

Title	Demonstrate knowledge and understanding of the nature of employment in the New Zealand public sector		
Level	5	Credits	2

Purpose	People credited with this unit standard, in relation to the New Zealand public sector, are able to describe general employment requirements and key employment requirements set out in legislation.
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Classification	Public Sector Services > Public Sector Core Skills
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Available grade	Achieved
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Guidance Information

- 1 This unit standard is intended for people who are, or who intend to be, employed in the public sector.
- 2 Definitions

Public sector refers to the State sector (central Government), including the Public Service, crown entities, non-uniformed staffs of the services and forces, offices of Parliament; and all local authorities (local Government), including local authority trading enterprises (LATEs).

Public Service refers to the departments of State which carry out core government business and which are listed in the First Schedule to the State Sector Act 1988.

State sector refers to all organisations that are included in the 'Crown reporting entity' and are referred to in s27(3) of the Public Finance Act 1989, namely: Public Service departments; other organisations defined as departments for the purposes of the Public Finance Act 1989; Offices of Parliament (e.g. the Parliamentary Commissioner for the Environment); State owned enterprises; Crown entities; and the Reserve Bank of New Zealand.

Practice, in the context of this unit standard, refers to the usual way the work of the New Zealand public sector is conducted, which is born out of experience; for example, public servants should not become involved in party political affairs.

Good employer, in the context of this unit standard, refers to an employer who 'operates a personnel policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment' [State Sector Act 1988, section 56 (2)].
- 3 Legislation relevant to this unit standard includes but is not limited to the: State Sector Act 1988, Employment Relations Act 2000, Human Rights Act 1993, Health and Safety in Employment Act 1992.

Outcomes and performance criteria

Outcome 1

Describe general employment requirements for the New Zealand public sector.

Performance criteria

1.1 The description identifies and explains common law employment requirements for the public sector.

Range may include but is not limited to – fair dealing, mutual respect, cooperation, reasonableness; evidence of three examples is required.

Outcome 2

Describe key employment requirements set out in legislation which impact on the public sector.

Performance criteria

2.1 The description identifies and explains key employment requirements set out in the State Sector Act 1988.

Range may include but is not limited to – good employer provisions, equal employment opportunities, appointment procedures, appointment on merit, good and safe workplace conditions, training and development opportunities; evidence of three examples is required.

2.2 The description identifies and explains key employment requirements set out in the Employment Relations Act 2000.

Range must include – individual employment agreements, collective employment agreements, collective bargaining examples of minimum conditions and grievance provisions.

2.3 The description identifies and explains health and safety regulations concerning employment which are set out in the Health and Safety in Employment Act 1992.

Range may include but is not limited to – safe working environment, hazard removal, monitoring of health, access to information, training and supervision, health and safety committees, approved codes of practice; evidence of three examples is required.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	31 August 1998	31 December 2023
Revision	2	21 August 2001	31 December 2023
Review	3	27 May 2003	31 December 2023
Review	4	20 May 2011	31 December 2023
Review	5	25 February 2021	31 December 2023

Consent and Moderation Requirements (CMR) reference

0121

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.