

Title	Demonstrate knowledge of the provisions and purpose of individual employment agreements		
Level	4	Credits	3

Purpose	People credited with this unit standard are able to demonstrate knowledge of the provisions and purpose of individual employment agreements.
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Classification	Business Operations and Development > Workplace Relations
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Available grade	Achieved
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Guidance Information

- 1 Unit standards in the *Workplace Relations* domain are about influences on employment and workplace expectations and practices, arising from the legal framework of employment.
- 2 The assessment context for this unit standard must be suitable to meet the criteria for Level 4 in the NZQF Level Descriptors, which are available by searching for “levels descriptors” at <http://www.nzqa.govt.nz/>.
- 3 Legislation relevant to this unit standard includes the Employment Relations Act 2000 (ERA).
- 4 Reference material including contact information is available from Employment New Zealand, at <http://employment.govt.nz>.
- 5 This unit standard:
 - covers collective employment agreements generally, and does not focus on any actual agreement(s)
 - does not cover negotiation of employment agreements.
- 6 Definition
Bargaining is defined in ERA, Part 2, Section 5, Interpretation.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the provisions and purpose of individual employment agreements.

Performance criteria

- 1.1 Collective and individual employment agreements are differentiated in accordance with ERA in terms of their provisions and purpose.
- 1.2 Types of individual employment agreements are described in accordance with the ERA.
Range full-time permanent, fixed-term, part-time, casual.
- 1.3 The requirements of the ERA in relation to individual bargaining are identified.
Range bargaining – where collective coverage exists, where it does not.
- 1.4 Obligations on both parties relating to bargaining for individual employment agreements are described in accordance with the ERA.
- 1.5 Required content of individual employment agreements is identified and explained in terms of its purpose, in accordance with the ERA.
- 1.6 Potential additional content is identified and explained in terms of its purpose, in accordance with the ERA.
Range additional content may include but is not limited to – notice periods, deductions from pay, leave entitlements, additional payments, confidentiality; evidence is required for six.

Replacement information	This unit standard and unit standard 27531 replaced unit standard 19798.
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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	17 November 2011	N/A
Rollover and Revision	2	15 October 2015	N/A
Republished	2	11 March 2016	N/A
Review	3	28 January 2021	N/A

Consent and Moderation Requirements (CMR) reference	0113
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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 NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.