

Title	Plan, organise, and record business meetings		
Level	5	Credits	7

Purpose	People credited with this unit standard are able to: identify organisational, cultural, regulatory, and statutory requirements for business meetings; organise and distribute documentation for two business meetings of different types; make arrangements for two business meetings of different types; and record two business meetings of different types, according to organisational requirements.
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Classification	Business Administration > Business Administration Services
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Available grade	Achieved
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Explanatory notes

- 1 All activities associated with this unit standard must comply with the requirements of: Health and Safety in Employment Act 1992, Official Information Act 1982, Privacy Act 1993, Companies Act 1993, and their subsequent amendments.
- 2 Definitions

Formal business meetings and *formal committee meetings* are meetings where procedures are determined by law, or are governed by the rules, regulations, constitution, or policies or procedures of the organisation.

Two business meetings of different types refers either to meetings with different levels of formality or to meetings with distinctly different purposes.

Meeting procedures are those determined by the governing rules and regulations of the organisation.

Cultural requirements are those pertaining to a group's commonly held and evolving set of practices, beliefs, and values which influence individual members' perception of the world.

Outcomes and evidence requirements

Outcome 1

Identify organisational, cultural, regulatory, and statutory requirements for business meetings.

Evidence requirements

- 1.1 Functions of formal meetings, and the source regulations and rules governing meeting procedures, are identified.

Range may include but is not limited to –
 statutory meetings – board meetings, annual general meetings, extraordinary general meetings;
 formal committee meetings – executive committee, standing committee, advisory committee, subcommittee, ad hoc committee, joint consultative committee;
 evidence of three different types of meetings is required, including at least one statutory meeting and one formal committee meeting.

1.2 Organisational, regulatory, and statutory rules governing formal meetings are interpreted to identify procedures and protocols for a specific organisation and meeting situation.

1.3 Cultural requirements for planning and organising meetings for a specific organisation and meeting situation are identified.

Range Māori and one other culture.

1.4 Procedures for planning and organising an informal meeting for a specific organisation and meeting situation are identified.

Outcome 2

Organise and distribute documentation for two business meetings of different types.

Range documentation may include but is not limited to – notice of meeting, agenda, chairperson's agenda, minutes of previous meeting, briefing papers, supplementary papers, action schedules, resolution register;
 evidence is required for four types of documentation for each meeting.

Evidence requirements

2.1 The type and purpose of each meeting are identified, and documentation needs are identified in accordance with rules, regulations, procedures, and organisational requirements.

2.2 Documentation is distributed in the required format to meet organisational time frames.

2.3 Documentation for the meeting meets organisational requirements terms of content and presentation.

Outcome 3

Make arrangements for two business meetings of different types.

Range arrangements may include but are not limited to –
 physical venue – booking, travel, car parking, audio visual aids, electronic aids, refreshments, telecommunications, seating, heating, ventilation, lighting;
 electronic venue – booking, telecommunications, presentation aids;
 evidence is required for at least one meeting at a physical venue.

Evidence requirements

- 3.1 Meeting arrangements are made in accordance with the type and purpose of the meeting, the needs of participants, and organisational requirements.

Outcome 4

Record two business meetings of different types, according to organisational requirements.

Range the record of each meeting will include minutes and supporting documents as required by the organisation and the meeting; supporting documents may include but are not limited to – action schedule, resolution register, proxy register; a record is required for two meetings, at least one of which is formal.

Evidence requirements

- 4.1 Meetings are recorded.
- 4.2 Minutes and supporting documents are approved for distribution.

Planned review date	31 December 2019
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 September 1997	31 December 2012
Revision	2	16 January 2001	31 December 2012
Revision	3	13 November 2002	31 December 2012
Review	4	26 September 2005	31 December 2012
Review	5	9 December 2010	31 December 2017
Rollover and Revision	6	16 April 2015	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.