

<b>Title</b>	<b>Demonstrate knowledge of performance management planning</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this standard are able to demonstrate knowledge of the role of performance management in an organisation; and develop a performance management plan.
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<b>Classification</b>	Business Operations and Development > People Development and Coordination
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 This unit standard is for people who manage or seek to manage or supervise work teams.
- 2 Legislation relevant to this unit standard includes but is not limited to:  
Human Rights Act 1993  
Privacy Act 2020  
Employment Relations Act 2000.
- 3 Definitions  
*Organisation* refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.  
*Organisational requirements* may include but are not limited to:
  - organisation purpose and/or direction
  - organisation policies and processes
  - compliance: legislative/legal, health and safety
  - risk management
  - sustainability.
- 4 This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace, or in simulated situations that demand performance equivalent to that required in work.
- 5 The individual referred to in outcome 1 is preferably a member of a work team managed by the candidate, or another individual, but may be the candidate him/her/themself.
- 6 Assessment materials should consider [Te Tiriti o Waitangi - Programme Development: Supporting Information](#)

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of the role of performance management in an organisation.

#### Performance criteria

- 1.1 An individual's position within the organisational structure is identified.
- 1.2 A business plan is described in relation to the organisation's purpose.
- 1.3 The role of the individual, the business plan, and the organisation's purpose are explained in terms of their relationships.
- 1.4 Essential components for the individual's performance management plan are identified, and their purpose is described.
  - Range includes but is not limited to – training and development needs, review times, objective setting, coaching, timeframes, recording and reporting requirements, link to other performance management initiatives.

### Outcome 2

Develop a performance management plan.

#### Performance criteria

- 2.1 The performance management plan is consistent with the business plan.
- 2.2 The performance management plan includes outcomes and is agreed between the parties involved.
  - Range outcomes must be specific, measurable, achievable, realistic, time bound.
- 2.3 A performance monitoring process is established and/or confirmed to suit the performance management plan.
  - Range timeframe, reporting and review processes.
- 2.4 Procedures for managing any unsatisfactory performance of staff comply with organisational requirements.

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<b>Replacement information</b>	This unit standard and unit standard 23397 replaced unit standard 16616.
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<b>Planned review date</b>	31 December 2030
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	18 December 2006	31 December 2018
Review	2	17 November 2011	31 December 2018
Rollover	3	15 August 2013	31 December 2019
Reinstatement and Review	4	31 May 2018	31 December 2028
Rollover and Revision	5	27 April 2023	31 December 2028
Review	6	Dd mm 2025	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0112
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Ringa Hora Services Workforce Development Council [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.