

Title	Participate in an informal meeting		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to identify guidelines for informal meetings and participate in an informal meeting.
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Classification	Communication Skills > Interpersonal Communications
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Available grade	Achieved
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Explanatory notes

- 1 An informal meeting may include a – team meeting, feedback session. The meeting must not be scripted.
- 2 For participants from the deaf community, New Zealand Sign Language (NZSL) may be used between signing individuals and a signing group in order to demonstrate the requirements for this unit standard. A sign language interpreter must not be used in a group where all participants are using NZSL.

For mixed groups of hearing and deaf participants, an interpreter may be used to interpret spoken and signed language only when NZSL users are interacting with hearing participants.
- 3 In any group presentation each candidate’s role must be significant enough to provide sufficient evidence for the assessment of individual performance.
- 4 In the absence of video/visual evidence, a verifier’s checklist is required, accompanied by evidence that includes examples from the candidate’s performance.

Outcomes and evidence requirements

Outcome 1

Participate in an informal meeting.

Evidence requirements

- 1.1 Similarities and differences between informal and formal meetings are identified.

Range may include but is not limited to – objectives, roles, behavioural expectations.

1.2 Contributions and responses relevant to the meeting are made, and fit the context and the subject matter.

Range explanation of own views, comment on someone else's views.

1.3 Verbal and non-verbal communication fit the situation and subject matter.

Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 March 1998	31 December 2014
Revision	2	11 February 2004	31 December 2014
Review	3	17 April 2009	31 December 2016
Rollover and Revision	4	24 October 2014	31 December 2020
Review	5	16 February 2017	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.