

Title	Plan and monitor performance of others in an organisation		
Level	5	Credits	6

Purpose	People credited with this unit standard are able to develop performance management plans, and plan and conduct performance management reviews 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 Candidates must demonstrate performance in a complete review cycle for two people for each outcome statement. Because the two outcome statements represent the start and end of a process that spans considerable time (often a year), different people may be used for assessment for each outcome.

Outcomes and performance criteria

Outcome 1

Develop performance management plans in an organisation.

Performance criteria

- 1.1 Each performance management plan is developed to be consistent with the strategic and/or business plan and organisational requirements.
- 1.2 Each performance management plan is developed to be outcomes-based and to include provision for performance monitoring.

Range outcomes must be specific, measurable, achievable, realistic, time bound;
monitoring – timeframe, processes.

Outcome 2

Plan and conduct performance management reviews in an organisation.

Range at least one review must be a one-to-one discussion.

Performance criteria

- 2.1 Each review is conducted in accordance with organisational requirements.
- 2.2 Each individual's performance against objectives and measures in the plan is included in feedback on performance.
- 2.3 Each individual's performance against objectives and measures in the plan, and the feedback offered in the review process, are recorded in the review in accordance with organisational requirements.
- 2.4 Outcomes from the performance review are identified in accordance with organisational requirements.

Range outcomes may include but are not limited to – rewards, sanctions, development opportunities.

- 2.5 Own strengths and opportunities for development in conduct of reviews are reflected on and identified 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
Rollover and Revision	3	17 March 2016	31 December 2023
Review	4	24 June 2021	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 nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.