

Title	Plan for and carry out personnel selection in an organisation		
Level	5	Credits	4

Purpose	People credited with this unit standard are able to plan for and carry out personnel selection in an organisation.
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Classification	Business Operations and Development > People Development and Coordination
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Available grade	Achieved
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Guidance Information

- 1 Unit standards in the People Development and Coordination domain are about engaging with and leading people to achieve outcomes as individuals and teams.
- 2 People will be assessed for this unit standard on evidence from authentic experience in an organisational context, with all the expectations and possible consequences of that context. The context may include but is not limited to:
 - the candidate's workplace
 - where the candidate is a volunteer
 - a cultural, community, or sporting organisation
 - a special event.
- 3 The assessment context for this unit standard must be suitable to meet the criteria for Level 5 in the NZQF Levels Descriptors, which are available by searching for "levels descriptors" at www.nzqa.govt.nz.
- 4 **Definitions**
Organisation refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.
Organisational requirements may include but are not limited to:
 - organisation purpose and/or direction
 - organisation policies and processes
 - compliance: legislative/legal, health and safety
 - risk management
 - sustainability.
- 5 Legislation relevant to this unit standard includes: Health and Safety at Work Act 2015, Employment Relations Act 2000, Human Rights Act 1993, Privacy Act 2020, and any other legislation relating to the organisation and/or its operations.

Outcomes and performance criteria

Outcome 1

Plan for and carry out personnel selection in an organisation.

Performance criteria

- 1.1 Position description, person specification, and selection criteria are developed in accordance with identified needs and with organisational requirements.
- 1.2 Personnel selection is justified from evidence gathered in accordance with identified needs and with organisational requirements.
- 1.3 Personnel selection processes are carried out in accordance with organisational requirements.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 December 2006	31 December 2014
Review	2	17 November 2011	31 December 2023
Review	3	17 March 2016	31 December 2023
Review	4	24 June 2021	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.