

Title	Demonstrate knowledge of the administration of a CDEM volunteer group		
Level	2	Credits	2

Purpose	<p>This unit standard is intended for people who currently have, or are seeking, responsibility for providing administration services for a volunteer group or unit.</p> <p>People credited with this unit standard are able to describe: administration systems for CDEM volunteers; organisational communications and information processes relevant to a CDEM volunteer group; and benefits of liaison for a CDEM volunteer group.</p>
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Classification	Civil Defence > Civil Defence Management
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Available grade	Achieved
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Explanatory notes

- 1 Definitions
Civil defence emergency management (CDEM) means the application of knowledge, measures, and practices that are necessary or desirable for the safety of the public or property; are designed to guard against, prevent, reduce, or overcome any hazard or harm or loss that may be associated with any emergency; and includes, without limitation, the planning, organisation, co-ordination, and implementation of those measures, knowledge, and practices.
Organisation is an agency engaged in CDEM.
- 2 Legislation relevant to this unit standard includes but is not limited to the Civil Defence Emergency Management Act 2002, Copyright Act 1994, and Privacy Act 1993.
- 3 The CDEM organisation’s requirements or standard operating procedures (SOPs) refer to policies and procedures on safety and operation set down by each CDEM service employer or agency or host organisation.

Outcomes and evidence requirements

Outcome 1

Describe administration systems for CDEM volunteers.

Evidence requirements

1.1 The administration functions required for CDEM volunteers are described in accordance with the CDEM organisation's requirements.

Range may include but not limited to – information management, membership management, call-out lists, resource lists, promotional material.

1.2 Maintenance of CDEM volunteer records is described in accordance with the CDEM organisation's requirements.

Range may include but not limited to – statistical information, privacy issues.

1.3 Financial arrangements required for CDEM volunteers are described in accordance with the CDEM organisation's requirements.

Outcome 2

Describe organisational communications and information processes relevant to a CDEM volunteer group.

Evidence requirements

2.1 Correspondence requirements are described in accordance with organisation's requirements.

2.2 Promotional materials are described in term of the benefits to the volunteer and the organisation.

2.3 Copyright obligations, as they apply to volunteers, are described with reference to the Copyright Act 1994.

Outcome 3

Describe benefits of liaison networks for a CDEM volunteer group.

Evidence requirements

3.1 The benefits of liaison networks for a CDEM volunteer group are described.

Planned review date	31 August 2014
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 April 2007	N/A
Rollover and Revision	2	18 July 2013	N/A

Consent and Moderation Requirements (CMR) reference	0223
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the Fire and Rescue Services Industry Training Organisation (EmQual) info@emqual.org.nz if you wish to suggest changes to the content of this unit standard.