

Learning Assessment Guide

Unit Standard 19898 – Version 1

Demonstrate knowledge of the relationships between the State Sector, and Parliament and Government

Level 5 – 4 Credits

| | | | |
|---|--|----------------|--|
| Assessment Summary | | | |
| Learner to complete | | | |
| Learner's name: | | | |
| Employer: | | | |
| NSN no. (ROL): | | DOB: | |
| Signed: | | Date: | |
| Assessor to complete | | | |
| <input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required | | | |
| Assessor's name: | | Assessor's No. | |
| Signed: | | Date: | |

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- describe the relationship between the State Sector and parliament
- describe the relationship between the State Sector and government
- identify and describe the relationship between your agency and that of other State Sector agencies
- identify and apply principles conventions and practice to a current activity, project or policy implementation in your agency

This Learning Assessment Guide is made up of:

- Task(s) for you to complete.
- Manager or Team Leader Verification form, Assessor Verification form and/or Observation Feedback form (where applicable)
- Assessment Guide that the assessor will use to assess your competence.

This assessment may be completed in writing or orally. If completed in writing, you may choose to use a word processor. Please attach word processed pages to this Learning Assessment Guide.

If your preference is for oral assessment, discuss this option with your assessor, as your answers will need to be recorded or documented in some way. You may wish to prepare notes prior to the assessment discussion.

Special notes relating to this unit standard:

- 1 This unit standard is intended for persons who are employed in the State Sector.
- 2 **Definitions**
Public Sector refers to the State Sector (central Government), 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).
Public Service refers to the 36 departments of State which carry out core government business and which are listed in the First Schedule to the State Sector Act 1988.

State Sector refers to all organisations that are included in the 'Crown 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 (eg the Parliamentary Commissioner for the Environment); State owned enterprises; Crown entities; and the Reserve Bank of New Zealand.

Principles, in the context of this unit standard, refer to socially recognised core ethical values, rules, and/or standards which are expected of public servants in carrying out their duties; for example, the principles of justice and equity.

Conventions, in the context of this unit standard, refer to widely accepted understandings that guide conduct and relationships in the New Zealand Public Sector - either explicit or implicit; for example, the neutrality of the public service.

Practice, in the context of this unit standard, refers to the usual way the work of the New Zealand Public Sector is conducted, which is born out of experience; for example, public servants should not become involved in party political affairs.

Ethics, in the context of this unit standard, refers to values about what is right, fair, just, and good in terms of conduct which guide behaviour in the New Zealand Public Sector. Ethics provide a basis for assessing the morality of a situation, decision, or outcome.

Values, in the context of this unit standard, are beliefs shared in common by public servants and/or society. The values of the New Zealand Public Sector are likely to be a mix of institutional arrangements (such as accountability), instrumental values (such as efficiency), and fundamental values (such as integrity, fairness).

Standards, in the context of this unit standard, arise out of the shared values, and refers to the bases of assessing and measuring expected behaviours.

- 3 Legislation relevant to this unit standard includes the State Sector Act 1988, and Public Finance Act 1989.
- 4 Resources relevant to this unit standard can be found on the State Services Commission website www.ssc.govt.nz.

Assessment Task Two – Element 2

Introduction

You will be describing the relationship between the State Sector and Government.

Assessment Task Two is designed to assess your ability to:

- describe the principles, conventions and practice governing the relationship of State Sector employees with Government
- describe the principles, conventions and practice governing the relationship of State Sector employees with Cabinet
- describe the principles, conventions and practice governing the relationship of State Sector employees with Ministers of the Crown
- describe the principles, conventions and practice cases of differences of view and/or conflict between State Sector employees and Government.

Instructions

- Answer all the questions to complete the assessment.
- Your assessor may ask to discuss your answers with you.

Question 1

Describe the principles, conventions, and practice governing the relationship of State Sector employees with Government. Your description must demonstrate understanding of the roles of each and the relationship between the two. Make sure your description includes reference to:

- ministerial responsibility
- accountability
- impartiality and political neutrality
- integrity
- professional duty (demonstrating commitment, independence, collective responsibility).

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 19898

| Element | Task | Evidence required | Judgement |
|---|----------|---|---|
| <p>Element 1 Describe the relationship between the State Sector and Parliament.</p> | <p>1</p> | <p>1.1 The description includes the working principles between the State Sector and Parliament, and demonstrates an understanding of the relationship.</p> <p>Range: supremacy of Parliament; accountability to Parliament, non partisanship, professional independence.</p> <p>1.2 The description includes the principles conventions and practice that govern the duty of State Sector employees in assisting in the work of the House of Representatives.</p> <p>Range: responsibility to Minister, advising on bills, interpreting regulations, answering parliamentary questions, accounting for departmental operations, responding to requests for information.</p> | <p>Question 1 answered correctly and comprehensively. Range is covered. Relationship is understood.</p> <p>Question 2 answered correctly and comprehensively. Range is covered. Duty is understood.</p> |

| Element | Task | Evidence required | Judgement |
|---|----------|---|---|
| | | <p>1.3 The description includes the principles, conventions and practice that govern the duty of State Sector employees in assisting in the work of select committees.</p> <p>Range: duty to Government, attending select committees as advisors, attending select committees as witnesses, attending select committees as individuals, providing information, withholding information.</p> | <p>Question 3 answered correctly and comprehensively. Range is covered. Duty is understood.</p> |
| <p>Element 2 Describe the relationship between the State Sector and Government.</p> | <p>2</p> | <p>2.1 The description includes principles, conventions, and practice governing relationship of State Sector employees with Government.</p> <p>Range: ministerial responsibility, accountability, impartiality and political neutrality, integrity, professional duty (demonstrating commitment, independence, collective responsibility).</p> <p>2.2 The description includes principles, conventions, and practice governing relationship of State Sector employees with cabinet.</p> | <p>Question 1 answered correctly and comprehensively. Range is covered. Relationship is understood.</p> <p>Question 2 answered correctly and comprehensively. Range is covered. Relationship is understood.</p> |

| Element | Task | Evidence required | Judgement |
|---------|------|--|---|
| | | <p>Range: collective responsibility, confidentially, consultation and co-ordination with other participating departments, prior to making a submission, providing clear concise and comprehensive information, implementing cabinet decisions.</p> <p>2.3 The description includes principles, conventions and practices governing relationships of State Sector employees with Ministers of the Crown.</p> <p>Range: Ministers' relationships with departments, frank and free advice, responsiveness, implementing government policy.</p> <p>2.4 The description includes principles, conventions, and practices governing cases of differences of view and/or conflict between State Sector employees and government.</p> <p>Range: Cabinet decisions versus portfolio policy involving public expenditure, loyalty to minister versus public good, neutrality versus advocacy, contestability of</p> | <p>Question 3 answered correctly and comprehensively. Range is covered. Relationship is understood.</p> <p>Question 4 answered correctly and comprehensively. Range is covered. Cases of difference or conflict are understood.</p> |

| Element | Task | Evidence required | Judgement |
|---|------|--|--|
| | | advice versus interdepartmental co-operation. | |
| <p>Element 3</p> <p>Identify and describe the relationship between own agency and that of other State Sector agencies.</p> | 3 | <p>3.1</p> <p>The description includes the nature of the relationship with central agencies.</p> <p>Range: Department of Prime Minister and Cabinet, State Services Commission, and Treasury.</p> <p>3.2</p> <p>The description identifies and describes the key relationships with other State Sector agencies.</p> | <p>Question 1 answered correctly and comprehensively. Range is covered. Relationship is understood.</p> <p>Question 2 answered correctly and comprehensively. Relevant relationships are identified.</p> |
| <p>Element 4</p> <p>Identify and apply principles, conventions, and practice to a current activity, project or policy implementation in own agency.</p> <p>Range: one activity, project or policy implementation of significance.</p> | 4 | <p>4.1</p> <p>Relevant principles, conventions, and/or practices are identified.</p> <p>4.2</p> <p>The case study is analysed in relation to the relevant principles, conventions and/or practices.</p> | <p>Question 1 identifies an appropriate activity, project or policy implementation for use as a case study and provides a brief summary of the context.</p> <p>Question 2 answered correctly and comprehensively. Range is covered. Relationship is understood.</p> <p>Question 3 answered correctly and comprehensively. Relevant relationships are identified.</p> |

Authenticating Manager or Team Leader Verification form completed, signed and dated. Any follow up questions satisfactorily answered.

Authenticating Assessor Verification form completed, signed and dated. Any follow up questions satisfactorily answered.

Manager or Team Leader Verification Form

| | | |
|---------------------------------|--|---------------|
| Name of Learner: | | |
| Name of Verifier: | | Phone: |
| Relationship to Learner: | | |

_____ is currently being assessed toward Unit Standard 19898 - Demonstrate knowledge of the relationships between State Sector, and Parliament and Government.

The learner must:

- Identify and apply principles, conventions, and practice to a current activity, project or policy implementation of significance in own agency.

Your signature below confirms that the analysis is the learner's own work, and that it is within the requirements of your organisation.

Comments

The assessor may contact you to discuss the learner's performance.

Signed: _____

Date: _____

Thank you for your assistance.

Assessor Verification Form

| | | |
|--------------------------|--|---------------|
| Name of Learner: | | Phone: |
| Name of Assessor: | | |

_____ is currently being assessed toward Unit Standard 19898 - Demonstrate knowledge of the relationships between State Sector, and Parliament and Government.

The learner must:

- Identify and apply principles, conventions, and practice to a current activity, project or policy implementation of significance in own agency.

Your signature below confirms that the analysis is the learner's own work, and that it is within the requirements of your organisation.

Comments

You may wish to contact the learner's manager or verifier to further discuss the learner's performance.

Signed: _____

Date: _____