

<b>Domain</b>	<b>OFFICE ADMINISTRATION</b>	<b>Unit ID: 124</b>
<b>Title:</b>	<b>Plan meetings as part of office procedures</b>	
<b>Level: 4</b>		<b>Credits: 5</b>

### Purpose

This unit standard specifies the competencies required to plan meetings as part of office procedures. It includes making meeting arrangements, preparing documentation for meetings and recording and producing minutes of a meeting. This unit standard is intended for people who work in an office environment.

### Special Notes

1. Entry information  
Prerequisite:
  - Unit 90 - *Follow workplace safety procedures in an office environment or demonstrated equivalent knowledge and skills.*
2. To demonstrate competence, at a minimum, evidence is required of preparing meeting arrangements, preparing relevant documentations for meeting, taking notes in a meeting and producing minutes of a meeting. Evidence of three different forms of documentation is required for assessment purposes.
3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.
4. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
5. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 6, 1992
  - Occupational Health and Safety Regulations No. 18, 1997
 and all subsequent amendments.

### Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Make meeting arrangements**

#### **Range**

Meetings may include but are not limited to teleconferencing, videoconferencing, annual general meeting, board meeting, formal, informal, semi-formal, staff meeting.

Meeting arrangements may include venue, catering, travel and equipment arrangements.

#### **Performance Criteria**

- 1.1 Requirements of meetings and participants are identified.
- 1.2 Meeting arrangements are prepared according to organisation requirements.
- 1.3 Participants are informed of any changes to original meeting details.

### **Element 2: Prepare documentation for meetings**

#### **Range**

Relevant material may include agendas, reports, previous minutes and submissions.

#### **Performance Criteria**

- 2.1 Relevant documentation for meeting is prepared in line with organisational requirements.
- 2.2 Documentation is checked for accuracy, omissions and errors.
- 2.3 Errors and omissions are corrected in line with organisational requirements.
- 2.4 Documentation is collated and forwarded to participants within specified timeframes.
- 2.5 Spare sets of documents are prepared.

### **Element 3: Record and produce minutes of meeting**

#### **Performance Criteria**

- 3.1 Notes are taken to record meeting in line with organisational requirements.
- 3.2 Minutes are produced in line with organisational requirements.
- 3.3 Minutes are reviewed for accuracy and approved by the respective person.
- 3.4 Copies of minutes are forwarded to all respective parties within a specified timeframe.

## **Registration Data**

<b>Subfield:</b>	Business Services
<b>Date first registered:</b>	28 September 2006
<b>Date this version registered:</b>	28 September 2006
<b>Anticipated review:</b>	2011
<b>Body responsible for review:</b>	Namibia Training Authority