

FIELD BUSINESS**Review of *Human Resource Management* unit standards 11528-11550, 11665**

Subfield	Domain	Id
Management	Human Resource Management	11528-11550, 11665

NZQA National Qualifications Services (NQS) has completed the review of the unit standards listed above.

Date new versions published

June 2009

Planned review date

December 2013

Summary of review and consultation process

NQS decided that a review of domain Human Resource Management was warranted due to:

- mixed usage of the unit standards, with some of the standards showing very little use.
- the unit standards not having been reviewed since registration in 1997.
- the need to ensure the unit standards are consistent with the requirements of the current business environment.
- feedback from the NQS Business and Management Advisory Steering Group (ASG), and from the Business New Zealand Training Managers Network, that a review of the unit standards in subfield Management should be a priority.
- feedback received from stakeholders recommending changes.

The review panel and consultation network included representation from all key stakeholders, including the Human Resource Institute of New Zealand (HRINZ), a range of tertiary providers, industry training organisations, business networks, relevant government agencies, MQS Māori Business and Management Whakaruruhau, and the NQS Business consultation network. The review panel met during 2007-8 and unit standard review drafts were circulated widely for consultation. All feedback received was considered by the review panel and has informed the new versions. Industry Training Organisations whose qualifications were affected by the review of the unit standards were notified of review outcomes.

This review was one of several to take account of the structural review of field Business. As a result of considerable work and sector consultation by the Business and Management ASG since 2004, subfield Management was designated lapsing, and two new subfields Business Environment and Business Operations and Development were registered in August 2006.

Main changes resulting from the review

- Unit standards 11535, 11539, 11543 and 115544, 11546 and 11547, and 11665 were each replaced by two unit standards, focusing on introducing systems into an organisation and on evaluating and maintaining existing systems within an organisation.
- A companion 'demonstrate knowledge of' unit standard was developed to support each of the five pairs of new unit standards by including the underpinning knowledge required.

- A new unit standard was developed for people new to human resource management in New Zealand: Unit 25695, *Describe human resource management in organisations in New Zealand*.
- 17 unit standards were designated expiring: 11528-11534, 11536-11538, 11540-11542, 11545, and 11548-11550, due to low usage and/or low relevance to the current environment.
- The unit standards were brought up to date with modern theories and practice for human resource management, and were reclassified into domain Human Resource Management in subfield Business Operations and Development.

Unit standards categorised as category C or D expire at the end of December 2011.

Impact on existing provider accreditations

Current Accreditation for			Accreditation extended to		
Nature of accreditation	Classification or Id	Level	Nature of accreditation	Classification or Id	Level
Field	Business	5	Domain	Business Operations and Development > Human Resource Management	6
Subfield	Management	Any	Domain	Business Operations and Development > Human Resource Management	Same
		5	Domain	Business Operations and Development > Human Resource Management	6
Domain	Management > Human Resource Management	Any	Domain	Business Operations and Development > Human Resource Management	Same
		5	Domain	Business Operations and Development > Human Resource Management	6
Standard	11539	6	Standards	25683 and 25684	6

Impact on Accreditation and Moderation Action Plan (AMAP)

None.

Impact on existing qualifications

Qualifications that contain the reviewed standards or classifications are tabled below.

Affected	The qualification lists a reviewed classification (domain or subfield) in an elective set The qualification lists a standard that has changes to level or credits The qualification lists a C or D category standard
Not materially affected	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

The following NZQA National Qualifications Services (NQS) qualifications are affected by the outcome of this review and will be revised or reviewed in 2010.

Qualification title	Classification in the qualification
National Diploma in Marketing with strands in General Marketing, Direct Marketing, International Marketing, Marketing Research, Sales Organisation and Management, Advertising, and Public Relations [Ref: 0424]	Human Resource Management
National Certificate in Business (Level 4) (Introductory) or (Intermediate) [Ref: 0782]	Human Resource Management
National Diploma in Business (Level 5) [Ref: 0783]	Human Resource Management
National Diploma in Business (Level 6) [Ref: 0784]	Human Resource Management

The following qualifications are also affected by the outcome of this review. The standard setting bodies (SSBs) have been advised that they require revision.

Qualification title	Classification or standard in the qualification	SSB Name
National Certificate in Casino Surveillance (Level 5) [Ref: 0407]	11532, 11541, 11546, 11550	Aviation, Tourism and Travel Training Organisation
National Diploma in Tourism (Management) (Level 5) [Ref: 0473]	Human Resource Management	
National Diploma in Contact Centre Management (Level 5) [Ref: 0974]	Human Resource Management	ElectroTechnology Industry Training Organisation
National Certificate in Fire and Rescue Services (Urban Fire and Rescue Operations) (Level 4) [Ref: 0613]	Human Resource Management	Fire and Rescue Services Industry Training Organisation
National Diploma in Fire and Rescue Services (Urban Fire and Rescue Operations) (Level 5) [Ref: 1134]	Human Resource Management	
National Diploma in Professional Practice in Design and Construction Consultancy [Ref: 0586]	11665	Infratrain
National Diploma in Career Practice (Level 6) with optional strands in Counselling, Education, Management, and Research and Development [Ref: 0429]	Human Resource Management	Learning State - Career Industry Advisory Group
National Certificate in Hot Dip Galvanizing (Supervision) (Level 4) [Ref: 1176]	11547	NZ Extractive Industries Training Organisation
National Diploma in Cranes (Management) (Level 6) [Ref: 1164]	11539, 11546	Opportunity - The Training Organisation

Review Categories and changes to classification, title, level, and credits

All changes are in **bold**.

Key to review category

- A** Dates changed, but no other changes are made - the new version of the standard carries the same Id and a new version number
- B** Changes made, but the overall outcome remains the same - the new version of the standard carries the same Id and a new version number
- C** Major changes that necessitate the registration of a replacement standard with a new Id
- D** Standard will expire and not be replaced

Subfield Management
Business Operations and Development
 Domain Human Resource Management

Id	Title	Level	Credit	Review Category
11528	Develop human resources management strategies and policies	7	15	D
11529	Contribute to improving organisational culture and climate	7	12	D
11530	Contribute to improving organisational structures, systems, and work processes	7	12	D
11531	Manage the human resources function, services, and information systems	7	15	D
11532	Enable non-specialists to undertake human resources management activities	5	10	D
11533	Behave professionally and ethically in all aspects of human resources management	5	10	D
11534	Manage human resourcing strategies and plans	7	15	D
11535	Manage recruitment, selection, and appointment plans and processes	5	12	C
25680	Introduce a staff recruitment and appointment system into an organisation	5	8	
25681	Evaluate and maintain a staff recruitment and appointment system in an organisation	5	6	
11536	Manage plans and processes for the deployment of human resources	5	8	D
11537	Manage plans and processes for the release of human resources	5	10	D
11538	Manage strategies and plans for developing competence and performance of human resources	7	15	D
11539	Manage performance management processes	6	10	C
25683	Introduce a performance management system into an organisation	6	10	
25684	Evaluate and maintain a performance management system in an organisation	6	10	
11540	Manage career development plans and processes	5	8	D
11541	Manage equal employment opportunity plans and processes	6	8	D
11542	Manage reward, recognition, and remuneration strategies and plans	7	15	D
11543	Manage plans and processes for determining remuneration levels for jobs, roles, and people	6	12	C
11544	Manage processes for the delivery of remuneration and benefits	5	7	C
25686	Introduce a remuneration system into an organisation	6	10	
25687	Evaluate and maintain a remuneration system in an organisation	6	8	
11545	Manage employee relations strategies and plans	7	15	D

Id	Title	Level	Credit	Review Category
11546	Manage employee support processes	5	5	C
11547	Manage plans and processes to ensure a safe and healthy work environment	6	12	C
25689	Introduce a programme for workforce health, safety, and wellness into an organisation	5	10	
25690	Evaluate and maintain a programme for workforce health, safety, and wellness in an organisation	5	10	
11548	Contribute to the organisation's compliance with its legal and contractual obligations	5	6	D
11549	Manage policies and processes for negotiation and consultation	6	6	D
11550	Manage policies and processes for handling discipline and for employment relationship problems	5	6	D
11665	Manage plans and processes for the training and development of individuals and groups	6	10	C
25692	Introduce a system for workforce development into an organisation	6	10	
25693	Evaluate and maintain a system for workforce development in an organisation	6	10	

Subfield Business Operations and Development

Domain Human Resource Management

Id	Title	Level	Credit	
25682	Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice	4	4	New
25685	Demonstrate knowledge of performance management systems in human resource management practice	4	4	New
25688	Demonstrate knowledge of remuneration systems in human resource management practice	4	4	New
25691	Demonstrate knowledge of workforce health, safety, and wellness programmes in human resource management practice	4	4	New
25694	Demonstrate knowledge of workforce development systems in human resource management practice	4	4	New
25695	Describe human resource management in organisations in New Zealand	5	10	New