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| Title | **Write minutes for a formal meeting** |
| Level | **3** | **Credits** | **3** |

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| Purpose | People credited with this unit standard are able to write minutes for a formal meeting. |

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| Classification | Communication Skills > Writing |

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| Available grade | Achieved |

**Guidance Information**

1 Definition

 *Organisational requirements* refers to the standards, policies, and procedures that apply within a specific organisation or workplace.

2 The candidate must be present at the meeting and take notes in real time.

3 Candidates must be given the opportunity to edit and proof read their work before it is assessed.

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

5 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**

Write minutes for a formal meeting.

**Performance criteria**

1.1 The minutes are a complete and accurate account of the meeting.

Range purpose, day, date, time of commencement and closure of meeting, place of meeting, apologies, those attending and in attendance, matters covered, business transacted, decisions made, actions required, any other business.

1.2 Reports and documents presented at the meeting are referenced accurately.

1.3 Content, vocabulary, and tone fit the situation, the role of the minutes, and the intended audience.

1.4 Meeting minutes conform to organisational requirements.

1.5 Punctuation, spelling, and grammatical errors do not compromise the accuracy of the minutes, and conform to organisational requirements.

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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**Status information and last date for assessment for superseded versions**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 | 18 May 1995 | 31 December 2014 |
| Review | 2 | 24 March 1998 | 31 December 2014 |
| Rollover and Revision | 3 | 25 July 2006 | 31 December 2014 |
| Review | 4 | 17 April 2009 | 31 December 2016 |
| Review | 5 | 24 October 2014 | 31 December 2020 |
| Review | 6 | 16 February 2017 | N/A |
| Review | 7 | 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 if you wish to suggest changes to the content of this unit standard.

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