

Learning Assessment Guide

Unit Standard 25052 – Version 1

Demonstrate knowledge of New Zealand's government and the State sector

Level 3 – 6 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:

- Demonstrate knowledge of the main features of New Zealand's constitutional arrangements
- Describe the institutional mechanisms and legislation that protects the rights and interests of New Zealand citizens
- Describe the structure and role of New Zealand's government
- Describe the important features of the State sector and the machinery of government.

This Learning Assessment Guide is made up of:

- Task(s) 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 New Zealand State sector employees.
- 2 You may wish to consider the following legislation:
 - State Sector Act 1988
 - Judicature Act 1908
 - Legislature Act 1908
 - Treaty of Waitangi Act 1975
 - New Zealand Bill of Rights Act 1990
 - Human Rights Act 1993
 - Official information Act 1982.

Assessment Task One – Element 1

Assessment task one is designed to assess your ability to:

Demonstrate knowledge of the main features of New Zealand's constitutional arrangements

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 website to help you to gather the information required to complete this task. www.ssc.govt.nz or search on-line for the various Acts of parliament.

Instructions

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.

Questions

1. What is the main purpose and general characteristics of a constitution?

2 New Zealand does not have a written and entrenched constitution. However we do have a balance of documents and conventions that make up a flexible, organic construction that change over time. What are the main features of our constitutional arrangement?

3. Briefly describe the responsibilities of three of the following: The Sovereign, Governor General, Chief Justice, Parliament, Prime Minister, Cabinet, and Minister of the Crown.

1.

2.

3.

4. Why is the Treaty of Waitangi generally regarded as an important constitutional document?

Assessment Task Two – Element 2

Assessment task two is designed to assess your ability to:

Describe the institutional mechanisms and legislation that protects the rights and interests of New Zealand citizens.

Introduction

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. Briefly describe how **three** of the following protects the rights of New Zealanders:

The Ombudsmen, Auditor General, The Privacy Commissioner, Race Relations Commissioner, Human Rights Commissioner, Health and Disability Commissioner, The High Court or the Employment Court

1.

2.

3.

2. Briefly describe how the Human Rights Act 1993, the New Zealand Bill of Rights Act 1990 and the Official information Act 1982 protects the rights and interests of New Zealand citizens

Human Rights Act 1993

New Zealand Bill of Rights Act 1990



Official information Act 1982

Assessment Task Three – Element 3

Assessment task three is designed to assess your ability to:

Describe the structure and role of New Zealand's government

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. Some of the key features that apply to New Zealand's system of government include: democracy, proportional representation, representative government, constitutional monarchy, separation of powers, trusteeship of public resources, serving the public good, standing orders, rule of law, and ministerial responsibility. Explain the meaning of three of these concepts.

2. Identify and describe the roles of the three branches of New Zealand's central government system.

Legislature

Executive

Judiciary

Assessment Task Four – Element 4

Assessment task four is designed to assess your ability to:

Describe the important features of the State sector and the machinery of government.

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 four, your assessor will record and hold your responses as evidence.

Questions

1. Name three agencies/organisations and the subsets they are part of?

- 1.
- 2.
- 3.

2. What does the term “machinery of government” mean?

3. What is the role played by the State Services Commission in the machinery of government?

4. Outline the main roles of each of the three central agencies in the State sector.

The Treasury

DPMC

SSC

5. Outline the main purposes of the State Sector Act 1988.

6. Identify and think about the implications of the Treaty of Waitangi on State sector organisations. Then complete the following.

From your own State sector organization, provide **one** example of how the organisation applies the Treaty of Waitangi. This may be its principles, employment in the State sector or government's expectations of the State sector.

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 25052.

| Element | Task | Evidence required | Judgement |
|--|------------|---|---|
| One Demonstrate knowledge of the main features of New Zealand's constitutional arrangements. | Task one | Answer 4 questions. 1. What is the main purpose and general characteristics of a constitution? 2. What are the main features of our constitutional arrangement? 3. Briefly describe the responsibilities of three of the following: The Sovereign, Governor General, Chief Justice, Parliament, Prime Minister, Cabinet, and Minister of the Crown. 4. Why is the Treaty of Waitangi generally regarded as an important constitutional document? | Answers provided are in line with model answers provided. Yes/No Yes/No Yes/No Yes/No |
| Two Describe the institutional mechanisms and legislation that protects the rights and interests of New Zealand citizens. | Task two | Answer 2 questions. 1. Briefly describe how three of the following protects the rights of New Zealanders: The Ombudsmen, Auditor General, The Privacy Commissioner, Race Relations Commissioner, Human Rights Commissioner, Health and Disability Commissioner, The High Court or the Employment Court 2. Briefly describe how the Human Rights Act 1993, the New Zealand Bill of Rights Act 1990 and the Official information Act 1982 protects the rights and interests of New Zealand citizens | Answers provided are in line with model answers provided. Yes/No Yes/No |
| Describe the structure and role of New Zealand's government. | Task three | Answer 2 questions. 1. Explain 3 of the key features that apply to New Zealand's system of | Answers provided are in line with model answers provided. Yes/No |

| Element | Task | Evidence required | Judgement |
|--|-----------|--|---|
| | | government. 2. Identify and describe the roles of the three branches of New Zealand's central government system. | Yes/No |
| Describe the important features of the State sector and the machinery of government. | Task four | <p>Answer 5 questions and provide evidence.</p> <p>1. Name three agencies/organisations and the subsets they are part of.</p> <p>2. What does the term "machinery of government" mean?</p> <p>3. What is the role played by the State Services Commission in the machinery of government?</p> <p>4. Outline the main roles of each of the three central agencies in the State sector.</p> <p>5. Outline the main purposes of the State Sector Act 1988.</p> <p>From own State sector organization, provide one example of how the organisation applies the Treaty of Waitangi. This may be its principles, employment in the State sector or government's expectations of the State sector.</p> | <p>Answers provided are in line with model answers provided. Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>One example provided. Yes/No</p> |