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| **Core 5** | **Apply and assess ethical and inclusive practices to contribute to an entity’s performance** |

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| **Kaupae |** Level | 5 |
| **Whiwhinga |** Credit | 10 |
| **Whāinga |** Purpose | This skill standard is intended for those who can contribute to the operational objectives of an entity. This skill standard will provide learners with the knowledge and skills to apply and assess ethical and inclusive practices to contribute to an entity’s performance.This skill standard can be used within programmes leading to the New Zealand Diploma in Business (Level 5) (Ref: 2459) – Core, or it can be awarded as a standalone credential. |

**Hua o te ako me Paearu aromatawai |** Learning outcomes and assessment criteria

| **Hua o te ako |** Learning outcomes  | **Paearu aromatawai |** Assessment criteria |
| --- | --- |
| 1. Apply and assess ethical practices to contribute to an entity's performance.
 | 1. Identify ethical practices that contribute to performance within scope of role and responsibility.
 |
| 1. Apply ethical practices to meet operational objectives within scope of role and responsibility
 |
| 1. Assess own ethical practices and determine how this contributes to operational performance.
 |
| 1. Apply and assess inclusive practices to contribute to an entity's performance.
 | 1. Identify inclusive practices that contribute to business performance within scope of role and responsibility.
 |
| 1. Apply inclusive practices to meet operational objectives within scope of role and responsibility
 |
| 1. Assess own inclusive practices and determine how this can contribute to operational performance.
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**Pārongo aromatawai me te taumata paearu |** Assessment information and grade criteria

*Assessment specifications:*

*Assessment must be conducted in real business context(s) and/or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.*

*Assessment materials should allow for learner, regional, cultural, or community contexts.*
*For example, a learner may wish to be assessed in a context that includes te ao Māori perspectives such as mātauranga, and tikanga specific to them.*

*The task or activity may relate to Te Tiriti o Waitangi. For guidance on Te Tiriti o Waitangi, please see* [*programme guidance documents*](https://ringahora.nz/qualifications-and-assurance/programme-endorsement/programme-guidance-documents-for-providers-developing-programmes/)*.*

*Definitions*

*Assessment materials refer to the assessment activities, judgement statements, learner evidence, model answers, and any other material that supports assessment to this standard.*

*Ethical and inclusive practices* relates to professionalism, inclusivity, tikanga, values of an entity, personal values, industry conduct

*Diversity* refers to differences between colleagues such as age, gender, ethnicity, religion, disability, sexual orientation or identification, neurodiversity, education, and national origin.

***Ngā momo whiwhinga |*** *Grades available*

Achieved

**Ihirangi waitohu |** Indicative content

Contribution to operational performance

* operational objectives.
* standard-operating procedures.
* projects.
* growth.
* Personal.
* continuous improvement.

Ethical practices

* tikanga
* pono
* doing what is right and fair
* integrity
* exercising discretion
* confidentiality
* accuracy
* objectivity.
* decision-making
* code of conduct
* code of practice
* professionalism
* reputation
* business integrity
* fiscal responsibility
* CSR – Corporate Social Responsibility (sustainability) – could be conducting an environmental scan.

Inclusive practices

* diversity
* allowing a voice
* participation
* personal and professional development of knowledge
* alliances with organizations
* engagement with events and recognition
* non-judgemental practices
* reflective business practices
* different perspectives.

**Rauemi |** Resources

* Te Kawa Mataaho | The Public Service – [Glossary- Diversity and Inclusion](https://www.publicservice.govt.nz/guidance/glossary/diversity-and-inclusion)
* Diversity Works New Zealand – [Aotearoa Inclusivity Matrix and Assessment Tool](https://mynetwork.diversityworksnz.org.nz/resources/aotearoa-inclusivity-matrix/aim-framework-and-assessment-tools)
* Diversity Works New Zealand– [Template: Diversity and Inclusion strategy](https://diversityworksnz.org.nz/media/3534/dwnz_diversity-and-inclusion-strategy.pdf)
* Diversity Works New Zealand – [Policy Template – Workplace Diversity and Inclusion Policy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdiversityworksnz.org.nz%2Fmedia%2F3977%2Fworkplace-diversity-and-inclusion-policy.docx&wdOrigin=BROWSELINK)

**Pārongo Whakaū Kounga |** Quality assurance information

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| **Ngā rōpū whakatau-paerewa |** Standard Setting Body | Ringa Hora Workforce Development Council |
| **Whakaritenga Rārangi Paetae Aromatawai |** DASS classification | Business > Business Operations and Development > People Development and Coordination |
| **Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga |** CMR | 0112 |

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| **Hātepe |** Process | **Putanga |** Version | **Rā whakaputa |** ReviewDate | **Rā whakamutunga mō te aromatawai |** Last date for assessment |
| **Rēhitatanga |** Registration  | <type here> | [dd mm yyyy] | [dd mm yyyy] |
| **Arotakenga |** Review | <type here> | [dd mm yyyy] | [dd mm yyyy] |
| **Kōrero whakakapinga |** Replacement information | <type here> |
| **Rā arotake |** Planned review date | [dd mm yyyy] |

Please contact Ringa Hora Workforce Development Council at qualifications@ringahora.nz to suggest changes to the content of this skill standard.