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| Title | Manage staff and human resource processes for a small business | | |
| Level | 4 | Credits | 20 |

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| Purpose | <p>A person credited with this standard is able to manage staff and HR (human resource) processes for a small business.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the New Zealand Certificate in Business (Small Business) (Level 4) [Ref: 2457].</p> |
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| Classification | Business Operations and Development > Small Business |
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| Available grade | Achieved |
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Guidance Information

- Unit standards in the Small Business domain are about the development and operation of a business that is either owner-operated or employs no more than twenty people.
- Assessment must be conducted in real business context(s) or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

These *requirements and practicalities* must include meeting the requirements of all relevant legislation and should address such areas as the real business or scenario-based context's:

- purpose and goals/objectives,
- future development,
- external operating environment,
- internal processes, accountabilities, and relationships.

The requirements and practicalities of the context(s) provide evidence for this unit standard.

- The real business or scenario-based context(s) and their requirements and practicalities must be sufficiently complex to enable demonstration of the full range of competence for achievement of the outcome, and to meet the descriptors for level 4 in the NZQF Level Descriptors, which are available at www.nzqa.govt.nz.
- Definition**
Socially and culturally relates to ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi) and multi-culturalism in Aotearoa New Zealand.

Outcomes and performance criteria

Outcome 1

Manage staff and human resource processes for a small business.

Range HR (human resource) processes include remuneration and reward, recruitment, discipline, according to the needs of the business.

Performance criteria

- 1.1 Staff and HR processes are developed and managed for the achievement of business objectives.
- 1.2 Staff and HR processes are managed to comply with legislation and best practice.
- 1.3 Personal and/or professional development is incorporated into HR processes.
- 1.4 Professional, ethical, and socially and culturally appropriate behaviour is maintained in the management of staff and human resource processes.

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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 | 19 May 2016 | 31 December 2022 |
| Review | 2 | 29 April 2021 | N/A |

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| 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.