

Title	Facilitate hui with Māori stakeholders in the public sector		
Level	5	Credits	5

Purpose	<p>This unit standard is intended for people who are employed in the public sector.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – organise hui with Māori stakeholders; and – facilitate hui with Māori stakeholders to achieve aims and objectives.
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Classification	Public Sector Services > Public Sector Māori
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Available grade	Achieved
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Guidance Information

- 1 Recommended unit standard for entry:
Unit 14950, *Describe Te Tiriti o Waitangi/Treaty of Waitangi and its application in the public sector.*
- 2 Reference
A searchable list of other names that organisations are commonly known by, or have previously been known by, see the Government A-Z at <https://www.govt.nz/organisations/>.
- 3 Definitions
Hui is a common Māori process for interaction with Māori groups. Effective hui depend on a range of factors which may include correct use of tikanga and kawa, understanding roles and responsibilities of key participants, reading the political situation and a general understanding of the background and purpose of the kaupapa at hand.
Kawa refers to marae protocol, customs of the marae and wharehau, particularly those related to formal activities such as pōwhiri, speeches and mihimihi.
Organisational requirements refer to instructions to staff on policies, procedures, and methodologies which are documented and are available in the workplace.
Public sector organisations comprise the state sector organisations plus those of local government. Within the state sector lies the state services, and within this lies the core public service.
Tikanga Māori are the practices to be followed in conducting the affairs of a group or an individual. They are the rules or customs handed down within a hapū or iwi. There is iwi variation on tikanga Māori. The context of this unit standard should begin with the local rohe or takiwā. Where local rohe are also occupied by a number of other iwi, hapū or whānau, the tangata whenua and/or mana whenua view will take precedence.

- 4 Performance of outcomes of this unit standard will require consideration of the underlying values and responsibilities of people working in the public sector including standards of integrity and conduct and the Treaty of Waitangi and its principles.

Outcomes and performance criteria

Outcome 1

Organise hui with Māori stakeholders.

Range evidence of organising two hui is required.

Performance criteria

- 1.1 Organise the style of hui according to its proposed aims and objectives and by using professional judgement of the advantages and disadvantages of different hui styles.

Range evidence of two styles of hui is required – formal, informal, in-house, public;
proposed aims and objectives of the hui may include but are not limited to – statutory requirements, nature of the decisions required, authority required for decisions.

- 1.2 Identify proposed Māori stakeholders attending the hui according to the aims and objectives of the hui.

- 1.3 Organise a venue and kawa for the hui according to the characteristics and needs of the proposed Māori stakeholders.

- 1.4 Organise notifications and invitations to proposed Māori stakeholders in accordance with conventions for the style of hui and cover all essential details.

Range essential details include but are not limited to – time, date, venue, resources available to assist attendance, aims and objectives, agenda.

- 1.5 Identify and coordinate the resources that are necessary to support the welcome and hosting of the participants.

Range resources may include but are not limited to – kai, kaikōrero, kaikaranga, waiata, ringawera.

Outcome 2

Facilitate hui with Māori stakeholders to achieve aims and objectives.

Range evidence of facilitating two styles of hui is required – formal, informal, in-house, public.

Performance criteria

- 2.1 Apply the kawa for the pōwhiri, if applicable, and mihi according to the needs and characteristics of Māori stakeholders attending the hui.
- 2.2 Apply conventions according to the style of hui.
- Range conventions may include but are not limited to – mihi, karakia, kōrero, acknowledgement of participants, confirmation of the agenda, confirmation of aims and objectives, apologies, mode of decision making, recording.
- 2.3 Establish roles within the hui according to requirements of the organisation and Māori stakeholders.
- Range roles within the hui may include but are not limited to – rangatiratanga, whanaungatanga, manaakitanga, record/housekeeping, ringawera.
- 2.4 Apply methods and skills that acknowledge the characteristics and needs of Māori stakeholders, acknowledge verbal and non-verbal communications, and are matched to the style of hui, aims and objectives of the hui, and relationships between participants.
- Range facilitation methods and skills may include but are not limited to – vocabulary, content and structure of language, articulation, voice modulation and projection, attending, listening, following, clarifying, encouraging, questioning, paraphrasing, reflection of feeling and content, summarising.
- 2.5 Facilitate strategies that focus participants on the agenda of the hui and promote movement towards consensus on matters under discussion.
- 2.6 Facilitate strategies that are directed towards constructive use of the time available to complete the agenda and achieve aims and objectives.
- 2.7 Facilitate strategies that are directed towards achieving constructive resolution of any conflict between participants.
- 2.8 Facilitate strategies that ensure decisions come from participants rather than the facilitator.
- 2.9 Facilitate the closure of the hui according to kawa and tikanga Māori.

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	14 April 2011	31 December 2023
Rollover	2	17 August 2017	31 December 2023
Review	3	27 May 2021	N/A

Consent and Moderation Requirements (CMR) reference	0121
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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 The Skills Organisation info@skills.org.nz if you wish to suggest changes to the content of this unit standard.