

<b>Title</b>	<b>Produce word processed documents which incorporate te reo Māori</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to produce word processed documents which incorporate te reo Māori.
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<b>Classification</b>	Māori Business and Management > Māori Office Systems
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 Candidates who undertake this unit standard will have competency in word processing.
- 2 Definitions  
*Word processing* is the creation of documents using a computer or a word processor or other similar devices.  
*Word processed documents* refer to documents (letters, memoranda, reference documents, minutes) produced using word processing software, electronic mail software, graphics software, and presentation software, or other similar tools.
- 3 Word processed documents may be produced using information from – oral communications (discussions, meetings, conference calls, dictation), the internet, books, transcripts, personal knowledge, other resource materials.
- 4 Candidates are encouraged to follow the best practice guidelines for spelling and writing Māori, prepared by Te Taura Whiri i te Reo Māori. The guidelines are available from <http://www.tetaurawhiri.govt.nz/our-work/language-development-and-advice/maori-orthographic-conventions/>.
- 5 Resource support includes:  
Māori Dictionary Online – <http://maoridictionary.co.nz/>.  
Ngata, H. M., (1994). *English-Māori Dictionary*. (Wellington: Learning Media Ltd).  
Ngata Dictionary Online – <http://www.learningmedia.co.nz/ngata>.  
Te Taura Whiri i te Reo Māori – New Zealand Māori Language Commission, (2012). *Māori Orthographic Conventions*. (Te Taura Whiri i te Reo Māori, Te Whanganui ā-Tara).  
Te Taura Whiri i te Reo Māori – New Zealand Māori Language Commission, (1996). *Te Matatiki: Contemporary Māori Words*. Auckland: Oxford University Press.  
Te Taura Whiri i te Reo Māori – New Zealand Māori Language Commission, (1997). *Māori for the Office: Te Reo Māori mō Te Tari*. 2<sup>nd</sup> ed. (Auckland: Oxford University Press).  
Williams, H. W., (2000). *A Dictionary of the Māori Language*. 7<sup>th</sup> ed. (Wellington: Legislation Direct).

Williams Dictionary Online – <http://nzetc.victoria.ac.nz/tm/scholarly/tei-WillDict.html>.

## Outcomes and evidence requirements

### Outcome 1

Produce word processed documents which incorporate te reo Māori.

Range one each of – commercial, community, personal document.

### Evidence requirements

- 1.1 Rules regarding spelling, grammar, macron or double vowel, and iwi variance of te reo Māori are applied to produce word processed documents in accordance with te reo Māori.
- 1.2 Word processed documents are produced to meet the requirements of intended recipients.
- 1.3 Word processed documents are produced which incorporate te reo Māori appropriately.

<b>Planned review date</b>	31 December 2021
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 July 1996	31 December 2012
Revision	2	7 September 1999	31 December 2012
Review	3	25 October 2002	31 December 2012
Review	4	9 December 2010	31 December 2017
Rollover and Revision	5	20 August 2015	31 December 2019
Review	6	20 April 2017	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>.

### 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.

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### **Comments on this unit standard**

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