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| Title | **Describe basic employment rights and responsibilities, and sources of information and/or assistance** | | |
| Level | **1** | **Credits** | **3** |

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| Purpose | People credited with this unit standard are able to describe basic employment rights and responsibilities, and sources of information and/or assistance. |

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

**Guidance Information**

1 While credit for this unit standard indicates basic knowledge in this area, there are other unit standards that indicate more advanced knowledge and skills, namely:  
Unit 1979, *Describe employment agreements*  
Unit 1980, *Describe, from an employee perspective, ways of dealing with employment relationship problems*.

2 The following legislation and any subsequent amendments provide reference, where needed, for this unit standard:  
Employment Relations Act 2000   
Human Rights Act 1993  
Health and Safety at Work Act 2015  
Parental Leave and Employment Protection Act 1987  
Minimum Wage Act 1983  
Holidays Act 2003  
Equal Pay Act 1972.

**Outcomes and performance criteria**

**Outcome 1**

Describe basic employment rights and responsibilities, and sources of information and/or assistance.

**Performance criteria**

1.1 The difference between collective and individual employment agreements is explained in terms of the relationship between the parties.

1.2 Topics that must be present in an employment agreement are identified in accordance with the Employment Relations Act.

Range collective or individual;

evidence of at least five topics.

1.3 Examples of rights and responsibilities of employers and employees are described in accordance with the Employment Relations Act.

Range any two of – fair treatment, good faith, health and safety, representation;

evidence is required for one right and one responsibility for each example, for each party.

1.4 Sources of information and/or assistance in relation to employment agreement negotiation and employment relations problems are described in terms of services provided and any cost.

Range evidence of at least three different sources of information and/or assistance.

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| Planned review date | 31 December 2027 |

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

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 22 November 1994 | 31 December 2014 |
| Review | 2 | 31 October 1996 | 31 December 2014 |
| Revision | 3 | 27 March 1998 | 31 December 2014 |
| Review | 4 | 28 November 2000 | 31 December 2014 |
| Rollover and Revision | 5 | 20 April 2006 | 31 December 2014 |
| Review | 6 | 16 July 2010 | 31 December 2015 |
| Review | 7 | 17 July 2014 | 31 December 2019 |
| Rollover and Revision | 8 | 18 June 2015 | 31 December 2019 |
| Review | 9 | 25 January 2018 | N/A |
| Review | 10 |  | 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.