

<b>Title</b>	<b>Manage business meetings to achieve objectives</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>8</b>

<b>Purpose</b>	People credited with this unit standard are able to plan and report on business meetings and conduct business meetings to achieve objectives.
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<b>Classification</b>	Business Administration > Business Administration Services
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 Legislation relevant to this unit standard includes but is not limited to: Health and Safety in Employment Act 1992, Copyright Act 1994, Privacy Act 1993, and their subsequent amendments.
- 2 Definitions  
*objectives* are the intended outcomes at the beginning of the meeting;  
*outcomes* are what is actually achieved in/by the meeting.
- 3 For credit, evidence is required for at least two business meetings with different intended objectives. For outcome 2, the candidate must have primary responsibility for the conduct of the meeting.

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### Outcomes and evidence requirements

#### Outcome 1

Plan and report on business meetings.

#### Evidence requirements

- 1.1 The purpose and objectives are determined for each meeting.
- 1.2 Meeting participants are identified and informed for each meeting.  
  
Range participants include but are not limited to – people with established and/or potential interest, representation of the range of interests.
- 1.3 Meeting outcomes are reported to participants and to relevant people within the organisation in accordance with organisational policies and procedures.

**Outcome 2**

Conduct business meetings to achieve objectives.

**Evidence requirements**

- 2.1 The meeting is conducted in accordance with organisational policies and procedures.
- 2.2 Meeting objectives are accepted or amended in accordance with the recommendations of the participants, and are in line with the terms of reference.
- 2.3 The meeting is conducted in a manner that encourages an exchange of information, advice, ideas, and views to achieve objectives.
- 2.4 Issues are identified and resolved, or are recorded for future action.
- 2.5 Meeting outcomes are considered, and action schedule is determined.
- 2.6 Participants' follow-up actions are identified in line with meeting outcomes.

<b>Planned review date</b>	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	6	16 April 2015	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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.

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### **Comments on this unit standard**

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