

Learning Assessment Guide

Unit Standard 19895

*Demonstrate knowledge of the structure and role of the State sector,
Parliament and Government*

Version 2, Level 4, Credit 5



Learner to complete

Name:

Employer:

NSN or DOB:

Assessor to complete

Meets requirements

Further evidence required

Name:

Signed:

Date:

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INTRODUCTION

This Learning Assessment Guide will help you complete assessment for unit standard:

- 19895, v2 Demonstrate knowledge of the structure and role of the State sector, Parliament and Government (L4, C5)

You can also refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).

Before assessment, you will need to:

- meet with your assessor
- complete a pre-assessment form

When you have finished assessment you will need to sign a form that declares the work is yours.

A checklist at the end of this assessment lists everything you need to do before you give your assessment to your assessor.

Important. The Learning State Assessment Handbook has more information on the Learning State assessment process and completing assessments. Download this from our website or contact your Training Advisor.

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Kia Kaha and Good Luck

LEARNING STATE PRE-ASSESSMENT FORM

Consider the following to find out if you are ready for this assessment:

- | | |
|---|----------|
| I understand the instructions for each task | Yes / No |
| I have the things I need to complete each task | Yes / No |
| I have the knowledge to complete each theory task | Yes / No |
| I have the skills to complete each practical task | Yes / No |
| I can produce the evidence listed for each task | Yes / No |

The people who will be involved in this assessment include:

Assessor	_____	Phone: _____
Verifier(s)	_____	Phone: _____
	_____	Phone: _____
Observer(s)	_____	Phone: _____
	_____	Phone: _____
Attester(s)	_____	Phone: _____
	_____	Phone: _____
Other	_____	Phone: _____

Declaration of understanding

I confirm that I understand the evidence I am required to collect and produce.

Name: _____

Signature: _____ Date: _____



EXPLANATORY NOTES

Definitions

Crown entity refers to organisations in which the State has a controlling ownership interest. Crown entities form part of the Government reporting entity, but are not part of the Crown itself. Most Crown entities exist under their own governing legislation as well as the Crown Entities Act 2004.

Examples of Crown entities include the Broadcasting Standards Authority, New Zealand Lotteries Commission, and Crown Research Institutes (see below).

Crown Entity Companies refers to Crown entities that are companies. State owned enterprises are not Crown entities and are not referred to as such. Examples of these include Radio New Zealand Ltd and Television New Zealand Ltd.

Crown Research Institutes (CRI) refers to Crown entity companies established to undertake scientific research and related activities in accordance with the Crown Research Institutes Act 1992. They are Crown entities. Examples include the Institute of Environmental Science and Research Ltd (ESR) and NZ Pastoral Agriculture Institute Ltd (Ag Research).

Department refers to the departments that comprise the Public Service. These are listed in the First Schedule to the State Sector Act 1988. The departments are also referred to as departments under the Public Finance Act 1989, as are the NZ Defence Force, Office of the Clerk of the House of Representatives, Parliamentary Counsel Office, Parliamentary Service, New Zealand Police, and Security Intelligence Service. The latter departments are also referred to as *Non-State Sector Act departments*.

- Local authority trading enterprises (LATEs)** refers to companies that a local government council has majority or significant control of and are part of the local government sector.
- Public Service** refers to the departments of State that carry out core government business and are listed in the First Schedule to the State Sector Act 1988.
- Public sector** refers to the State sector including the public service, crown entities, non-uniformed staffs of the services and forces, offices of Parliament; and all local authorities (local Government), including local authority trading enterprises (LATEs).
- State owned enterprise (SOE)** refers to the companies listed in the First Schedule to the State Owned Enterprises Act 1986. SOEs operate as commercial businesses. They have their own boards of directors, appointed by the shareholding Ministers, to take full responsibility for running the businesses.
- State sector** refers to all organisations that are included in the 'Government reporting entity' and are referred to in s27(3) of the Public Finance Act 1989, namely: Public Service departments; other organisations defined as departments for the purposes of the Public Finance Act 1989; Offices of Parliament (e.g. the Parliamentary Commissioner for the Environment); State owned enterprises; Crown entities; the Reserve Bank of New Zealand; and a range of other organisations listed in the Fourth Schedule to the Public Finance Act 1989.



TASK 1

Outcome

This task is designed to show your assessor you can:

- Identify and describe the three branches of New Zealand's central government.

Evidence required

Evidence	Sources
<ul style="list-style-type: none">■ Answers to questions■ Relevant workplace documentation	<ul style="list-style-type: none">■ Learning Assessment Guide■ Workplace

Instructions

1. Complete the tables below by explaining the role of the institution.

Table one

Institutions of legislature of New Zealand's central government	Explanation of the role
House of Representatives	
Parties and caucuses	
Speaker	
Parliamentary committees	



Table two

Institutions of the executive in New Zealand's central government	Explanation of the role
Executive Council	
Prime Minister and Cabinet	
Ministers of the Crown	
Government departments and public service	

Table three

Institutions of the judiciary in New Zealand's central government	Explanation of the role
Supreme Court	
Court of Appeal	
High Court	
Criminal and Civil Courts	



Table four

You must also choose one tribunal and one authority.

- Tribunals e.g. Waitangi Tribunal
- Authorities e.g. Customs Appeal Authority

	Explanation of role
(Tribunal)	
(Authority)	

TASK 2

Outcome

This task is designed to demonstrate your ability to:

- Explain the State sector and its components

Evidence required

Evidence of your knowledge could include:

- Written responses to the tasks or you may choose to provide oral answers to the tasks. In the event that you choose to provide oral answers to the tasks, your assessor will record and hold your responses as evidence.

Instructions

1. Answer the following questions about the State sector and its components.
2. Use diagrams or make extra notes on other sheets of paper if you need to.
3. Use the following list:
 - State sector
 - Public Service
 - Crown entities (including Crown Research Institutes)
 - State owned enterprises



Questions

1. What is the role of the New Zealand State sector? In other words, what does it do?

2. What is the key legislation for the New Zealand State sector?

3. What is the structure of New Zealand State sector?

4. How does the New Zealand State sector report to the Government?

5. How do the different parts of the New Zealand State sector inter-relate?

TASK 3

Outcome

This task is designed to demonstrate your ability to:

- Explain the roles and procedures of Parliament.

Evidence required

Evidence of your knowledge could include:

- Written responses to the tasks or you may choose to provide oral answers to the tasks. In the event that you choose to provide oral answers to the tasks, your assessor will record and hold your responses as evidence.

Instructions

1. There are five questions to complete.



Questions

1. Explain the roles and procedures of Parliament. The table below lists some of the roles of Parliament. Provide an explanation of each role.

Role	Description
Legislature	
Debating chamber	
Public forum	
Authority for government	
Budget and expenditure	

Refining and reviewing government business	
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2. Use the current government as an example; describe the composition of the House of Representatives. You may choose to use a diagram to demonstrate this.

Your description should include:

- 120 MPs
- Parties and Party caucuses
- Māori representation
- Demographic groups representation (such as women MPs)

Please attach your response on a separate named sheet of paper.

Current data is available on www.parliament.nz

3. The key procedures for conducting business in the House of Representatives are listed below. Provide an explanation of each procedure.

Role	Description
Speech from the Throne	



Address-in reply debate	
Budget debate	
Standing orders	
Speaking rights and time	
Question time (oral and written responses)	
Divisions	

4. Key personnel in the House or Representative are listed below.

Describe each role.

Role	Description
Speaker	
Leader of the House	
Cabinet Ministers	
Leaders of opposition parties	
Party Whips	
Back bench MPs	
Clerk of the House	



Hansard reporters	
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5. Choose one select committee as an example, describe its purpose and give an example of its activities.

TASK 4

Outcome four

This task is designed to demonstrate your ability to:

- Describe own organisation and explain its place and role in the State sector.

Evidence required

Evidence	Sources
<ul style="list-style-type: none">■ Answers to questions■ Relevant workplace documentation	<ul style="list-style-type: none">■ Learning Assessment Guide■ Workplace

Instructions

1. Answer the follow questions.
2. You may wish to present this information as a presentation.
3. All the following points should be covered.



Questions

1. Type of organisation – such as State owned Enterprise, Public Service Department, Crown Entity, Crown Entity Company, Crown Research Institute.

2. The legislation that is specific to the organisation.

3. The role of the organisation.

4. Which Ministers of the Crown the organisation is responsible to.

5. Accountability and reporting requirements of the organisation.



DECLARATION OF AUTHENTICITY

I confirm that I have completed assessment for Unit Standard 19895 v2 on my own and the evidence produced is my own work.

Name: _____

Signature: _____ Date: _____

ASSESSMENT SCHEDULE

Unit Standard 19895, version 2, Demonstrate knowledge of the structure and role of the State sector, Parliament and Government, Level 4 Credit 5

Outcome	Task	Evidence	Judgement
Identify and describe the three branches of New Zealand's central government.	Task 1	<ul style="list-style-type: none"> ■ Roles of the institutions of legislature in New Zealand's central government. ■ Roles of the institutions of the executives in New Zealand's central government. ■ The roles of the institutions of the judiciary in New Zealand's central government. 	<ul style="list-style-type: none"> ■ Completion of the three tables. ■ Answers conform to the model answers.
Explain the State sector and its components.	Task 2	<ul style="list-style-type: none"> ■ What is the role of the New Zealand State sector? ■ What is the key legislation for the New Zealand State sector? ■ What is the structure of New Zealand State sector? ■ How does the New Zealand State sector report to the Government? ■ How do the different parts of the New Zealand State sector inter-relate? 	<ul style="list-style-type: none"> ■ Answers conform to the model answers.



<p>Explain the roles and procedures of Parliament.</p>	<p>Task 3</p>	<ul style="list-style-type: none"> ■ Explain the roles and procedures of Parliament. ■ Legislature, debating chamber, public forum, authority for government, budget and expenditure, refining and reviewing government business. ■ Using the current representatives. ■ What are the key procedures for conducting business in the House of Representatives? ■ Describe the key personnel in the House of Representatives. Choose one select committee and describe its purpose and give an example of its activities. 	<ul style="list-style-type: none"> ■ Answers conform to the model answers. ■ A select committee is described. ■ An example is provided.
<p>Describe own organisation and explain its place and role in the State sector.</p>	<p>Task 4</p>	<ul style="list-style-type: none"> ■ Type of organisation – such as State owned Enterprise, Public Service Department, Crown Entity, Crown Entity Company, Crown Research Institute. ■ The legislation that is specific to the organisation. ■ The role of the organisation. ■ Which Ministers of the Crown the organisation is responsible to. ■ Accountability and reporting requirements of the organisation. 	<ul style="list-style-type: none"> ■ Organisation identified. ■ Legislation identified. ■ Role identified. ■ Ministers identified. ■ Accountability and reporting requirements identified.

Assessment result:

The learner has:

Met requirements ***Not Yet Met Requirements*** (please circle)

Assessor signature: _____ Date: _____

Notes

