



NZQA accredited and registered provider

Employment agreements

PRACTICE PAPER ONLY

Test Paper One / Time allowed 90 mins

To be completed by the student

Student Name _____ **Date** __ / __ /2021

School/Provider _____

To be completed by the School Invigilator/Coordinator/Tutor

I confirm that this assessment was completed by the student named above as a closed book exercise under exam conditions

Invigilator Name _____

Invigilator Sign _____

Assessed By _____

Date __ / __ / 2021

**Assessor's
Stamp**

Assessors Note: Materials relate to unit standard 248

SAMPLE ASSESSMENT INSTRUCTIONS

PLEASE MAKE SURE YOU READ AND SIGN THIS SECTION

ASSESSMENT INSTRUCTIONS

- Before starting this assessment you should have achieved a mark of at least 80% for your workbook.
- Use a black or blue ball point pen. (do not use pencil)
- Write your full name on the cover page.
- This is a closed book assessment, so you cannot bring any reference material in, or seek help from anyone else.
- You need to answer all the questions.
- Read the questions carefully, and give detailed answers when asked to.
- You must complete the assessment under exam conditions.
- To achieve the unit standard you must show competency for each outcome.

Complete the following by circling Yes or No as appropriate:

Are you ready to be assessed? **Yes** **No**

Have the assessment instructions these been explained to you? **Yes** **No**

Do you understand the assessment instructions? **Yes** **No**

Have you all the materials/resources that you need for this assessment? **Yes** **No**

Please sign to acknowledge that you have read these instructions and are ready to be assessed.

Student Signature: _____ **Date:** _____

You must complete the assessment instructions on Page 2 before starting this assessment!

ELEMENT ONE

Demonstrate knowledge of MITO training agreements.

- 1. For each of the following statements please indicate which statements are true. In each instance please circle A, B or C.**
- 1a. The Employment Relations Act designed to promote good employment relationships was introduced in New Zealand in:**
 - A 1996
 - B 2000
 - C 2003
- 1b. Which of the following is not grounds for a personal grievance claim:**
 - A Discrimination
 - B Duress
 - C Mediation
- 1c. When completing an apprenticeship, apprentices are expected to buy:**
 - A tools and text books
 - B tools and record of achievement book
 - C tools and training manual
- 1d. An apprenticeship agreement is managed by MITO. What does MITO stand for?**
 - A Motor Industry Training Organisation
 - B Motor Industry Trade Organisation
 - C Motor Industry Tertiary Organisation

1e. Indemnification is used:

- A To terminate a contract
- B When employees and employers don't agree
- C As insurance cover for work related accidents

1f. An apprenticeship Training Agreement:

- A is only signed by MITO and the apprentice
- B ensures that the apprenticeship follows industry standard
- C should be forwarded by the employer to MITO within 14 days of signing

2. For each of the following activities identify who is responsible - the employer, the apprentice or MITO:

- a. Enrol for and attend all block courses as required
-

- b. Apply for a completion certificate when the apprentice has completed the full national certificate
-

- c. Ensure the apprentice is trained in accordance with the guidelines set out by MITO
-

- d. Show respect for the property of customers and fellow workers
-

- e. Pay an annual fee to MITO for supply of workbooks/assessments, training advisor support and reporting of credits
-

f. Provide a training advisor for visits to set new training goals for the apprentice

g. Manages motor industry apprenticeships

h. Inform MITO of the termination of the training agreement if the apprentice's employment has ceased

3. Give one reason why a training agreement may be terminated.

4. Your rights as an employee include being able to request mediation help. Where are you able to get this help from?

5. Assessments are graded as C or NC. Please explain what these mean on the assessment.

NC _____

C _____

ELEMENT TWO

Demonstrate knowledge of negotiation.

- 1. Why is it important to be well presented and well groomed for an interview?**

- 2. Identify at least five instances where good self-selling techniques were used in the following scenario:**

Paul's uncle has arranged an interview for Paul at a local workshop. On the morning of the interview Paul's alarm clock woke him early. He had breakfast and thought about the questions that he might be asked in the interview. The night before he had filled his car with petrol and checked the map for the best route to get to the interview.

He felt confident as he entered the workshop reception and when he met the interviewer he was positive and calm. Paul had his CV and references ready to give the interviewer and had also prepared some questions that he could ask about the company. The interview went well and Paul got the job.

- 1

- 2

- 3

- 4

- 5

3. Briefly explain why it is important to ask the permission of referees before putting their names on to your curriculum vitae.

4. List THREE important points to remember when presenting your CV

1: _____

2: _____

3: _____

5. Give two key points of negotiation that may help you and your employer to reach an agreement that is good for both sides.



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