.2 Own performance is evaluated in terms of group/team progress towards achievement of an objective(s), and in terms of group/team ground-rules.
- 4.3 Reflective self-evaluation of performance shows understanding of practices and/or ideas which could be transferred to other groups/teams.

Replacement information	This unit standard replaced unit standard 17497. This unit standard and unit standard 21336 replaced unit standard 9674, unit standard 9675, and unit standard 9676.
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Planned review date	31 December 2013
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 December 2006	N/A
Rollover	2	17 November 2011	N/A

Consent and Moderation Requirements (CMR) reference	0023
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR 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 NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.