

## FUNDAMENTALS OF HR PRACTICE

Any of the following NZQA units can be taken as part of this course.

| Unit level     | Unit Std No. | Credit value | Description of unit  |
|----------------|--------------|--------------|--|
| <b>Level 4</b> | 19796        | 6 Credits    | Demonstrate knowledge of employment law  |
|                | 19798        | 3 Credits    | Demonstrate knowledge of the requirements of employment agreements                                       |
|                | 19803        | 5 Credits    | Implement and administer employment agreements   |
|                | 19804        | 4 Credits    | Demonstrate knowledge of requirements for the termination of employment                                  |
|                | 19800        | 4 Credits    | Demonstrate knowledge of employment relationship problems and their resolution                           |
|                | 25694        | 4 Credits    | Demonstrate knowledge of workforce development systems in human resource management practice             |
|                | 25682        | 4 Credits    | Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice |
|                | 1297         | 4 Credits    | Interview in a formal situation  |
|                | 23396        | 3 Credits    | Demonstrate knowledge of performance management planning   |
|                | 25685        | 4 Credits    | Demonstrate knowledge of performance management systems in human resource management practice            |
| <b>Level 5</b> | 25695        | 10 Credits   | Describe human resource management in organisations in New Zealand                                       |

\* NZQA unit assessments have an additional charge of \$50 + GST per assessment.

