

Title	Demonstrate knowledge of performance management planning		
Level	4	Credits	3

Purpose	People credited with this standard are able to demonstrate knowledge of the role of performance management in an organisation; and develop a performance management plan.
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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 This unit standard is for people who manage or seek to manage or supervise work teams.
- 2 Legislation relevant to this unit standard includes but is not limited to:
Human Rights Act 1993
Privacy Act 1993
Employment Relations Act 2000.
- 3 Glossary
Organisation refers to a specific business entity which may be – profit or non-profit; in private, public, or voluntary sectors; a business unit, iwi, or other special purpose body.
- 4 This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace, or in simulated situations that demand performance equivalent to that required in work.
- 5 The individual referred to in outcome 1 is preferably a member of a work team managed by the candidate, or another individual, but may be the candidate him/her self.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the role of performance management in an organisation.

Performance criteria

- 1.1 An individual's position within the organisational structure is identified.

- 1.2 A business plan is described in relation to the organisation’s purpose.
- 1.3 The role of the individual, the business plan, and the organisation’s purpose are explained in terms of their relationships.
- 1.4 Essential components for the individual’s performance management plan are identified, and their purpose is described.

Range includes but is not limited to – training and development needs, review times, objective setting, coaching, timeframes, recording and reporting requirements, link to other performance management initiatives.

Outcome 2

Develop a performance management plan.

Performance criteria

- 2.1 The performance management plan is consistent with the business plan.
- 2.2 The performance management plan includes outcomes, and is agreed between the parties involved.
 - Range outcomes must be specific, measurable, achievable, realistic, time bound.
- 2.3 A performance monitoring process is established and/or confirmed to suit the performance management plan.
 - Range timeframe, reporting and review processes.
- 2.4 Procedures for managing any unsatisfactory performance of staff comply with organisational requirements.

Replacement information	This unit standard and unit standard 23397 replaced unit standard 16616.
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Planned review date	31 December 2023
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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 2018
Review	2	17 November 2011	31 December 2018
Rollover	3	15 August 2013	31 December 2019
Reinstatement and Review	4	31 May 2018	N/A

Consent and Moderation Requirements (CMR) reference

0113

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 ngs@nzqa.govt.nz if you wish to suggest changes to the content of this assessment standard.