

<b>Title</b>	<b>Demonstrate knowledge of planning in an organisation</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to demonstrate knowledge of planning in an organisation.
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<b>Classification</b>	Business Operations and Development > Systems and Resources Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Unit standards in the Systems and Resources Management domain are about using inputs and processes to achieve intended outputs.
- 2 Assessment against this unit standard will be in the context of a specific organisation, either one real to the candidate or a realistically simulated one. Assessment evidence must relate directly to this organisation.
- 3 The assessment context for this unit standard must be suitable to meet the criteria for Level 4 in the NZQF Levels Descriptors, which are available by searching for “levels descriptors” at [www.nzqa.govt.nz](http://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 separate 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.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of planning in an organisation.

**Performance criteria**

- 1.1 Plans are described in terms of their purpose in the organisation.  
Range plans – strategic or longer-term, operational or shorter-term.
- 1.2 Planning processes are explained in terms of their contribution to a plan in the organisation.  
Range processes – analysis, consultation with internal and external stakeholders, objective-setting.
- 1.3 Analysis tools are demonstrated in terms of their contribution to development of a plan in the organisation.  
Range analysis tools may include but are not limited to – benchmarking, decision-mapping, forcefield analysis, process-mapping, Six Sigma, SWOT (strengths, weaknesses, opportunities, threats), PESTLE (political, economic, social, technological, legal, environmental);  
evidence is required for at least two analysis tools.
- 1.4 An existing plan is explained in terms of its intended purpose in the organisation.  
Range objectives, timeframes, locations, people, reasons; outcomes, methods.
- 1.5 Processes for implementing the plan in the organisation are explained in terms of their purpose in accordance with organisational requirements.  
Range the same plan as in performance criterion 1.4; communicating, preparing, initiating, monitoring, adjusting, evaluating.

<b>Planned review date</b>	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	17 November 2011	31 December 2023
Rollover and Revision	2	17 March 2016	31 December 2023
Review	3	24 June 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.