

**Field Business****Review of *Human Resource Management* unit standards**

Subfield	Domain	ID
Business Operations and Development	Human Resource Management	19022, 24876, 24877, 25680-25695

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

**Date new versions published December 2019**

**Planned review date December 2024**

**Summary**

The scheduled review of the 19 unit standards in domain *Human Resource Management* (HRM) resulted in the expiry of 18 unit standards and identified one standard, 25682, that is used sufficiently by one stakeholder to warrant re-listing on the Directory of Assessment Standards. The unit standards were reviewed in consultation with stakeholders.

**Main changes**

- Unit standard 25682 was updated to reflect changed legislation and new formatting requirements.
- All the other unit standards were designated expiring without replacement due to their low and declining usage.

**Category D unit standards will expire at the end of December 2022**

**The last date for assessment of superseded version of the Category B unit standard is December 2022**

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

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 > Human Resource Management

ID	Title	Level	Credit	Review Category
19022	Manage human resources as a manager in a business operation	6	12	D
24876	Develop a plan for, and describe, recruitment and selection of staff for a specified workplace	3	6	D
24877	Describe employment legislation requirements for job descriptions and write a job description	3	3	D
25680	Introduce a staff recruitment and appointment system into an organisation	5	8	D

<b>ID</b>	<b>Title</b>	<b>Level</b>	<b>Credit</b>	<b>Review Category</b>
25681	Evaluate and maintain a staff recruitment and appointment system in an organisation	5	6	D
25682	Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice	4	4	B
25683	Introduce a performance management system into an organisation	6	10	D
25684	Evaluate and maintain a performance management system in an organisation	6	10	D
25685	Demonstrate knowledge of performance management systems in human resource management practice	4	4	D
25686	Introduce a remuneration system into an organisation	6	10	D
25687	Evaluate and maintain a remuneration system in an organisation	6	8	D
25688	Demonstrate knowledge of remuneration systems in human resource management practice	4	4	D
25689	Introduce a programme for workforce health, safety, and wellness into an organisation	5	10	D
25690	Evaluate and maintain a programme for workforce health, safety, and wellness in an organisation	5	10	D
25691	Demonstrate knowledge of workforce health, safety, and wellness programmes in human resource management practice	4	4	D
25692	Introduce a system for workforce development into an organisation	6	10	D
25693	Evaluate and maintain a system for workforce development in an organisation	6	10	D
25694	Demonstrate knowledge of workforce development systems in human resource management practice	4	4	D
25695	Describe human resource management in organisations in New Zealand	5	10	D