

<b>Title</b>	<b>Demonstrate knowledge of the provisions and purpose of individual employment agreements</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to demonstrate knowledge of the provisions and purpose of individual employment agreements.
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<b>Classification</b>	Business Operations and Development > Workplace Relations
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<b>Available grade</b>	Achieved
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### Guidance Information

- Unit standards in the *Workplace Relations* domain are about influences on employment and workplace expectations and practices, arising from the legal framework of employment.
- The assessment context for this unit standard must be suitable to meet the criteria for Level 4 in the NZQF Level Descriptors, which are available by searching for “levels descriptors” at <http://www.nzqa.govt.nz/>.
- Legislation relevant to this unit standard includes the Employment Relations Act 2000 (ERA).
- Reference material including contact information is available from Employment New Zealand, at <http://employment.govt.nz>.
- This unit standard:
  - covers collective employment agreements generally, and does not focus on any actual agreement(s)
  - does not cover negotiation of employment agreements.
- Definition  
*Bargaining* is defined in ERA, Part 2, Section 5, Interpretation.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of the provisions and purpose of individual employment agreements.

**Performance criteria**

- 1.1 Collective and individual employment agreements are differentiated in accordance with ERA in terms of their provisions and purpose.
- 1.2 Types of individual employment agreements are described in accordance with the ERA.
- Range full-time permanent, fixed-term, part-time, casual.
- 1.3 The requirements of the ERA in relation to individual bargaining are identified.
- Range bargaining – where collective coverage exists, where it does not.
- 1.4 Obligations on both parties relating to bargaining for individual employment agreements are described in accordance with the ERA.
- 1.5 Required content of individual employment agreements is identified and explained in terms of its purpose, in accordance with the ERA.
- 1.6 Potential additional content is identified and explained in terms of its purpose, in accordance with the ERA.
- Range additional content may include but is not limited to – notice periods, deductions from pay, leave entitlements, additional payments, confidentiality; evidence is required for six.

<b>Replacement information</b>	This unit standard and unit standard 27531 replaced unit standard 19798.
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<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	17 November 2011	N/A
Rollover and Revision	2	15 October 2015	N/A
Review	3	28 January 2021	N/A
Rollover and Revision	4	28 August 2025	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0112
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Comments on this unit standard

Please contact Ringa Hora Services Workforce Development Council  
[qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.