

Title	Write minutes for a formal meeting		
Level	3	Credits	3

Purpose	People credited with this unit standard are able to write minutes for a formal meeting.
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Classification	Communication Skills > Writing
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Available grade	Achieved
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Guidance Information

- 1 Definition
Contextual requirements refer to the standards, policies, and procedures that apply within the context for the meeting.
- 2 The candidate must be present at the meeting and take notes in real time. The meeting can be face-to-face or online.
- 3 Candidates must be given the opportunity to edit and proofread their work before it is assessed.
- 4 All activities relevant to this standard must reflect ngā kaupapa o te Tiriti o Waitangi (the principles of the Treaty of Waitangi).
- 5 All activities must, as relevant to candidates and/or this standard, reflect the peoples of the Pacific and other cultures, and their world views.

Outcomes and performance criteria

Outcome 1

Write minutes for a formal meeting.

Performance criteria

- 1.1 The minutes are written to be a complete and accurate account of the meeting.

Range purpose, day, date, time of commencement and closure of meeting, place of meeting, apologies, those attending and in attendance, matters covered, business transacted, decisions made, actions required, any other business.
- 1.2 Reports and documents presented at the meeting are referenced accurately.

- 1.3 The minutes are written so that content, vocabulary, and tone fit the situation, the role of the minutes, and the intended audience.
- 1.4 The minutes are written to conform to contextual requirements.
- 1.5 The minutes are written so that punctuation, spelling, and grammatical errors do not compromise the accuracy of the minutes and conform to contextual requirements.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 May 1995	31 December 2014
Review	2	24 March 1998	31 December 2014
Rollover and Revision	3	25 July 2006	31 December 2014
Review	4	17 April 2009	31 December 2016
Review	5	24 October 2014	31 December 2020
Review	6	16 February 2017	N/A
Review	7	24 March 2022	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 NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.