

Xxxx**Demonstrate knowledge of the business skills required to operate as a contractor in Aotearoa New Zealand**

Kaupae Level	3
Whiwhinga Credit	5
Whāinga Purpose	<p>This skill standard is for people wanting to learn financial literacy and competency to enable work as self-employed contractors in Aotearoa New Zealand.</p> <p>It will provide learners with the fundamental business knowledge required to be a self-employed contractor.</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Select a business structure to operate as a self-employed contractor.	a. Identify the key differences between sole traders, companies and partnerships.
2. Demonstrate knowledge of tax obligations as they apply to a self-employed contractor.	a. Describe GST and withholding tax.
	b. Identify online resources to assist with meeting tax obligations.
3. Use business documentation and systems required of a self-employed contractor.	a. Complete a timesheet and write an invoice.
	b. Describe the importance of record keeping for making petty cash and expense claims.
	c. Identify potential software to assist with accounting for a self-employed contractor.
4. Interpret contracts and agreements as they apply to a role.	d. Describe the key sections of a contract and contractual rights relevant to role.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

Assessment should use real or realistic documentation where appropriate.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Negotiating contract conditions and remuneration
- Invoices
- Record keeping, business expenses
- Business structures: sole trader, company, partnership
- Provisional tax, income tax, GST, withholding tax, ACC, filing returns
- Insurance - Public Liability, Health, Income Protection
- Budgeting for tax and contingency/quiet times
- Professional business practices – phone messages, online presence
- Staying up to date - Govt laws, business practice, NZ agencies, forums
- Kiwisaver
- Inland Revenue forms and help
- Financial implications of contracting

Specific to the screen industry:

- Contracts – international and domestic, memorandum/letter of understanding
- Expenses – may include equipment hire, phone, vehicle, per diems, accommodation, utilities
- Non-Disclosure Agreements
- Completing timesheets
- Obtaining receipts and making petty cash claims
- [Screen Industry Workers Act, 2022](#)

Rauemi | Resources

- IRD website forms and guidelines
- Examples of documentation relevant to industry e.g. timesheets, petty cash forms, invoices, non-disclosure agreements, release forms
- Examples of contracts

Pārongo Whakaū Kouna | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	<type here>
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Field > Subfield > Domain
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	<nnnn>

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
-------------------------	-----------------------------	--------------------------------------	---

Rēhitatanga Registration	<type here>	[dd mm yyyy]	[dd mm yyyy]
Arotakenga Review	<type here>	[dd mm yyyy]	[dd mm yyyy]
Kōrero whakakapinga Replacement information	<type here>		
Rā arotake Planned review date	[dd mm yyyy]		

Please contact <SSB> at <email address> to suggest changes to the content of this skill standard.