

Title	Produce and manage records in a public sector context		
Level	4	Credits	7

Purpose	<p>This unit standard is intended for people employed in service roles in the public sector.</p> <p>People credited with this unit standard are able to produce and manage records in a public sector context.</p>
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Classification	Public Sector Services > Public Sector Core Skills
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Available grade	Achieved
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Guidance Information

1 References

Crown Entities Act 2004;
 Employment Relations Act 2000;
 Health and Safety at Work Act 2015;
 Human Rights Act 1993;
 Income Tax Act 2007;
 Local Government Act 2002;
 Local Government Official Information and Meetings Act 1987;
 New Zealand Bill of Rights Act 1990;
 Official Information Act 1982;
 Privacy Act 1993;
 Protected Disclosures Act 2000;
 Public Finance Act 1989;
 Public Records Act 2005;
 State Sector Act 1988;
 Statistics Act 1975;
 Te Tiriti o Waitangi/Treaty of Waitangi;
 Te Ture mō Te Reo Māori 2016/Māori Language Act 2016;
 and all subsequent amendments and replacements.

It is important to note that there is in most cases specific legislation relevant to the organisation in which the candidate is employed. This must be included.

2 Assessment against this unit standard must be based on evidence from a real or simulated public sector workplace situation, provided the simulation reflects public sector requirements and requires performance that replicates a real working environment.

3 Demonstration of knowledge and skills must be consistent with any applicable code or codes of conduct such as the New Zealand State Services Code of Conduct,

Standards of Integrity and Conduct (available from <http://www.ssc.govt.nz>) and/or any other public sector specific code or codes of conduct and/or ethics, and must reflect operating professionally and ethically in New Zealand's diverse, bi-, and multicultural environment.

4 The standards and policies set by Archives New Zealand are relevant to this unit standard. These will be reflected in the organisational policies and procedures relevant to the public sector organisation in which the candidate is employed.

5 Definitions

Organisational requirements refer to instructions to staff on policies, procedures, and methodologies which are documented and are available in the workplace.

Organisational requirements in the public sector will be consistent with relevant legislation.

Public sector refers to organisations of the state sector (listed in Schedule 1 and 1A to the State Sector Act 1988, available from <http://www.legislation.govt.nz>), plus organisations of local government.

Stakeholders are individuals or groups which have some direct interest in the organisation and its products or services. Internal stakeholders typically include board members, managers and employees. External stakeholders typically include customers, providers of services, business owners, shareholders, employee organisations, and regulatory bodies.

Outcomes and performance criteria

Outcome 1

Produce records in a public sector context.

Performance criteria

- 1.1 Produce records from activities, consistent with activity outcomes, processes, in accordance with organisational and legal requirements.
- 1.2 Ensure records are accurate, full, and objective, and that written statements are endorsed as accurate records, in accordance with organisational requirements.
- 1.3 Produce records that are consistent in style to improve communication, in accordance with organisational requirements.
- 1.4 Communicate effectively with relevant stakeholders using written communication, in accordance with organisational and legal requirements.

Outcome 2

Manage records in a public sector context.

Performance criteria

- 2.1 Manage records in accordance with organisational requirements.
- 2.2 Manage records to ensure their quality, integrity and security.

2.3 Manage records in accordance with legal requirements.

Range includes but is not limited to – Privacy Act 1993, Local Government Official Information and Meetings Act 1987, Official Information Act 1982, Public Records Act 2005.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 January 2019	N/A

Consent and Moderation Requirements (CMR) reference	0121
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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 The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.