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| Title | **Participate in a meeting** | | |
| Level | **2** | **Credits** | **3** |

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| Purpose | People credited with this unit standard are able to participate in an informal meeting. |

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| Classification | Communication Skills > Interpersonal Communications |

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| Available grade | Achieved |

**Guidance Information**

1 A meeting may be informal or formal, involves two or more people (excluding the assessor), and must have a purpose. It must not be scripted.

2 For participants from the deaf community, New Zealand Sign Language (NZSL) may be used between signing individuals and a signing group in order to demonstrate the requirements for this unit standard. A sign language interpreter must not be used in a group where all participants are using NZSL.

For mixed groups of hearing and deaf participants, an interpreter may be used to interpret spoken and signed language only when NZSL users are interacting with hearing participants.

3 Each candidate’s role in the meeting must be significant enough to provide sufficient evidence for the assessment of individual performance.

4 A verifier’s checklist is required, accompanied by evidence that includes examples from the candidate’s performance.

5 Evidence for this standard may be from a face-to-face or digital activity where the participants are meeting together.

6 All activities relevant to this standard will respect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).

7 All activities will, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

**Outcomes and performance criteria**

**Outcome 1**

Participate in a meeting.

**Performance criteria**

1.1 The objective and requirements/expectations of the meeting are identified.

1.2 Own role and the role of others are identified.

1.3 Own required/expected behaviours for the meeting are identified.

1.4 Contributions and responses relevant to the meeting are made, and fit the objective, context and the subject matter.

Range explanation of own views, comment on someone else's views.

1.5 Verbal and non-verbal communication fit the situation and subject matter.

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| Planned review date | 31 December 2026 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 24 March 1998 | 31 December 2014 |
| Revision | 2 | 11 February 2004 | 31 December 2014 |
| Review | 3 | 17 April 2009 | 31 December 2016 |
| Rollover and Revision | 4 | 24 October 2014 | 31 December 2020 |
| Review | 5 | 16 February 2017 | N/A |
| Review | 6 | XXXX 2021 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0113 |

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact 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.