

<b>Title</b>	<b>Participate in a meeting</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to participate in a meeting.
----------------	---

<b>Classification</b>	Communication Skills > Interpersonal Communications
-----------------------	---

<b>Available grade</b>	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 must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 7 All activities must, 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 and/or expectations of the meeting are identified.
- 1.2 Own role and the role of others are identified.
- 1.3 Own required and/or 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 are used that fit the situation and subject matter.

<b>Planned review date</b>	31 December 2027
----------------------------	------------------

**Status information and last date for assessment for superseded versions**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	24 March 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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.