

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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Explanatory notes

- 1 Definition
Organisational requirements refer to the standards, policies, and procedures that apply within a specific organisation or workplace.
- 2 Candidates must be given the opportunity to edit and proof read their work before it is assessed.

Outcomes and evidence requirements

Outcome 1

Write minutes for a formal meeting.

Evidence requirements

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

Range	name of the body meeting, 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.
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- 1.2 Reports and documents presented to the meeting are referenced accurately.
- 1.3 Content, vocabulary, and tone fit the situation, the role of the minutes, and the intended audience.
- 1.4 Format conforms to organisational requirements.
- 1.5 Punctuation, spelling, and grammatical errors do not compromise the accuracy of the minutes, and conform to organisational requirements.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions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

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>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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.