

<b>Title</b>	<b>Explain agency structures and work within the role of youth worker within a youth work organisation</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to: explain ideal models of agency structures for youth work services; identify own position within a youth work organisation; work within own role in a youth work organisation; and reflect on the agency structure in a youth work organisation.
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<b>Classification</b>	Social Services > Youth Development
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 People awarded credit for this unit standard are able to implement Te Tiriti o Waitangi in youth work according to the authority and resources available to them and are able to apply this competence to the context of assessment against this unit standard. For further clarification, refer to Unit 22246 - *Implement Te Tiriti o Waitangi in youth work*.
- 2 Definitions:
  - *Agency guidelines* include but are not limited to: mission statement; kaupapa; vision and objectives; policies and procedures; job descriptions; relevant legislation; codes of conduct; rules and guidelines of the organisation, and a code of ethics.
  - *Boundaries of authority of governance and management bodies in the youth work organisation* may be established by reference to sources that may include agency guidelines, policy, trust deed, incorporation documents, constitution, or charter, according to the context of assessment.
  - *Personnel in governance and management* may include chairperson; board or executive members; kaumātua; kuia; rangatahi; trustees; secretary; treasurer; chief executive officer, manager, or administrator; paid and unpaid programme and service staff.
  - *Roles and functions of youth work organisations* may include accountability, advocacy, establishing the purpose and goals of the organisation, developing and monitoring policies, interpreting and implementing policy, working with the chief executive officer to ensure the organisation's objectives are met, lobbying and fund raising, management of organisational finances, property, and resources, programme and service delivery, project management, public relations, staff management. Roles and functions may be established by constitution, charter, agency guidelines, incorporation documents, policy, trust deed.

- *Youth work organisations* occur within iwi and tauiwi contexts, and may be legal entities, or informal organisations without a legal personality.

### 3 Assessment notes:

This unit standard may be assessed against evidence of demonstrated performance in the workplace, or through the use of simulated workplace situations that closely approximate the performance required in workplace settings. Workplace settings can include field education placements.

This unit standard is oriented towards governance and management in youth work organisations. Governance and management roles may intertwine, vary from organisation to organisation, and vary during the evolution of a youth work organisation.

- 4 All communications are treated confidentially. The scope and limits of confidentiality are defined through negotiation and informed consent, and criteria established by legislation, ethical practice, and youth work agency guidelines. Sources of *criteria established by legislation, ethical practice, and youth work agency guidelines* include but are not limited to: Official Information Act 1982, Privacy Act 1993, youth work agency codes of conduct, codes of practice issued by the Privacy Commissioner, youth work codes of ethics, and youth work agency protocols, staff manuals, strategic plans. Relevant additional legislation and the *codes of conduct, and youth work agency guidelines* will be determined according to the context of assessment.

- 5 Legislation relevant to this unit standard may include but is not limited to: Human Rights Act 1993, Health and Safety at Work Act 2015, Official Information Act 1982, Privacy Act 1993.

### 6 Resources:

- Ara Taiohi. (2011). *Code of Ethics for Youth Work in Aotearoa New Zealand* (2nd edition). Available at: <https://arataiohi.org.nz/career/code-of-ethics/history-of-the-code-of-ethics/>
- Ara Taiohi. (2019). *Mana Taiohi Principles*. Available at: <https://arataiohi.org.nz/resources/training-and-resources/mana-taiohi/>
- Charities Services / Ngā Ratonga Kaupapa Atawhai. *Supporting charities in New Zealand for stronger communities*. Available at: <http://charities.govt.nz/>
- Charitable Trusts. *Charitable Trusts Register*. Available at: <https://ct-register.companiesoffice.govt.nz/>

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## Outcomes and performance criteria

### Outcome 1

Explain ideal models of agency structures for youth work services.

### Performance criteria

- 1.1 Ideal models of agency structures are identified.

Range	ideal models may include but are not limited to – charitable trusts; iwi based structures; incorporated society; private business, government structures.
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1.2 Models of agency structures are explained in terms of the criteria required for each model.

Range explanation includes definition of model discussed with clear criteria for implementation of the model; criteria may include but are not limited to – constitution; trust deeds; annual general meetings. Evidence is required of four models of organisation structures that are ideal for youth work.

## Outcome 2

Identify own position within a youth work organisation.

### Performance criteria

2.1 Governance and management structures are described in one youth work organisation.

Range board or executive committee; collective; management committee; manager.

2.2 Personnel and their roles and functions are identified in the governance and management bodies.

2.3 Own position, role, functions, and boundaries in the youth work organisation are described according to job description and organisation lines of accountability and communication.

2.4 Own roles, functions, and boundaries of authority in the youth work organisation are identified in terms of either governance, management, or staff in the organisation.

## Outcome 3

Work within own role in a youth work organisation.

### Performance criteria

3.1 Work performance is within boundaries of authority, roles, and functions according to job description and organisation lines of accountability.

Range evidence is required of four examples where work performance adhered to boundaries, role, and function.

## Outcome 4

Reflect on the agency structure in a youth work organisation.

## Performance criteria

4.1 Experience of the youth work organisation is reflected upon in relation to contract, job description, and organisation structure.

Range experience may include but is not limited to – clarity of structures regarding governance and management bodies; clarity of processes; presence or lack of policies and procedures; availability or unavailability of personnel representing governance and management bodies; availability of organisation information to workers; conflicts of interest; ethical dilemmas.

4.2 Reflection identifies the extent to which the agency structure supports or restricts effective youth work practice.

Range youth work practice may include but is not limited to – day-to-day activities, empowerment of youth, advocacy, needs based services.

<b>Planned review date</b>	31 December 2024
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 November 2007	31 December 2021
Revision and rollover	2	MM 2020	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0024
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This CMR can be accessed at <https://www.nzqa.govt.nz/framework/search/index.do>

### Comments on this unit standard

Please contact Careerforce [info@careerforce.org.nz](mailto:info@careerforce.org.nz) if you wish to suggest changes to the content of this unit standard.