

Field Business**Review of *Employment Relations* unit standards**

Subfield	Domain	ID
Business Operations and Development	Employment Relations	22133-22141, 22144, 23023, 23024, 23025

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

Date new versions published

November 2011

Planned review date

December 2016

Summary

Because of the specific focus of these unit standards, the review was led by the New Zealand Council of Trade Unions *Te Kauae Kaimahi* (NZCTU) in partnership with NQS. The NZCTU consulted extensively within the trade union movement and NQS consulted its own networks. The reviewed unit standards were consistently endorsed.

The other unit standards in the Employment Relations domain were reviewed separately because they have a wider focus than the unit standards in this review and are intended for different people.

Main changes

- The unit standards were moved to a new domain: Workplace Relations. The name of this domain more accurately describes the focus of the unit standards.
- A brief descriptor for the domain was introduced in Explanatory Note 1 to clarify the purpose of the unit standards in this domain.
- Where relevant, the context for assessment was explicitly identified in the Explanatory Notes.
- The titles of unit standards 22133, 22134, 22137, 22139, 22140, 22144, and 23023 were amended to more accurately describe the unit standards' main outcomes.
- The focus of unit standard 23024 has moved away from detailed policy and practice and more toward a general understanding.
- The credit value for unit standard 23023 increased from 4 to 5.
- A new unit standard was developed to cover planning for improving productivity in workplaces.

Impact on existing organisations with consent to assess

Current consent for			Consent extended to		
Nature of consent	Classification	Level	Nature of consent	Classification	Level
Domain	Employment Relations	Any	Domain	Workplace Relations	Same

Impact on registered qualifications

Key to type of impact	
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 NQS qualifications are impacted by the outcome of this review and will be updated when they are reviewed in 2012. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

Ref	Qualification Title	Classification or ID
0231	National Certificate in Employment Skills	22144
1261	National Certificate in Employment Relations (Union Representation) (Level 2)	Employment Relations , 22133, 22134, 22137-22141, 22144
1431	National Certificate in Business (Level 3)	Employment Relations
1498	National Diploma in Business (Level 5) with optional strands in Accounting, Finance, Finance - Māori, Health and Safety Management, Human Resource Management, Māori Business and Management, Marketing, People Development and Coordination, Project Management	Employment Relations

The following table identifies a qualification developed by another SSB that is impacted by the outcome of this review. The SSB has been advised that the qualification requires revision. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

Ref	Qualification Title	Classification	SSB Name
0961	National Diploma in Road Transport Management	Employment Relations	Tranzqual ITO

Detailed list of unit standards – 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

Business > Business Operations and Development > Employment Relations

Business > Business Operations and Development > **Workplace Relations**

ID	Title	Level	Credit	Review Category
22133	Describe the roles of trade union representatives in the workplace Define the roles of trade union representatives in the workplace	2	8	B
22134	Identify how workplace issues are used in workplace organising	2	3	B
22135	Plan, implement and evaluate a union organising activity in the workplace	3	4	B
22136	Demonstrate union recruitment skills	3	2	B
22137	Sign up union members Sign up union members according to union requirements	2	2	B
22138	Identify the employment rights of employees with regard to union membership	2	3	B
22139	Describe the elected positions and structure of a union Describe the organisational structure of a national union	2	2	B
22140	Describe the concept of good faith as applied in the workplace Demonstrate knowledge of the concept of good faith as applied in the workplace	2	2	B
22141	Demonstrate knowledge of an applicable collective employment agreement as a union member	2	2	B
22144	Demonstrate knowledge of responsibilities with regard to employee diversity in workplace relationships Demonstrate knowledge of the role of a union representative with regard to employee diversity in a workplace	2	3	B
23023	Describe strategies required for the role of a Learning Representative Identify strategies a union representative can use to promote learning	3	4 5	B
23024	Describe how workplace learning operates in New Zealand and the role of unions in the process	3	4	B

ID	Title	Level	Credit	Review Category
23025	Demonstrate knowledge of the purpose and role of a Learning Representative	3	4	B
27508	Develop a plan for improving productivity in a workplace as a union representative	3	5	New