

Learning Assessment Guide

Unit Standard 2896 – Version 3

Plan hui and record proceedings

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.

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

- Determine hui, planning and procedures.
- Document and record hui outcomes.

This Learning Assessment Guide is made up of:

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

Special notes relating to this unit standard:

1. *Hui* within the context of this unit standard refers to internal and external hui facilitated by the relevant organisation, iwi hui, hui facilitated by other organisations.

2. Recommended references:

New Zealand Māori Language Commission. *Contemporary Māori Words: Te Matatiki*. (Auckland: Oxford University Press. 1996).

New Zealand Māori Language Commission. *Māori for the Office: te reo Māori mo te tari*. 2nd ed. (Auckland: Oxford University Press. 1997).

H.M, Ngata. *English-Māori Dictionary*. (Wellington: Learning Media Ltd. 1993).

H.M, Williams. *A Dictionary Of The Māori Language*. 7th ed. (Wellington: Government Printing Office: Reprinted: 1988).

Assessment Task One – Element 1

Introduction

Assessment task one is designed to assess your ability to determine hui, planning and procedures.

Instructions

- In order to achieve this unit standard you must be involved in two hui, including taking part in it's organisation. One hui must be an internal hui facilitated by your organisation or iwi, and the other an external hui facilitated by another organisation or iwi.
- Research the protocols and traditions of the iwi and/or organisation.
- You may complete the worksheet in writing or orally directly to your assessor. . If you choose to answer orally, your assessor will make a note of your answers.
- Ask a kaumātua or someone senior to sign the Verification Forms to confirm that you have correctly explained the roles of attendees and the hui process.
- Your assessor may wish to ask you further questions to clarify any points, or in order to gain sufficient evidence.

The completed assessment for task one will include:

- Answers to question.
- Signed Verification Forms.
- Assessor's notes.

Task One Worksheet – Internal Hui

Learner's Name	
Date	

Give a brief background of the hui, including how the hui is determined, who is hosting it etc.

Identify the roles of the following participants:

Tangata whenua

Manuhiri

How will the following be applied to the hui?

Tikanga

Kawa

Task One Worksheet – External Hui

Learner's Name	
Date	

Give a brief background of the hui, including how the hui is determined, who is hosting it etc.

Identify the roles of the following participants:

Tangata whenua

Manuhiri

How will the following be applied to the hui?

Tikanga

Kawa

Verification Form Task One – Internal Hui

Name of Learner			
Name of Verifier			
Position		Phone	

_____ is currently being assessed toward Unit Standard 2896 'Plan hui and record proceedings'.

Your signature below confirms that the learner has correctly described the process of the hui, including kawa and tikanga.

Comments:

Signed: _____

Date: _____

Thank you for your assistance

Verification Form Task One – External Hui

Name of Learner			
Name of Verifier			
Position		Phone	

_____ is currently being assessed toward Unit Standard 2896 'Plan hui and record proceedings'.

Your signature below confirms that the learner has correctly described the process of the hui, including kawa and tikanga.

Comments:

Signed: _____

Date: _____

Thank you for your assistance

Assessment Task Two – Element 2

Introduction

Assessment task two is designed to assess your ability to document and record hui and outcomes.

Instructions

- You must take part in both hui and document all formal and contributory stages in accordance with kaitohu. The documentation must include:
 - Motions
 - Reports
 - Business
 - Tikanga
 - Kawa
- You must then appraise the outcomes and objectives of the hui and record your conclusions.
- Please ask someone senior to you who also attended the hui to complete the Verification Forms to confirm that your records and appraisals are accurate., and that you may show them to your assessor.
- Hand in all documentation and the Verification Form to your assessor. Your assessor may wish to ask you further questions to gain clarification or sufficiency of evidence.

The completed assessment for task two will include:

- Documentation including that relating to motions, reports, business, tikanga and kawa.
- Appraisal of outcomes and objectives.
- Signed Verification Forms.
- Assessor's notes if required.

Verification Form Task Two – Internal Hui

Name of Learner			
Name of Verifier			
Position		Phone	

_____ is currently
being assessed toward Unit Standard 2896 'Plan hui and record proceedings'.

Your signature below confirms that the documentation submitted by the learner is accurate and their own work. You also confirm that the documents may be seen by the assessor and a record kept for moderation purposes.

Comments:

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Signed: _____

Date: _____

Thank you for your assistance.

Verification Form Task Two – External Hui

Name of Learner			
Name of Verifier			
Position		Phone	

_____ is currently being assessed toward Unit Standard 2896 'Plan hui and record proceedings'.

Your signature below confirms that the documentation submitted by the learner is accurate and their own work. You also confirm that the assessor may see the documents and a record be kept for moderation purposes.

Comments:

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 2896.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>In this task the learner must answer questions regarding the processes of a hui and the roles of the participants.</p>	<p>Completed Worksheets.</p> <p>Verification Forms.</p> <p>Assessor's notes where relevant.</p>	<p>The learner must describe the process of the hui they are to participate in.</p> <p>The learner must describe roles of the following participants:</p> <ul style="list-style-type: none"> • Tangata whenua (<i>hosts</i>) • Manuhiri (<i>visitors/guests</i>) • Tikanga (<i>custom and tradition</i>) • Kawa (<i>protocol</i>) <p>Roles will depend on tikanga and kawa of the organisation/iwi hosting the hui.</p> <p>Descriptions for both an internal and external hui must be provided.</p>
<p><i>Task 2 / Element 2</i></p> <p>In this task the learner must participate in the hui and document and record the hui and its outcomes.</p>	<p>Documentation including that relating to:</p> <ul style="list-style-type: none"> • Reports • Motions • Business • Tikanga • Kawa <p>An assessment of the outcomes and objectives of the hui.</p> <p>Signed Verification Forms.</p> <p>Assessor's notes if required.</p>	<p>All documentation must be recorded and presented in accordance with kaitohu and include that relating to:</p> <ul style="list-style-type: none"> • Reports • Motions • Business • Tikanga • Kawa <p>The learner must appraise the hui outcomes and objectives and record their conclusions.</p> <p>Documentation for both the internal and external hui must be provided.</p>