

Title	Demonstrate knowledge of basic employment rights and responsibilities, and sources of information and/or assistance		
Level	1	Credits	3

Purpose	People credited with this unit standard are able to demonstrate knowledge of 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
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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

Demonstrate knowledge of 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.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions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	2 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	0113
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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.