

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

<b>Subfield</b>	<b>Domain</b>	<b>ID</b>
Business Operations and Development	Employment Relations	19796-19804

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**

This review of these unit standards in domain *Employment Relations* (ER) is part of the Strategic Business Review, whose goal is to achieve “a coherent network of unit standards for Field Business that is current, fit-for-purpose, and responsive to the changing needs of New Zealand business, businesses, and business people”.

Stakeholders were contacted and invited to participate in the review. Stakeholders included all ITOs whose qualifications included ER unit standards(s), all providers with consent to assess against ER unit standards, peak bodies, government agencies, and individual people who expressed an interest. As a result, a representative review panel was established which met between February and April 2011. The panel was supported by an extensive e-mail network that provided feedback throughout the review. A further consultation took place on the NZQA website in May-June 2011.

The review was informed by the results of the Strategic Business Review research, and as a result the unit standards have been simplified and made more flexible, to be more relevant to a wider range of assessment contexts, including small businesses. There is greater scope for recognition of current competence (RCC) and for assessment in candidates' own contexts, including workplaces. These unit standards reflect the realities of such assessment contexts where, for example, detailed evidence of preparation and planning is not always available. These standards focus more explicitly on the actual achievement of the intended outcome, rather than on the process (including planning) used to achieve it.

The standards therefore place greater reliance on the context's organisational requirements as criteria for assessment.

ER unit standards at Levels 2 and 3 were reviewed separately in a concurrent review led by the New Zealand Council of Trade Unions *Te Kauae Kaimahi* (NZCTU), in partnership with NQS.

**Main changes**

The unit standards have been extensively simplified to focus more explicitly on the actual achievement of the intended outcome, rather than on the process (including planning) used to achieve it. Main changes include:

- The unit standards were moved to a new domain, *Workplace Relations*, whose name

more accurately describes the focus of the standards.

- A brief descriptor for the domain was introduced in explanatory note 1 to enhance understanding of the purpose of the standards in this domain.
- The explicit description of the context for assessment was included in explanatory notes.
- A link to the NZQF levels descriptors was included in explanatory notes.
- Specification of the context's own organisational requirements as key assessment criteria.
- Most of the standards now have one outcome, with reduced evidence requirements and a more specific focus.
- Standard 19798 was replaced by both 27531 and 27532.
- Standard 19800 was replaced by 27537.
- Standard 19804 will expire but unit standard 25449 from domain *People Development and Coordination* is a recommended alternative.
- Standards 19796-97, 19799, 19802-04 will expire without replacement, as the content is either duplicated in other standards and/or is no longer relevant.
- New unit standards were developed: refer to the table below.

### Category C and D unit standards will expire at the end of December 2014

#### Impact on existing organisations with consent to assess

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

#### Impact on registered qualifications

Key to type of impact	
<b>Affected</b>	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
<b>Not materially affected</b>	The qualification lists a standard that has a new title The qualification lists a standard that has a new classification

The following table identifies qualifications developed by other SSBs that are impacted by the outcome of this review. The SSBs have been advised that the qualifications require revision. The classifications and/or standards that generated the status *Affected* are listed in **bold**.

Ref	Qualification Title	Classification or ID	SSB Name
0671	National Diploma in Casino Gaming (Management)	<b>19796</b>	Aviation, Tourism and Travel Training Organisation
1595	National Certificate in Tourism (Business Practice) (Level 4) with an optional strand in Operational Management	<b>19796</b>	Aviation, Tourism and Travel Training Organisation
1659	National Certificate in Infrastructure Works Supervision (Level 5) with optional strands in Civil Plant Management, Civil Works, Pavement Surfacing, Roadmarking, Road Works, and Rural Contracting	<b>19798</b>	InfraTrain New Zealand
0806	National Diploma in Extractive Industries (Management) with strands in Surface Extraction, and Underground Extraction	<b>19796</b>	NZ Extractive Industries Training Organisation
1524	National Diploma in Extractive Industries (Site Management) (Level 5) with strands in Surface Extraction, and Underground Extraction	<b>19796, 19799</b>	NZ Extractive Industries Training Organisation
0118	National Certificate in Cranes (Mobile Crane Supervision) (Level 5)	<b>19798</b>	Opportunity - The Training Organisation
0961	National Diploma in Road Transport Management	<b>Employment Relations</b>	Tranzqual ITO

### Detailed list of unit standards – classification, title, level, and credits

All changes are in **bold**. The details of recommended alternative unit standards are in *Italics*.

Key to review category	
<b>A</b>	Dates changed, but no other changes are made - the new version of the standard carries the same ID and a new version number
<b>B</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
<b>C</b>	Major changes that necessitate the registration of a replacement standard with a new ID
<b>D</b>	Standard will expire and not be replaced. <i>A recommended replacement is expressed in italics.</i>

Business > Business Operations and Development > Employment Relations

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

ID	Title	Level	Credit	Review Category
19796	Demonstrate knowledge of employment law	4	6	D
19797	Demonstrate knowledge of the history and environment of employment relations in New Zealand	4	6	D
19798	Demonstrate knowledge of the requirements of employment agreements	4	3	C
<b>27531</b>	<b>Demonstrate knowledge of the provisions and purpose of collective employment agreements</b>	<b>4</b>	<b>3</b>	
<b>27532</b>	<b>Demonstrate knowledge of the provisions and purpose of individual employment agreements</b>	<b>4</b>	<b>3</b>	

ID	Title	Level	Credit	Review Category
19799	Demonstrate knowledge of the concept of good faith for employment bargaining	4	3	D
19800	Demonstrate knowledge of employment relationship problems and their resolution	4	4	C
<b>27537</b>	<b>Demonstrate knowledge of processes for workplace resolution of employment relationship problems</b>	<b>4</b>	<b>4</b>	
19801	Prepare for, conduct and conclude bargaining for a collective employment agreement <b>Carry out and conclude bargaining for a collective employment agreement</b>	6	10	B
19802	Prepare for, conduct and conclude bargaining for an individual employment agreement	5	8	D
19803	Implement and administer employment agreements	4	5	D
19804	Demonstrate knowledge of requirements for the termination of employment	4	4	D
<i>25449</i>	<i>Demonstrate knowledge of requirements for managing staff exit in an organisation</i>	<i>4</i>	<i>4</i>	
<b>27530</b>	<b>Demonstrate knowledge of workplace relations concepts arising from the legal framework of employment</b>	<b>3</b>	<b>4</b>	<b>New</b>
<b>27533</b>	<b>Demonstrate skills and knowledge for bargaining for a collective employment agreement</b>	<b>5</b>	<b>5</b>	<b>New</b>
<b>27534</b>	<b>Develop a strategy to promote productive workplace relationships in an organisation</b>	<b>4</b>	<b>5</b>	<b>New</b>
<b>27535</b>	<b>Develop a strategy for employee engagement in an organisation</b>	<b>4</b>	<b>6</b>	<b>New</b>
<b>27536</b>	<b>Demonstrate knowledge of strikes and lockouts</b>	<b>4</b>	<b>4</b>	<b>New</b>
<b>27538</b>	<b>Use organisational procedures for workplace resolution of employment relationship problems</b>	<b>5</b>	<b>5</b>	<b>New</b>
<b>27539</b>	<b>Demonstrate knowledge of unions in employment</b>	<b>3</b>	<b>3</b>	<b>New</b>