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| Title | **Describe employment agreements** |
| Level | **2** | **Credits** | **3** |

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| Purpose | People credited with this unit standard are able to describe employment agreements. |

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

**Guidance Information**

1 Recommended skills and knowledge: Unit 1978, *Describe basic employment rights and responsibilities, and sources of information and/or assistance*, or demonstrate equivalent knowledge and skills.

2 The following legislation and any subsequent amendments provide reference, where needed, for this unit standard:

Employment Relations Act 2000 (ERA)

Human Rights Act 1993

Health and Safety at Work Act 2015

Parental Leave and Employment Protection Act 1987

Minimum Wage Act 1983

Wages Protection Act 1983

Holidays Act 2003

Equal Pay Act 1972.

**Outcomes and performance criteria**

**Outcome 1**

Describe employment agreements.

**Performance criteria**

1.1 Employment agreements are described by type, and when and how they come into effect and may end.

Range collective, individual; fixed-term; casual.

1.2 Employment agreements are described in terms of their minimum statutory provisions.

Range good faith; duty of care; health and safety obligations; minimum wages; public holidays; special, parental, and annual leave provisions; personal grievance and dispute resolution; form and content of collective agreements (s54 of ERA); terms and conditions of employment where no collective agreement applies (s65 of ERA).

1.3 Employment agreements are described in terms of matters for possible inclusion.

Range matters may include but are not limited to – wages, hours of work and breaks, leave and holidays, termination procedures, job description, general standards of performance and conduct, method of variation, deduction provisions (including union fees);

 evidence of four is required.

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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**Status information and last date for assessment for superseded versions**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 2015 |
| Review | 2 | 31 October 1996 | 31 December 2015 |
| Revision | 3 | 27 March 1998 | 31 December 2015 |
| Review | 4 | 28 November 2000 | 31 December 2015 |
| Revision | 5 | 9 May 2002 | 31 December 2015 |
| Revision | 6 | 12 September 2002 | 31 December 2015 |
| Rollover and Revision | 7 | 20 April 2006 | 31 December 2015 |
| Review | 8 | 16 July 2010 | 31 December 2017 |
| Review | 9 | 18 June 2015 | 31 December 2019 |
| Review | 10 | 25 January 2018 | N/A |
| Review | 11 |  | 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.