Title	Contribute to the planning and implementation of an educational and recreational programme and project
Level	4	Credits	6

Purpose	People credited with this unit standard are able to: contribute to planning and implementing an educational and recreational programmes and project.

Classification	Social Services > Community Work

Available grade	Achieved

Guidance Information

1   Legislation relevant to this unit standard includes but is not limited to:
 * Official Information Act 1982;
 * Privacy Act 2020.

2   Definitions:
 * *Community* may include but is not limited to – a community of interest, a community of locality, a cultural community, a kin group. Candidates awarded credit for this unit standard demonstrate competence in one context, with any combination of the factors listed below.
 * *Educational and recreational programmes and projects* may include but are not limited to – after-school programmes, arts, crafts, cultural, recreational, and sporting activities, events, programmes and projects, child-care activities, education and training activities, courses and programmes, holiday programmes, indoor and outdoor activities, and both passive and active recreational activities. People awarded credit for this unit standard demonstrate competence in one context, with any combination of the above factors.
 * *Key people* may include but are not limited to – participants; their family or whānau; co-worker; supervisor; cultural or gender advisers; other professionals; other agencies.
 * *Nature of the individuals, group, or community* may be determined by reference to factors that may include but are not limited to – the age and stage of development, cultures, developmental needs, disabilities, gender, goals, health status, interests, kin relationships, language, sexual orientation, and/or socio-economic status, of the members of the group or community.
 * *Organisational policies and procedures* are the 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.

3   Sources of criteria established by legislation, ethical practice, and service provider guidelines may 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.

4   Those who are engaged in educational and recreational programmes and projects may be individuals, groups, families or whānau, hapū, iwi, or other kin group, a community of interest, a community of locality, or a cultural community. They may be of a particular age group such as children, youth, or adults. People awarded credit for this unit standard demonstrate competence in one context, with any combination of the above factors.

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.

Outcomes and performance criteria

Outcome 1

Contribute to planning an educational and recreational programme and project.

Performance criteria

1.1   Objectives are identified according to the nature of the individuals, group, or community.

1.2   The plan is designed to meet identified objectives and criteria established by legislation, ethical practice, and organisational policies and procedures.

1.3   Key people and resources are identified to meet plan objectives.

   Range   resources may include but are not limited to – church leaders, coaches, educators, educational and recreational equipment and materials, facilities, first aid and safety equipment, funding, interpreters, recreational facilitators or leaders, venues.

1.4   Essential information is gathered to meet plan objectives.

   Range   essential information may include but is not limited to – budget, timeframe that is consistent with the use of available resources to achieve the objectives, health and safety measures to meet foreseeable risks, responsibilities and accountabilities of people who will implement the plan, foreseeable contingencies and procedures to be followed in relation to contingencies, methods for evaluating progress towards achieving the objectives.

1.5   The plan is approved according to criteria established by legislation, ethical practice, and organisational policies and procedures.

Outcome 2

Contribute to an implementation plan for an educational and recreational programme and project.

Performance criteria

2.1   The plan is implemented in accordance with service user health and safety requirements, criteria established by legislation, ethical practice, and organisational policies and procedures.

2.2   Provision of resources is supported for educational and recreational programmes and projects as and when required.

2.3   Programme and project evaluation uses comparative methods to measure outcomes against objectives.

2.4   Where necessary, programmes and projects are amended according to evaluation outcomes.

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.