

## Field Business

### Review, and revision and rollover of *Workplace Relations* unit standards

#### Review

Subfield	Domain	ID
Business Operations and Development	Workplace Relations	22133-22141, 22144, 23023-23025, 26847, 27508, 27530, 27539

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

#### Revision and rollover

Subfield	Domain	ID
Business Operations and Development	Workplace Relations	19801, 27531-27538

NZQA National Qualifications Services has completed the revision and rollover of the unit standards listed above.

**Date new versions published**

**October 2015**

**Planned review date**

**December 2020**

#### Summary

The level 2-3 unit standards (22133-22141, 22144, 23023-23025, 26847, 27508, 27530, 27539) were developed in partnership with New Zealand Council of Trade Unions (NZCTU) to recognised competence in union representatives in workplaces. Many of these standards are included in the National Certificate in Employment Relations (Union Representation) (Level 2) [Ref: 1261].

This qualification was replaced by New Zealand Certificate in Workplace Relations (Union Representative) (Level 3) [Ref: 2463]. NZCTU indicated that unit standards would not be used for assessment for this qualification, and therefore that they had no further interest in them. In the absence of any other interest in the level 2-3 standards, they will expire in December 2018, to coincide with the expiry of the national qualification.

There was some interest in using level 4-6 unit standards (19801, 27531-27538) in the context of the new New Zealand Business qualifications, but it was thought too early to decide which standards would be relevant. It was decided therefore to revise and roll over these standards, pending review in or by 2020.

#### Main changes

- Unit standards (22133-22141, 22144, 23023-23025, 26847, 27508, 27530, 27539) will expire in December 2018.
- An explanatory note was added to each standard, both those expiring and those reviewed and rolled over, about using credits from these standards for the new New

Zealand business qualifications.

- Legislation was updated where necessary, with consequential changes in two expiring unit standards: 22137 and 23024.
- Internet links were updated where necessary.

## Category D unit standards will expire at the end of December 2018

### Impact on registered qualifications

The only qualification impacted by this review and revision/rollover is the National Certificate in Employment Relations (Union Representation) (Level 2) [Ref: 1261]; this qualification however has been replaced and will itself expire in December 2018. The component unit standards will also expire at the same time. There is therefore no effective impact on qualifications.

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

All changes are in **bold**.

### Reviewed standards

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

### Business > Business Operations and Development > Workplace Relations

ID	Title	Level	Credit	Review Category
22133	Define the roles of trade union representatives in the workplace	2	8	D
22134	Identify how workplace issues are used in workplace organising	2	3	D
22135	Plan, implement and evaluate a union organising activity in the workplace	3	4	D
22136	Demonstrate union recruitment skills	3	2	D
22137	Sign up union members according to union requirements	2	2	D
22138	Identify the employment rights of employees with regard to union membership	2	3	D
22139	Describe the organisational structure of a national union	2	2	D
22140	Demonstrate knowledge of the concept of good faith as applied in the workplace	2	2	D
22141	Demonstrate knowledge of an applicable collective employment agreement as a union member	2	2	D
22144	Demonstrate knowledge of the role of a union representative with regard to employee diversity in a workplace	2	3	D

<b>ID</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>	<b>Review Category</b>
23023	Identify strategies a union representative can use to promote learning	3	5	D
23024	Describe how workplace learning operates in New Zealand and the role of unions in the process	3	4	D
23025	Demonstrate knowledge of the purpose and role of a Learning Representative	3	4	D
26847	Demonstrate knowledge of learning in workplaces, as a Learning Representative	2	4	D
27508	Develop a plan for improving productivity in a workplace as a union representative	3	5	D
27530	Demonstrate knowledge of workplace relations concepts arising from the legal framework of employment	3	4	D
27539	Demonstrate knowledge of unions in employment	3	3	D

### Revised and rolled over standards

Business > Business Operations and Development > Workplace Relations

<b>ID</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>
19801	Carry out and conclude bargaining for a collective employment agreement	6	10
27531	Demonstrate knowledge of the provisions and purpose of collective employment agreements	4	3
27532	Demonstrate knowledge of the provisions and purpose of individual employment agreements	4	3
27533	Demonstrate skills and knowledge for bargaining for a collective employment agreement	5	5
27534	Develop a strategy to promote productive workplace relationships in an organisation	4	5
27535	Develop a strategy for employee engagement in an organisation	4	6
27536	Demonstrate knowledge of strikes and lockouts	4	4
27537	Demonstrate knowledge of processes for workplace resolution of employment relationship problems	4	4
27538	Use organisational procedures for workplace resolution of employment relationship problems	5	5