

Title	Apply knowledge of a formal meeting		
Level	4	Credits	4

Purpose	People credited with this unit standard are able to demonstrate knowledge of formal meetings and their procedures, and contribute to a formal meeting.
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Classification	Communication Skills > Interpersonal Communications
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Available Grade	Achieved
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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 In the absence of video/visual evidence, a verifier's checklist is required, accompanied by evidence that includes examples from the candidate's performance.

Outcomes and evidence requirements

Outcome 1

Demonstrate knowledge of formal meetings and their procedures.

Evidence requirements

1.1 Different types of formal meetings are identified and explained in terms of their purpose and structure.

Range evidence of three types of meetings is required.

- 1.2 The rules governing one type of formal meeting previously identified are explained in terms of their purpose.
- Range evidence of three rules is required.
- 1.3 Meeting procedures are explained in terms of their purpose.
- Range procedures may include – notice of meeting, quorum, apologies, notice of motion, agenda, koha/gift giving; evidence of three is required.
- 1.4 Roles, and the responsibilities of people in those roles at a formal meeting, are explained in terms of their purpose.
- Range roles may include – chair, secretary, treasurer, committee member, meeting participant; evidence of three is required.
- 1.5 Discussion procedures are explained in terms of their purpose.
- Range procedures may include – motions (including moving and seconding, and moving from the chair), amendments, point of order, gender, age, speaking order, cultural expectations; evidence of three is required.
- 1.6 Decision-making procedures are explained in terms of their purpose.
- Range procedures may include – consensus, voting procedures including casting vote and abstention, deferment.
- 1.7 Post-meeting procedures are explained in terms of their purpose.
- Range procedures may include – minutes or other record, action list, further meeting(s), hospitality.

Outcome 2

Contribute to a formal meeting.

Evidence requirements

- 2.1 Contributions made are relevant to meeting the objectives of the meeting.
- Range contributions may include – ideas, information, opinions, recommendations, clarifying questions; evidence of two contributions is required.
- 2.2 Contributions are in accordance with customary procedures and are appropriate to the context of the meeting.

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	28 February 1997	31 December 2012
Revision	2	8 June 1999	31 December 2012
Revision	3	22 January 2003	31 December 2012
Review	4	25 July 2006	31 December 2013
Review	5	17 November 2011	31 December 2017
Review	6	18 June 2015	31 December 2020
Review	7	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 (CMRs). 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.