

Learning Assessment Guide

Unit Standard 2894 – Version 3

Prepare and implement Māori general office procedures

Level 4 – 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:

- Design and prepare Māori general office procedures.
- Implement Māori general office procedures in the workplace.

This Learning Assessment guide is made up of:

- A task for you to complete.
- Verification form for your manager or team leader to complete.
- Assessment Guide that the assessor will use to assess your competence.

Assessment Task One – Elements 1 and 2

Introduction

This assessment task is designed to assess your ability to design, prepare and implement Māori general office procedures.

Instructions

To complete this task you must show evidence of the design or re-design your organisation's Māori office policy and procedures and implement the procedures. You may already have completed this in the last two years or be undertaking this now.

You must show evidence of:

1. Having sufficiently researched the requirements for Māori office procedures, and presenting it in a format that meets the requirements of the organisation.
2. Preparing the policy and procedures in a format that meets the requirements of your organisation. Documentation must include:
 - Organisational objectives that recognise Māori values and customs.
 - Instructions and directives that meet the requirements of Māori general office procedures.
3. Implementing the procedures. When planning implementation, provide evidence of having considered opportunities to apply skills, knowledge, attitudes and values and include these where possible.
4. Ensuring that the information provided in both the procedures and their implementation meets the requirements of the organisation and its employees, and incorporates Māori values and practices.
5. Also provide a signed copy of the attached Verification Form, signed by your manager or team leader. This is to confirm that the work submitted is your own and meets organisational requirements.
6. Your assessor will expect you to be able to discuss points 1 to 4 in order to clarify any points or gain sufficiency of evidence.

The completed assessment for this task will include:

- Policy and procedures.
- Documented research.
- Signed Verification Form.
- Assessor's notes from discussion.

Verification Form

To be completed by your manager or team leader

Name of Learner:			
Name of Verifier:			
Position:			
Phone:		E-mail:	

_____ is currently being assessed toward Unit Standard 2894 'Prepare and implement Māori general office procedures'.

Your signature below confirms that:

- The documentation submitted by the learner is accurate and their own work.
- The documentation meets organisational standards.
- The learner has implemented the procedures and in doing so communicated information that meets the requirements of your employees, organisation and incorporates Māori values and practices.

Comments:

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Signed: _____

Date: _____

Thank you for your assistance.

Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 2894.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>The learner must design and prepare Māori office procedures for their organisation.</p>	<p>Policy and procedures.</p> <p>Documented research.</p> <p>Signed Verification Form.</p> <p>Assessor's notes from discussion.</p>	<p>The procedures prepared must meet the expectations of the organisation.</p> <p>The information must be well researched and relevant and organised into an appropriate format.</p> <p>The learner must identify and evaluate opportunities to apply skills, knowledge, attitudes and values to the content of the procedures and their implementation.</p>
<p><i>Task 1 / Element 2</i></p> <p>The learner must implement the Māori general office procedures in the workplace.</p>	<p>Policy and procedures.</p> <p>Signed Verification Form.</p> <p>Assessor's notes from discussion.</p>	<p>Māori values and customs must be included in the organisational objectives and policies.</p> <p>The procedures must include instructions and directives that meet Māori general office procedures.</p> <p>The information in the procedures and their implementation is evaluated for meeting the requirements of the employees and organisation, and for the inclusion of Māori values and customs. This information is then successfully communicated.</p>