

Demonstrate knowledge of performance management planning

Level 4

Credits 3

Purpose People credited with this standard are able to demonstrate knowledge of the role of performance management in an organisation; and develop a performance management plan.

Subfield Business Operations and Development

Domain People Development and Coordination

Status Registered

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Entry information Open.

Replacement information This unit standard and unit standard 23397 replaced unit standard 16616.

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 Legislation relevant to this unit standard includes but is not limited to:
Human Rights Act 1993
Privacy Act 1993
Employment Relations Act 2000.

- 3 **Glossary**
Organisation refers to a specific business entity which may be – profit or non-profit; in private, public, or voluntary sectors; a business unit, iwi, or other special purpose body.
- 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.
- 5 The individual referred to in element 1 is preferably a member of a work team managed by the candidate, or another individual, but may be the candidate him/her self.

Elements and performance criteria

Element 1

Demonstrate knowledge of the role of performance management in an organisation.

Performance criteria

- 1.1 An individual's position within the organisational structure is identified.
- 1.2 A business plan is described in relation to the organisation's purpose.
- 1.3 The role of the individual, the business plan, and the organisation's purpose are explained in terms of their relationships.
- 1.4 Essential components for the individual's performance management plan are identified, and their purpose is described.

Range includes but is not limited to – training and development needs, review times, objective setting, coaching, timeframes, recording and reporting requirements, link to other performance management initiatives.

Element 2

Develop a performance management plan.

Performance criteria

- 2.1 The performance management plan is consistent with the business plan.
- 2.2 The performance management plan includes outcomes, and is agreed between the parties involved.

Range outcomes must be specific, measurable, achievable, realistic, time bound.

- 2.3 A performance monitoring process is established and/or confirmed to suit the performance management plan.
- Range timeframe, reporting and review processes.
- 2.4 Procedures for managing any unsatisfactory performance of staff comply with organisational requirements.

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.