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| Title | **Demonstrate knowledge of planning in an organisation** | | |
| Level | **4** | **Credits** | **4** |

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| Purpose | People credited with this unit standard are able to demonstrate knowledge of planning in an organisation. |

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| Classification | Business Operations and Development > Systems and Resources Management |

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| Available grade | Achieved |

**Guidance Information**

1 Unit standards in the Systems and Resources Management domain are about using inputs and processes to achieve intended outputs.

2 Assessment against this unit standard will be in the context of a specific organisation, either one real to the candidate or a realistically simulated one. Assessment evidence must relate directly to this organisation.

3 The assessment context for this unit standard must be suitable to meet the criteria for Level 4 in the NZQF Levels Descriptors, which are available [by](file://WLGFS01/SHARE/QS/NQS/1%20QUALS%20%26%20STDS/1.03%20Business/Business%20Operations%20%26%20Development/Current/Review%202020%20ODS%20PDC%20SRM/Unit%20Standards/SRM/by) searching for “levels descriptors” at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

4Definitions

*Organisation* refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a separate 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.

5 Assessment materials should reflect [Te Tiriti o Waitangi - Programme Development: Supporting Information](https://ringahora.nz/qualifications-and-assurance/programme-endorsement/programme-guidance-documents-for-providers-developing-programmes/).

**Outcomes and performance criteria**

**Outcome 1**

Demonstrate knowledge of planning in an organisation.

**Performance criteria**

1.1 Plans are described in terms of their purpose in the organisation.

Range plans – strategic or longer-term, operational or shorter-term.

1.2 Planning processes are explained in terms of their contribution to a plan in the organisation.

Range processes – analysis, consultation with internal and external stakeholders, objective-setting.

1.3 Analysis tools are demonstrated in terms of their contribution to development of a plan in the organisation.

Range analysis tools may include but are not limited to – benchmarking, decision-mapping, forcefield analysis, process-mapping, Six Sigma, SWOT (strengths, weaknesses, opportunities, threats), PESTLE (political, economic, social, technological, legal, environmental);

evidence is required for at least two analysis tools.

1.4 An existing plan is explained in terms of its intended purpose in the organisation.

Range objectives, timeframes, locations, people, reasons; outcomes, methods.

1.5 Processes for implementing the plan in the organisation are explained in terms of their purpose in accordance with organisational requirements.

Range the same plan as in performance criterion 1.4;  
communicating, preparing, initiating, monitoring, adjusting, evaluating.

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| Planned review date |  |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 17 November 2011 | 31 December 2023 |
| Rollover and Revision | 2 | 17 March 2016 | 31 December 2023 |
| Review | 3 | 24 June 2021 | 31 December 2028 |
| Review | 4 |  | 31 December 2028 |

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| --- | --- |
| Consent and Moderation Requirements (CMR) reference | 0112 |

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.