

Title	Demonstrate knowledge of New Zealand's government and the public sector		
Level	3	Credits	5

Purpose	<p>This unit standard is intended for people employed in support roles in the public sector.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – explain the nature of the public sector; – describe the branches of government and their roles; – demonstrate knowledge of the components of the public sector and how the machinery of government operates; and – demonstrate knowledge of New Zealand's government and the public sector as it applies to a public sector organisation.
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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;
 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.
 - 4 *The State Services Induction* at <https://learning.ssc.govt.nz/state-services-induction/> provides an overview of the State Sector, its relationship with central government, and roles in the public sector.
 - 5 Definition
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.
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Outcomes and performance criteria

Outcome 1

Explain the nature of the public sector.

Performance criteria

- 1.1 Describe the key features of the public sector as it differs from the private sector.

Range objectives, stakeholders, organisational culture, financial structures, accountabilities.

Outcome 2

Describe the branches of government and their roles.

Range legislature, executive, judiciary.

Performance criteria

- 2.1 Describe the branches of government and their roles in terms of law making and the administration of justice.
- 2.2 Describe the branches of government and their roles in terms of interrelationships and separation of powers.

Outcome 3

Demonstrate knowledge of the components of the public sector and how the machinery of government operates.

Performance criteria

3.1 Identify and describe the public sector components in terms of their role and structure.

Range may include but is not limited to – State Services, Public Service, non-Public Service departments, district health boards, Crown entities, local authorities;
evidence of two is required.

3.2 Define what is meant by the term ‘machinery of government’ and identify the role played by the State Services Commission.

Outcome 4

Demonstrate knowledge of New Zealand’s government and the public sector as it applies to a public sector organisation.

Range examples may be real or simulated but must be specific to an organisation.

Performance criteria

4.1 Explain the relationship with central and/or lead bodies in relation to a public sector organisation.

Range may include but is not limited to – State Services Commission, Treasury, Department of Prime Minister and Cabinet, Local Government New Zealand, Ministry of Health;
evidence of two bodies is required.

4.2 Identify the main purposes of the State Sector Act 1988 or the Local Government Act 2002 and explain how key provisions of the Act impact upon a public sector organisation.

Range for the State Sector Act key provisions may include but are not limited to – functions and powers of the State Services Commission, integrity and conduct, equal employment opportunities, common personnel provisions;
for the Local Government Act key provisions may include but are not limited to – accountability to local communities, Treaty of Waitangi, core services to communities, democratic local decision-making and action, regulatory functions, guiding principles, types of local government bodies, law-making ability, relationship between Crown and local government;
evidence of three provisions (for the State Sector Act or the Local Government Act) is required.

- 4.3 Explain how the principles of the operation of government impact on a public sector organisation.

Range may include but is not limited to – political neutrality, free and frank advice to ministers, exercise of powers in the public interest, policy formulation;
evidence of two is required.

Replacement information	This unit standard replaced unit standard 25052.
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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 <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.