

Title	Describe employment agreements		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to describe employment agreements.
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Classification	Core Generic > Work and Study Skills
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Available grade	Achieved
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Guidance Information

- 1 Recommended skills and knowledge: Unit 1978, *Describe basic employment rights and responsibilities, and sources of information and/or assistance*, or demonstrate equivalent knowledge and skills.
- 2 The following legislation and any subsequent amendments provide reference, where needed, for this unit standard:
 - Employment Relations Act 2000 (ERA)
 - Human Rights Act 1993
 - Health and Safety at Work Act 2015
 - Parental Leave and Employment Protection Act 1987
 - Minimum Wage Act 1983
 - Wages Protection Act 1983
 - Holidays Act 2003
 - Equal Pay Act 1972.

Outcomes and performance criteria

Outcome 1

Describe employment agreements.

Performance criteria

- 1.1 Employment agreements are described by type, and when and how they come into effect and may end.
 - Range collective, individual; fixed-term; casual.

- 1.2 Employment agreements are described in terms of their minimum statutory provisions.

Range good faith; duty of care; health and safety obligations; minimum wages; public holidays; special, parental, and annual leave provisions; personal grievance and dispute resolution; form and content of collective agreements (s54 of ERA); terms and conditions of employment where no collective agreement applies (s65 of ERA).

- 1.3 Employment agreements are described in terms of matters for possible inclusion.

Range matters may include but are not limited to – wages, hours of work and breaks, leave and holidays, termination procedures, job description, general standards of performance and conduct, method of variation, deduction provisions (including union fees); evidence of four is required.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	22 November 1994	31 December 2015
Review	2	31 October 1996	31 December 2015
Revision	3	27 March 1998	31 December 2015
Review	4	28 November 2000	31 December 2015
Revision	5	9 May 2002	31 December 2015
Revision	6	12 September 2002	31 December 2015
Rollover and Revision	7	20 April 2006	31 December 2015
Review	8	16 July 2010	31 December 2017
Review	9	18 June 2015	31 December 2019
Review	10	25 January 2018	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>.

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.