

Learning Assessment Guide

Unit Standard 19899 – Version 2

Describe the roles of central agencies and legislation that impact on the State sector

Level 4 – 3 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 role of central agencies.
- Explain the State Sector Act 1988 with reference to the State sector.
- Explain the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990 with reference to the State sector.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Assessment Guide that the assessor will use to assess your competence.

Special notes

- 1 This unit standard is intended for persons who are, or who intend to be, employed in the New Zealand State sector.
- 2 Resource
The main resource for this unit standard is information available from the State Services Commission website <http://www.ssc.govt.nz>.
- 3 Definitions
Central agency refers to the State Services Commission, Treasury, and the Department of the Prime Minister and Cabinet in their coordinating roles. The central agencies act as the 'corporate office' of the Government.
Conventions, in the context of this unit standard, refer to widely accepted understandings that guide conduct and relationships in the New Zealand State 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 State sector is conducted, which is borne out by experience; for example, public servants should not become involved in party political affairs.
Principles, in the context of this unit standard, refer to socially recognised core ethical values, rules, and/or standards that are expected of public servants in carrying out their duties; for example, the principles of justice and equity.
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 departments of State that carry out core government business and are listed in the First Schedule to the State Sector Act 1988.

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 (eg 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.

State Services refers to a broad range of organisations that serve as instruments of the Crown in respect of the Government of New Zealand. They consist of all Public Service departments; other departments that are not part of the Public Service; all Crown entities (except tertiary education institutions); a variety of organisations included in the Government's annual financial statements by virtue of being listed on the fourth Schedule of the Public Finance Act 1989; and the Reserve Bank of New Zealand.

4 Further information about terms used in this unit standard may be found in the State Services glossary available at <http://www.ssc.govt.nz/glossary>.

5 Legislation relevant to this unit standard includes: State Sector Act 1988; New Zealand Bill of Rights Act 1990 and; Human Rights Act 1993.

6 This unit standard does not cover the Official Information Act 1982, Privacy Act 1993, or Public Records Act 2005, which are the subject of Unit 19906, *Describe information and privacy legislation in relation to the State sector*.

Assessment Task One – Element 1

Assessment task one is designed to assess your ability to:

- Describe the role of central agencies.

Introduction

This is a theory based assessment.

You may choose to write your responses or provide oral answers to this task. In the event that you choose to provide oral answers to task one, your assessor will record and hold your responses as evidence.

You may use the following websites to help you to gather the information required to complete this task. www.ssc.govt.nz www.treasury.govt.nz.

Instructions

1. You are required to give an outline of the role of the three central agencies.
2. Describe the inter-relationship that exists between these three central agencies

If you are writing your answers you may use more paper. Please ensure you put your name, the unit standard number and the task number you are working on.

Describe the role of the State Services Commission

Describe the role of the Treasury

Describe the role of the Department of the Prime Minister and Cabinet

Describe the inter-relationship between these three central agencies.

Assessment Task Two – Element 2

Assessment task two is designed to assess your ability to:

- Explain the State Sector Act 1988 with reference to the State sector.

Introduction

For more information you may also wish to check out “About the Commission” and “New Zealand’s State Services - Role of the Commissioner” under www.ssc.govt.nz

Instructions

This task requires you to answer four questions.

You may choose to write your responses or provide oral answers to this task. In the event that you choose to provide oral answers to task two, your assessor will record and hold your responses as evidence.

Questions

1. Provide a full explanation of the State Sector Act 1988. Your answer must include all of the following:

Identify the main purpose/s of the State Sector Act 1988, the main characteristics of the agencies covered by the Act and how the key provisions of the Act affect the Public Service and the wider State Sector. Your examples may include but are not limited to: duties, functions and powers of the State Services Commission, equal employment opportunities and common personnel provisions

2. Identify and outline what the responsibilities of the Chief Executives and Senior Management of the Public Service are, as set out in the State Sector Act 1988.

3. Explain why the Act is important for good government. Your answer may include but is not limited to: accountability, basis of public administration, relationship between New Zealand public service and government, personnel management.
Your answer must include at least **three** from the above list.

4. Explain the relevance of the State Sector Act 1988 to the organisation you work for.

Assessment Task Three – Element 3

Assessment task three is designed to assess your ability to:

- Explain the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990 with reference to the State sector.

Introduction

This task requires you to answer two questions.

For more information you may also wish to check out www.hrc.co.nz and google New Zealand Bill of Rights Act 1990

Instructions

You may choose to write your responses or provide oral answers to this task. In the event that you choose to provide oral answers to task three, your assessor will record and hold your responses as evidence.

Questions

1. Explain the main purposes of both the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990.

2. Give three examples of how the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990 promote good government. This may include but is not limited to: Civil and political rights of the individual citizen, freedom from discrimination, due process of law, fairness and respect for individual's human rights.

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 19899

| Element | Task | Evidence required | Judgement | |
|--|----------|--|---|--------|
| <i>Describe the role of central agencies</i> | Task one | Describe the role of the State Services Commission. | Description of the role of the State Services Commission is provided. | Yes/No |
| | | Describe the role of the Treasury. | Description of the role of the Treasury is provided. | Yes/No |
| | | Describe the role of the Department of the Prime Minister and Cabinet. | Description of the role of the Department of the Prime Minister and Cabinet is provided. | Yes/No |
| | | Describe the inter-relationship between these three central agencies. | Description of the inter-relationship between these three central agencies is provided. | Yes/No |
| Explain the State Sector Act 1998 with reference to the State Sector | Task two | <p>Provide a full explanation of the State Sector Act 1988. The answer must include all of the following: Identification of the main purpose/s of the State Sector Act 1988, the main characteristics of the agencies covered by the Act and how the key provisions of the Act affect the Public Service and the wider State Sector. The examples may include but are not limited to: duties, functions and powers of the State Services Commission, equal employment opportunities, personnel provisions.</p> <p>2. Identify and outline the responsibilities of the Chief Executives and Senior Management of the Public Service are, as set out in the State Sector Act 1988.</p> | <p>Full explanation of the State Sector Act 1988 is provided</p> <p>Identification and outline of the responsibilities of the Chief Executives and Senior Management of the Public Service are, as set out in the State Sector Act 1988 are provided.</p> | Yes/No |

| Element | Task | Evidence required | Judgement | |
|---|------------|---|---|---|
| | | <p>3. Explain why the Act is important for good government. The answer may include but is not limited to: accountability, basis of public administration, relationship between New Zealand public service and government, personnel management. The answer must include at least three from the above list.</p> <p>4. Explain the relevance of how the State Sector Act 1988 applies in the organisation you work in.</p> | <p>An explanation of why the Act is important for good government is provided. The answer includes at least three examples.</p> <p>A full explanation of how the State Sector Act 1988 applies in the organisation they work in is provided.</p> | <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> |
| Explain the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990 with reference to the State Sector. | Task three | <p>Explain the main purposes of both the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990.</p> <p>Give three examples of how the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990 promote good government. This may include but is not limited to: Civil and political rights of the individual citizen, freedom from discrimination, due process of law, fairness and respect for individual's human rights.</p> | <p>Explanation of the main purposes of both the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990 is provided.</p> <p>Three examples of how the Human Rights Act 1993 and the New Zealand Bill of Rights Act 1990 promote good government are provided.</p> | <p>Yes/No</p> <p>Yes/No</p> |