

## SS 1 - Civil Procedure

Section	Content	Stakeholder Feedback
Skill Standard Title	Apply Core Civil Procedure in Employment-Related Matters	
Credit Value	15	
Level	5	
Purpose Statement	<p>This skill standard is intended for people working as employment advocates, HR specialists in employment relations, union representatives, workplace mediators and legal executives.</p> <p>People credited with this standard can prepare and evaluate procedural documents, interpret rules of service and jurisdiction, and apply interlocutory processes relevant to employment related matter contexts.</p> <p>This skill standard aligns to the New Zealand Certificate in Employment Advocacy qualification [ref: xxxx]. It can also be used for assessment within other programmes across the legal sector.</p>	
Learning Outcome	Apply core principles and procedures of civil litigation relevant to employment-related legal processes.	
Assessment Criterion 1	Apply key stages and documents in civil procedure for employment claims	
Indicative Content 1	Civil litigation workflow knowledge; Employment-related court and tribunal processes, Legislation related to employment processes; Personal grievance. Disciplinary, performance processes.	
Assessment Criterion 2	Apply rules of service, jurisdiction, and limitation periods	
Indicative Content 2	Understanding of service rules and jurisdiction; Time management and compliance with legal deadlines; Legal research	
Assessment Criterion 3	Draft and evaluate procedural documents	
Indicative Content 3	Drafting procedural documents (statements of problem/claim and statements of reply/defence); Personal grievance; Legal writing conventions.	
Assessment Criterion 4	Interpret and apply interlocutory processes and timelines relevant to employment relations cases	
Indicative Content 4	Civil litigation workflow knowledge; Time management and compliance with legal deadlines, relevant NZ legislation and rules	

Mapped GPOs	GPO 1, GPO 2	
Evidence Requirements	Portfolio including: procedural document drafts, timeline maps, and commentary on jurisdictional rules and deadlines	
Conditions of Assessment	Simulated or real case studies involving civil employment disputes, including mock procedural exercises	
Level of Independence	Learner completes tasks independently with access to legislation and procedural rules	
Judgement Criteria	Learner: - Correctly identifies and sequences procedural stages - Applies rules and timelines accurately - Produces clear and valid legal documentation	

## SS 2- Communication

Section	Content	Stakeholder Feedback
Skill Standard Title	Apply Professional Communication and Advocacy in Employment Matters	
Credit Value	15	
Level	5	
Purpose Statement	<p>This skill standard is intended for people working as employment advocates, HR specialists in employment relations, union representatives, workplace mediators and legal executives.</p> <p>People credited with this standard can professionally conduct client interviewing, explain grievance processes, and apply ethical, cultural, and professional communication strategies in employment related matter contexts.</p> <p>This skill standard aligns to the New Zealand Certificate in Employment Advocacy qualification [ref: xxxx]. It can also be used for assessment within other programmes across the legal sector.</p>	
Learning Outcome	Apply Professional Communication and Advocacy in Employment Matters	
Assessment Criterion 1	Explain an advocates role and responsibility with a client	
Indicative Content 1	Accurate professional advice; Active listening and representation of	

	client;	
Assessment Criterion 2	Explain and apply the process of personal grievance with a client	
Indicative Content 2	Advocate and client perspectives; Personal grievance process	
Assessment Criterion 3	Conduct professional client interviews	
Indicative Content 3	Interviewing techniques, empathy, professional ethics, mindfulness, resilience, stress management strategies, digital communication tools, health and safety considerations. Clear, ethical communication.	
Assessment Criterion 4	Apply ethical, cultural, and professional communication strategies with a client	
Indicative Content 4	Apply ethical, cultural, and professional communication strategies. Digital platforms. Common relevant management software	
Assessment Criterion 5	Apply well-being and relationship strategies in practice with a client	
Indicative Content 5	Trust building strategies, E.g. Client centred approach, Mindfulness Resilience; stress management strategies Awareness of Emotional intelligence Health and safety/well-being strategies	
Assessment Criterion 6	Apply critical thinking skills to solve a legal problem/issue with a client	
Indicative Content 6	Reflective practice strategies; IRAC method, ITAC method	
Mapped GPOs	GPO 2	
Evidence Requirements	Portfolio of communication artefacts including: Simulated or real client interview transcripts or recordings Annotated communication strategy plans Reflective commentary on cultural responsiveness and emotional intelligence Digital communication samples (e.g., emails, chat transcripts, video calls) Case notes demonstrating ethical and professional conduct	
Conditions of Assessment	Conducted in simulated or real workplace settings May include role-play, peer feedback, or tutor observation Learners must have access to digital communication tools and relevant legislation or codes of conduct Scenarios should reflect diverse client backgrounds and communication needs	
Level of Independence	Learner demonstrates autonomy in managing client communication Guidance may be provided on process, but not on content or strategy Learner is expected to adapt communication style to suit client needs	

	and context	
Judgement Criteria		

### SS 3 - Legal Research

Section	Content	Stakeholder Feedback
Skill Standard Title	Conduct Legal Research and Analysis for Employment Advocacy	
Credit Value	15	
Level	5	
Purpose Statement	<p>This skill standard is intended for people working as employment advocates, HR specialists in employment relations, union representatives, workplace mediators and legal executives.</p> <p>People credited with this standard can effectively use legal databases, interpret statutes, analyse case law, and draft legal submissions in employment related matter contexts.</p> <p>This skill standard aligns to the New Zealand Certificate in Employment Advocacy qualification [ref: xxxx]. It can also be used for assessment within other programmes across the legal sector.</p>	
Learning Outcome	Evaluate and synthesise legal sources to develop informed arguments and submissions relevant to employment law issues.	
Assessment Criterion 1	Conduct research using legal databases and legislation tools	
Indicative Content 1	Legal research techniques and analysis Use of legal databases (Westlaw, LexisNexis, NZLII) Evaluating source bias and reliability	
Assessment Criterion 2	Interpret statutory language and apply legal reasoning	
Indicative Content 2	Statutory interpretation and legal reasoning, critical thinking, citing NZ Law sources, NZ Law style guide	
Assessment Criterion 3	Analyse relevant case law and apply precedent.	
Indicative Content 3	Case law analysis use of precedent legal reasoning	
Assessment Criterion 4	Draft legal submissions integrating statutory and case law	
Indicative Content 4	Structured legal argument	

	Submission drafting Report writing conventions with relevant citations	
Assessment Criterion 5	Evaluate ethical risks related to use of digital and AI tools	
Indicative Content 5	Ethical use of digital and AI tools - Understanding limitations of AI - Data privacy and credibility - AI literacy in legal contexts - Prompt engineering questioning	
Mapped GPOs	GPO 2, GPO 4, GPO 5	
Evidence Requirements	Portfolio of legal research outputs, including: - Case law and statutory analysis - Annotated research logs - Draft legal submission (written advocacy) - Reflective commentary on use of AI tools	
Conditions of Assessment	Simulated or real employment law advocacy context; access to online legal databases and AI tools; may use pre-developed scenarios or workplace-relevant issues	
Level of Independence	Learner works independently with guidance on process but not on content. Sources must be selected and evaluated by the learner.	
Judgement Criteria	Learner: - Identifies relevant issues and sources - Demonstrates accuracy in statutory and case analysis - Constructs coherent legal arguments - Observes ethical and professional standards - Demonstrates insight into limits and implications of digital tools	

#### SS 4 - ADR Techniques

Section	Content	Stakeholder Feedback
Skill Standard Title	Apply Alternative Dispute Resolution Techniques in Employment Contexts	
Credit Value	15	
Level	5	
Purpose Statement	This skill standard is intended for people working as employment advocates, HR specialists in employment relations, union	

	<p>representatives, workplace mediators and legal executives.</p> <p>People credited with this standard can effectively apply alternative dispute resolution techniques involving negotiation, mediation, and conflict resolution, including integrating tikanga Māori and other cultural perspectives in employment related matter contexts.</p> <p>This skill standard aligns to the New Zealand Certificate in Employment Advocacy qualification [ref: xxxx]. It can also be used for assessment within other programmes across the legal sector.</p>	
Learning Outcome	Apply culturally appropriate and legally sound dispute resolution techniques to support clients in resolving employment disputes.	
Mapped GPOs	GPO 3, GPO 5, GPO 6	
Evidence Requirements	<p>Simulated or live mediation/ADR session recordings (video or observed):</p> <ul style="list-style-type: none"> <li>- Written reflection</li> <li>- Annotated facilitator script or plan</li> <li>- Evaluation rubric or feedback from role-play participants</li> </ul>	
Conditions of Assessment	Scenario-based or real employment disputes; individual and group participation; facilitators may include assessors or peers	
Level of Independence	Learner demonstrates independent facilitation and decision-making, with peer or tutor feedback for reflection	
Judgement Criteria	<p>Learner:</p> <ul style="list-style-type: none"> <li>- Accurately explains ADR processes</li> <li>- Applies appropriate and respectful communication strategies</li> <li>- Demonstrates cultural responsiveness</li> <li>- Facilitates ADR processes confidently and ethically</li> <li>- Reflects critically on own performance and client outcomes</li> </ul>	