

41115 Apply relevant core principles of legal procedures to employment-related matters

Kaupae Level	5
Whiwhinga Credit	15
Whāinga Purpose	<p>This skill standard is intended for people to apply relevant core principles and procedures of civil litigation to employment-related legal matters.</p> <p>People credited with this standard are able to: prepare and evaluate procedural documents, apply rules of service and jurisdiction, and apply interlocutory processes relevant to employment disputes.</p> <p>This skill standard was developed primarily for assessment within programmes leading to the New Zealand Certificate in Employment Advocacy (Level 5) [Ref: 5675].</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Prepare and evaluate procedural documents relevant to employment-related legal matters.	a. Identify key documents required for employment-related civil litigation claims.
	b. Prepare procedural documents to support a client's case.
	c. Evaluate procedural documents against requirements.
2. Apply rules of service and jurisdiction relevant to employment-related legal matters.	a. Identify key stages, rules of service, jurisdiction, and limitation periods relevant to a client's case.
	b. Apply rules of service within the identified jurisdiction and limitation periods.
3. Apply interlocutory processes relevant to employment-related legal matters.	a. Identify interlocutory processes.
	b. Apply appropriate interlocutory process(es) within required timeframes.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Assessment evidence must be drawn from scenario-based or real case studies involving civil employment-related disputes and may include mock procedural exercises.

Assessment evidence must reflect correct application of relevant legislation and regulations and be consistent with The Employment Law Institute of NZ Inc's Code of Conduct.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

Stages and documentation in civil procedure for employment claims

- Civil litigation workflow knowledge.
- Employment-related court and tribunal processes.
- Legislation related to employment processes.
- Personal grievance.
- Disciplinary and performance processes.

Rules of service, jurisdiction, and limitation periods

- Understanding of service rules, jurisdiction, and limitation periods.
- Time management and compliance with legal deadlines.
- Legal research.

Drafting and evaluating procedural documents

- Drafting procedural documents (statements of problem/claim and statements of reply/defence).
- Evaluating procedural documents.
- Personal grievances.
- Legal writing conventions.

Interlocutory processes and timelines in employment disputes

- Interlocutory processes and their application requirements.

Rauemi | Resources

- Case studies.
- Community Law – Legal Process.
- Employment Court Regulations 2000 – <https://www.legislation.govt.nz/regulation/public/2000/0250/latest/whole.html>.
- Employment Court of NZ – <https://employmentcourt.govt.nz/>.
- The Employment Law Institute of NZ Inc.'s Code of Conduct - [ELINZ-Code-of-Conduct.pdf](#)
- Employment NZ – Legislation - <https://www.employment.govt.nz/employment-new-zealand/employment-legislation>.
- Employment Relations Act 2000 – <https://www.legislation.govt.nz/act/public/2000/0024/latest/DLM58317.html>.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Services Industry Skills Board
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Business >Business Operations and Development > Workplace Relations
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0112

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	26 March 2026	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2030		

Please contact Services Industry Skills Board qualifications@servicesisb.nz if you wish to suggest changes to the content of this unit standard.