

Title	Demonstrate knowledge of the provisions and purpose of individual employment agreements		
Level	4	Credits	3

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

- 1 Unit standards in the *Workplace Relations* domain are about influences on employment and workplace expectations and practices, arising from the legal framework of employment.
- 2 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/>.
- 3 Legislation relevant to this unit standard includes the Employment Relations Act 2000 (ERA).
- 4 Reference material including contact information is available from the Employment Relations Service, Department of Labour, at <http://employment.govt.nz/er/starting/unions/code.asp>.
- 5 This unit standard:
 - covers collective employment agreements generally, and does not focus on any actual agreement(s)
 - does not cover negotiation of employment agreements.
- 6 Definition
Bargaining is defined in ERA, Part 2, Section 5, Interpretation.

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 ERA.
Range full-time permanent, fixed-term, part-time, casual.
- 1.3 The requirements of 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 ERA.
- 1.5 Required content of individual employment agreements is identified and explained in terms of its purpose, in accordance with ERA.
- 1.6 Potential additional content is identified and explained in terms of its purpose, in accordance with 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.

Replacement information	This unit standard and unit standard 27531 replaced unit standard 19798.
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Planned review date	31 December XXXX
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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
Republished	2	11 March 2016	N/A
Review			

Consent and Moderation Requirements (CMR) reference	0113
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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.