

Title	Co-ordinate family meetings or whānau hui		
Level	4	Credits	3

Purpose	People credited with this unit standard are able to: manage referrals for a family meeting or whānau hui; co-ordinate planning of a family meeting or whānau hui; and co-ordinate the welcome and hospitality for a family meeting or whānau hui.
----------------	---

Classification	Social Services > Social Work
-----------------------	-------------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to:
 - Adoption Act 1955;
 - Care of Children Act 2004;
 - Family Proceedings Act 1980;
 - Mental Health (Compulsory Assessment and Treatment) Act 1992;
 - Official Information Act 1982;
 - Oranga Tamariki Act 1989 (Children’s and Young People’s Well-being Act 1989);
 - Privacy Act 2020;
 - Protection of Personal and Property Rights Act 1988.
- 2 Definition:

Organisational policies and procedures: policies, procedures, and methodologies of an organisation. They include legislative and regulatory requirements which may apply across an organisation, a specific site, or a workplace. Requirements are documented in organisational health and safety plans, contract work programmes, quality assurance programmes, policies, and procedural documents such as job descriptors and employment contracts.
- 3 Some family meetings or whānau hui are co-ordinated under statutory authority. People credited with this unit standard know all pertinent aspects of legislation that is relevant to the assessment context.
- 4 People awarded credit in this unit standard must show that their actions are guided and supported by social service practice theories. Evidence is required of social service theories that are derived from authoritative sources. This may include but is not limited to body of knowledge related to social service work; cultural theory; practice research.
- 5 People awarded credit in this unit standard must be able to demonstrate knowledge of Te Tiriti o Waitangi for social service purposes and apply this competence to the context of assessment for this unit standard.

- 6 The scope and limits of confidentiality are defined through negotiation and informed consent, and criteria established by legislation, ethical practice, and service provider guidelines. Sources of criteria established by legislation, ethical practice, and service provider guidelines include but are not limited to – Official Information Act 1982, Privacy Act 2020, service provider codes of conduct, codes of practice issued by the Privacy Commissioner, social service codes of ethics, and service provider guidelines, protocols, staff manuals, strategic plans, kawa, or tikanga.

Outcomes and performance criteria

Outcome 1

Manage referrals for a family meeting or whānau hui.

Performance criteria

- 1.1 Referrals are received and recorded according to organisational policies and procedures.
- 1.2 Referrals are assessed for relevance to the service provider and accepted or diverted in consultation with the family or whānau.
- 1.3 Referrals are processed through service provider systems as approved according to organisational policies and procedures.

Outcome 2

Co-ordinate planning of a family meeting or whānau hui.

Performance criteria

- 2.1 Planning is undertaken with key members of the family or whānau.
- 2.2 Relevant organisational policies and procedures, and any statutory provisions that govern the meeting or whānau hui, are communicated to participants.
- 2.3 The venue, agenda, protocol, time, date, and proposed meeting or whānau hui duration are finalised and communicated to participants.
- 2.4 The meeting or hui facilitator is identified according to negotiation with the family or whānau or organisational policies and procedures.
- 2.5 The views of those unable to attend the meeting or whānau hui are collected and communicated to the facilitator.
- 2.6 Participants who have essential information for the purpose or kaupapa of the meeting or hui are identified to the facilitator.

Outcome 3

Coordinate the welcome and hospitality for a family meeting or whānau hui.

Performance criteria

3.1 Cultural forms of welcome and responsibility for aspects of the welcome are established through consultation with key members of the family or whānau and the facilitator.

Range aspects of the welcome may include but are not limited to – kai, karakia, karanga, mihi, pōwhiri.

3.2 Resources needed to support the welcome and hosting of the family or whānau are determined and obtained.

Range resources may include but are not limited to – fares, kai, kaikōrero, kaikaranga, venue.

3.3 Coordination is carried out in accordance with criteria established by legislation, ethical practice, and organisational policies and procedures.

Planned review date	31 December 2025
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	7 November 1996	31 December 2022
Revision	2	10 August 1998	31 December 2022
Revision	3	6 January 2000	31 December 2022
Review	4	26 June 2002	31 December 2022
Review	5	25 February 2021	N/A

Consent and Moderation Requirements (CMR) reference	0024
--	------

This CMR can be accessed at <https://www.nzqa.govt.nz/framework/search/index.do>

Comments on this unit standard

Please contact Careerforce info@careerforce.org.nz if you wish to suggest changes to the content of this unit standard.