

Title	Organise a business meeting or event		
Level	4	Credits	5

Purpose	People credited with this unit standard are able to: plan and organise a business meeting or event; and implement and evaluate the plan for the business meeting or event.
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Classification	Business Administration > Business Administration Services
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Available grade	Achieved
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Guidance Information

- 1 Recommended skills and knowledge for entry:
Unit 32005, *Organise small business meetings*, or demonstrate equivalent knowledge, skills and experience.
- 2 The learner must have primary responsibility for the planning, coordination, and evaluation of a business meeting or event. The meeting or event refers to a meeting, conference, event, or function that involves at least two related sessions. The activity must be of sufficient size and/or complexity to enable the candidate to meet the criteria for level 4 in the NZQF Levels Descriptors, available at <http://www.nzqa.govt.nz/studying-in-new-zealand/understand-nz-quals/>.
- 3 The primary stakeholder will be the person/s for whom the meeting or event is being organised. Other stakeholders include the intended participants and/or invitees, who will be specified for each meeting or event, along with other parties such as the caterer, venue agent, travel agent, sponsor.
- 4 Outcomes 1 and 2 relate to the same business meeting or event.
- 5 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/>.
- 6 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

Official Information Act 1982
 Privacy Act 1993
 and any subsequent amendments.
 Current legislation can be accessed at <http://legislation.govt.nz/>.

7 Definitions

Cultural considerations refer to relevant considerations for the logistics and organisation of the meeting or event, such as protocols and norms relevant to the participants and the context of the meeting or event.

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

Plan and organise a business meeting or event.

Range at least seven participants.

Performance criteria

1.1 Purpose, objective and scope of meeting or event is described in terms of stakeholder and organisational requirements.

1.2 Meeting or event is planned in consultation with the primary stakeholder, and an action plan is developed and documented.

Range includes determining required – communications with participants and/or presenters; timing and duration; venue and catering; equipment and technology; meeting or event documentation; health and safety considerations; cultural considerations.
 may include but is not limited to – programme, structure of the meeting or event, arranging presenters and/or participants, making travel arrangements, obtaining financial approvals, sponsorship, contingencies.
 includes – evidence of communications with primary and other stakeholders.

1.3 Meeting or event documentation is prepared in accordance with the action plan.

Range may include but is not limited to – agenda and/or programme, papers and/or presentations, profiles, booking summaries, budget tracking;
 at least three different types of documentation.

Outcome 2

Implement and evaluate the plan for the business meeting or event.

Performance criteria

2.1 Meeting or event is monitored from commencement to ensure achievement of identified objectives and action plan.

Range includes but is not limited to – communications with participants and/or presenters; venue and catering; equipment and/or technology; papers; health and safety considerations; cultural considerations; note taking if required.

2.2 Trouble shooting is managed if required during the meeting or event.

2.3 Follow-up support is provided as required in accordance with stakeholder and organisational requirements.

Range may include but is not limited to – acknowledgements and other communications with participants and stakeholders; clearing venue and equipment; preparing minutes and/or notes; sharing and/or distributing papers; coordinating payments for meeting; includes at least three different types of follow-up support.

2.4 The meeting or event is evaluated, and positive aspects and/or successes and areas for improvement are identified and reported on.

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.