

<b>Title</b>	<b>Produce written communications 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 written communications which incorporate te reo Māori.
----------------	--

<b>Classification</b>	Māori Business and Management > Māori Office Systems
-----------------------	--

<b>Available grade</b>	Achieved
------------------------	----------

---

### Guidance Information

- 1 Candidates who undertake this unit standard will have competency in word processing or other relevant applications.
- 2 **Definition**  
*Written communications* is the creation of documents using word processing software or applications. These documents may include, but are not limited to letters, memoranda, reference documents, minutes, emails, webpage and/or social media content.
- 3 Written communications may be produced using information from – oral communications (discussions, hui, conference calls, dictation), the internet (including social media), 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 <https://www.tetaurawhiri.govt.nz/assets/Uploads/Corporate-docs/Orthographic-conventions/58e52e80e9/Guidelines-for-Maori-Language-Orthography.pdf>.
- 5 Resource support includes:  
Māori Dictionary Online – <http://maoridictionary.co.nz/>.  
Ngata, H. M., (1994). *English-Māori Dictionary*. (Wellington: Learning Media Ltd).  
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 performance criteria

### Outcome 1

Produce written communications which incorporate te reo Māori.

Range one each of – commercial, community, personal.

### Performance criteria

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

<b>Planned review date</b>	31 December 2026
----------------------------	------------------

### 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	31 December 2023
Review	7	25 March 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

### 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.