

Title	Organise small business meetings		
Level	3	Credits	3

Purpose	People credited with this unit standard are able to: explain types of business meetings, common meeting terms, and roles and responsibilities of participants; and organise small business meetings for a stakeholder.
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Classification	Business Administration > Business Administration Services
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Available grade	Achieved
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Guidance Information

- 1 The learner must have primary responsibility for organising the meetings for the stakeholder. The stakeholder will be the person/s for whom the meeting is being organised. The intended participants will be specified for each meeting.
- 2 All activities associated with this unit standard must comply with health and safety guidelines and recommendations in relation to the working environment and work practices. Reference for this unit standard includes *ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury*. Accident Compensation Corporation - Department of Labour, Te Tari Mahi 2010; available from WorkSafe New Zealand, at <https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/safely-using-computers-at-work/>.
- 3 Legislation relevant to this unit standard includes but is not limited to the:
 - Copyright Act 1994
 - Harmful Digital Communications Act 2015
 - Health and Safety at Work Act 2015
 - Human Rights Act 1993
 - Local Government Official Information and Meeting Act 1987
 - Privacy Act 1993
 - and any subsequent amendments.
 Current legislation can be accessed at <http://legislation.govt.nz/>.
- 4 Definitions
 - Cultural considerations* refer to relevant considerations for the logistics and organisation of the meeting, such as protocols and norms relevant to the participants and the context of the meeting.
 - Organisational requirements* refer to the routine processes followed, consistent with relevant organisational policies and procedures, which can be documented or based on workplace good practice models.

Outcomes and performance criteria

Outcome 1

Explain types of business meetings, common meeting terms, and roles and responsibilities of participants.

Performance criteria

- 1.1 Formal and informal meetings are explained in terms of type, structure and etiquette, including cultural considerations.
- 1.2 Roles of participants are explained in terms of their responsibilities.
Range at least three different roles are explained.
- 1.3 Common meeting terms are explained.
Range includes but is not limited to – apologies, proxy, agenda, quorum, notice of meeting, motion, move, second, minutes.

Outcome 2

Organise small business meetings for a stakeholder.

Range at least two meetings with between three and ten participants.

Performance criteria

- 2.1 Meeting arrangements are organised in accordance with stakeholder and organisational requirements.
Range includes but is not limited to – communications with participants, finalising date and time, arranging venue and equipment, refreshments, papers, cultural considerations.
- 2.2 Agenda is produced, and attendees are invited in accordance with organisational requirements.
- 2.3 Follow-up support is provided as required in accordance with organisational requirements.
Range may include – communications with participants; clearing venue and equipment; copying or distributing papers; coordinating payments for meeting; cultural considerations; includes at least two different types of follow-up support.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 February 2020	N/A

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 the NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.