Title	Plan and implement hui, and record hui outcomes		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to plan and implement hui, and record hui outcomes.

Classification	Māori Business and Management > Māori Office Systems

Available grade	Achieved

Guidance Information

1   Definitions
     Hui refers to internal and external hui facilitated by the candidate's own organisation, and may include online hui, face-to-face hui, or a combination of both.
     Tikanga and kawa are cultural practices or protocols exercised by Māori in their daily lives. These practices or protocols reflect the concepts upon which they are based and provide guidelines for appropriate behaviour in Māori society. They also prescribe consequences for any breaches or when tikanga is not followed. They can be particular to a marae, whānau, hapū, or iwi. Tikanga and kawa related to the local iwi and/or hapū interpretation is encouraged and should be developed by way of consultation with them.
     Karakia are prayers or ritual prose, which are recited in most situations where kawa or tikanga are used. Karakia are integral to most formal proceedings as they provide the spiritual basis.

2   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, (1996). *Te Matatiki: Contemporary Māori Words*. (Auckland: Oxford University Press).
     Te Taura Whiri i te Reo Māori – New Zealand Māori Language Commission, (1997). *Maori for the Office: Te Reo Maori mō Te Tari.* 2nd ed. (Auckland: Oxford University Press).
     Williams, H. W., (2000). *A Dictionary of the Māori Language*. 7th ed. (Wellington: Legislation Direct).
     Williams Dictionary Online – http://nzetc.victoria.ac.nz/tm/scholarly/tei-WillDict.html.

Outcomes and performance criteria

Outcome 1

Plan and implement hui.

Range   hui may include but are not limited to – weekly team hui, management hui, whānau interview hui, hui ā-tau, hui ā-motu, hui ā-iwi, marae hui; evidence of two different types of hui is required, one of which is carried out online.

Performance criteria

1.1   Hui are planned in accordance with organisational requirements.

      Range   organisational requirements include but are not limited to – purpose, time, date, venue, agenda, attendees (invited, confirmed).

1.2   Hui are planned in accordance with tikanga and kawa.

      Range   tikanga and kawa may include but is not limited to – pōwhiri, whakatau, karakia, mihimihi, harirū, karanga, whaikōrero; evidence of three is required.

1.3   Key personnel for designated roles within the hui are informed and invited in accordance with tikanga and kawa or organisational requirements.

      Range   roles may include but is not limited to – tangata whenua, manuhiri, kaumātua, administration, management, chair, secretary, treasurer, facilitator; evidence of two roles for each hui is required.

1.4   Hui are implemented in accordance with the plan.

Outcome 2

Record hui outcomes.

Performance criteria

2.1   Hui outcomes are recorded in full and presented in accordance with organisational requirements.

      Range   may include but is not limited to – apologies, matters arising, attendance register, motions, reports, business, constitution, tikanga and kawa, actions, allocation of actions; evidence of four hui outcomes is required.

Planned review date	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

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.