

Learning Assessment Guide

Unit Standard 19906 – Version 4

Describe information and privacy legislation in relation to the State sector

Level 3 – 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.

Unit standard 19906 is designed to show your assessor that you can describe the:

- Official Information Act 1982 and its impact on a State sector organisation
- Privacy Act 1993 and its impact on a State sector organisation
- Public Records Act 2005 and its impact on a State sector organisation.

This Learning Assessment Guide is made up of:

- Written task sheets for you to complete.
- The Assessment Guide that the assessor will use to assess your competence.

General Instructions:

- You may complete this assessment in writing or in discussion with your assessor.
- This is an open book assessment – you are free to refer to the Acts or the unit standard at any stage.
- If you choose to complete the assessment in writing, answer the questions on the sheets provided or on separate sheets of paper. Make sure you number each question you are answering if you need to use more paper.
- Clearly state your name on the front cover of this assessment guide and on any extra sheets of paper.
- If you are completing the assessment in writing in your workplace, please ask your supervisor, team leader or manager to complete the Verification Form to show that your answers are your own work.
- If you choose to complete the assessment in writing, your assessor may wish to ask further questions of you on completion of this assessment, in order to confirm and/or to clarify your responses.
- Attach relevant documents such as policies and procedures where indicated. Your assessor is likely to ask further oral questions to supplement the evidence provided.

3. For the State sector organisation you are familiar with:

- List any organisational policies and procedures related to the Act. If there are more than 4, list the 4 policies/procedures that are most commonly applied.
- Provide at least two examples of how each policy/procedure listed is applied.
- Please bring copies to discuss with your assessor.

Policy / Procedure	Application

Assessment Task Two – Element 2

This assessment task requires you to describe the Privacy Act 1993 and its impact on a State sector organisation

Assessment task two questions

1. What is the intent and main purpose(s) of the Privacy Act 1993?

2. Identify and describe the twelve principles of information disclosure as set out in the Privacy Act 1993.

Principle	Description

3. For the State sector organisation you are familiar with:

- List any organisational policies and procedures related to the Act (minimum of two). If there are more than 4, list the 4 policies/procedures that are most commonly applied.
- Provide at least two examples of how each policy/procedure you have listed is applied.
- Please bring copies to discuss with your assessor.

Policy / Procedure	Application
	1. 2.
	1. 2.
	1. 2.
	1. 2.

3. For the State sector organisation you are familiar with:

- List any organisational policies and procedures related to the Act. List the 4 policies/procedures that are most commonly applied in your organisation (minimum of two). If there are more than 4, list the 4 policies/procedures that are most commonly applied.
- Provide at least two examples of how each policy/procedure you have listed is applied.
- Please bring copies to discuss with your assessor.

Policy / Procedure	Application
	1. 2.
	1. 2.
	1. 2.
	1. 2.

Verification Form

Learner's Name:	
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This learner is currently completing unit standard 19906 v3, *Describe information and privacy legislation in relation to the State sector*.

Please verify that to your knowledge, the completed assessment is the learner's own work.

Verifier Name:		Date:	
Position:		Phone:	
Email:			
Signature:			

Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 19906.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>This task requires the learner to describe the Official Information Act 1982 and its impact on a State sector organisation.</p>	<p>The learner answers the task questions, in writing or orally.</p> <p>Evidence of organisational policies and procedures in relation to the Act are provided.</p> <p>Completed Verification Form is provided (if applicable).</p>	<p>The description identifies and outlines the intent and main purposes of the Official Information Act 1982.</p> <p>The main principle of information availability is given.</p> <p>Three reasons for non disclosure are provided.</p> <p>Up to 4 (min 2) organisational policies and procedures related to the Official Information Act 1982 are identified and described.</p> <p>2 examples of how the policies/ procedures are applied are provided.</p>
<p><i>Task 2 / Element 2</i></p> <p>This task requires the learner to describe the Privacy Act 1993 and its impact on a State sector organisation.</p>	<p>The learner answers the task questions, in writing or orally.</p> <p>Evidence of organisational policies and procedures in relation to the Act are provided.</p> <p>Completed Verification Form is provided (if applicable).</p>	<p>The description identifies and outlines the intent and main purposes of the Privacy Act 1993.</p> <p>The description identifies and describes the principles of information disclosure as set out in the Act.</p> <p>Up to 4 (min 2) organisational policies and procedures related to the Privacy Act 1993 are identified and described.</p> <p>2 examples of how the policies/ procedures are applied are provided.</p>
<p><i>Task 3 / Element 3</i></p> <p>This task requires the learner to describe the Public Records Act 2005 and its impact on a</p>	<p>The learner answers the task questions, in writing or orally.</p> <p>Evidence of organisational policies and procedures in relation to the Act are</p>	<p>The description identifies and outlines the intent and main purposes of the Public Records Act 2005.</p> <p>The description identifies and describes the key recordkeeping</p>

Task / Element	Evidence required	Judgement
State sector organisation.	provided. Completed Verification Form is provided (if applicable).	requirements for State sector organisations as set out in the Act. Up to 4 (min 2) organisational policies and procedures related to the Public Records Act 2005 are identified and described. 2 examples of how the policies/ procedures are applied are provided.