

Title	Conduct a formal meeting		
Level	5	Credits	4

Purpose	People credited with this unit standard are able to prepare for and chair a formal meeting.
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Classification	Communication Skills > Interpersonal Communications
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Available Grade	Achieved
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Entry information	
Recommended skills and knowledge	Unit 9679, <i>Apply knowledge of a formal meeting.</i>

Explanatory notes

- 1 Definitions

A *formal meeting* is one where there is a recognised and established set of rules that govern the meeting. These rules, or customary procedures, are often written and may include organisational requirements or a club or incorporated society constitution.

Customary procedures for meetings cover such rules as: the frequency of meeting; notice of meeting and agenda; venue; conduct of the meeting (including discussion and decision-making processes); quorum; and any reporting requirements that take place after the meeting. *Customary procedures* may include local tikanga for formal hui, and/or any other expectations for Pasifika and/or other cultural contexts.
- 2 People must be assessed against this unit standard in a real-life context using naturally occurring evidence or in simulated conditions that demand performance equivalent to that required in the real-life context.
- 3 A verifier’s checklist is acceptable if accompanied by evidence that includes examples from the candidate’s performance.

Outcomes and evidence requirements

Outcome 1

Prepare for a formal meeting.

Evidence requirements

- 1.1 Notice of meeting and agenda, including supporting information, are confirmed as ready and distributed in a time-frame that allows for pre-meeting preparation.
- Range supporting information may include but is not limited to – financial reports, minutes of previous meeting, action list, matters outstanding, correspondence; evidence of three is required.
- 1.2 Strategies for ensuring the meeting achieves its objectives are identified, including plans for contingencies.
- 1.3 The rules governing the meeting are identified and explained in terms of the chairperson's role.

Outcome 2

Chair the formal meeting.

Range one entire meeting must be chaired by the candidate.

Evidence requirements

- 2.1 Chairing style facilitates meeting progress.
- Range chairing style includes but is not limited to – accommodation of different cultural behaviours, language appropriate to meeting participants, encouragement of participation.
- 2.2 Meeting is chaired in accordance with customary procedures.
- 2.3 Chairing style ensures that the meeting focuses on the objectives outlined in the agenda.
- 2.4 The chair ensures that the minutes of the meeting are in accordance with customary procedures.
- Range one set of minutes.

Replacement information	This unit standard replaced unit standard 1302.
Planned review date	31 December 2021

Status information and last date for assessment for superseded versions

Process	Version	Date	Last date for Assessment
Registration	1	28 February 1997	31 December 2012
Revision	2	18 March 1998	31 December 2012
Revision	3	8 June 1999	31 December 2012
Revision	4	22 January 2003	31 December 2012
Review	5	25 July 2006	31 December 2013
Review	6	17 November 2011	31 December 2017
Review	7	18 June 2015	31 December 2020
Review	8	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.