Title: Complete a work experience placement

Level: 2  Credits: 3

Purpose: People credited with this unit standard are able to: prepare for a work experience placement; carry out the placement; and reflect on the results of the placement.

Classification: Core Generic > Work and Study Skills

Available grade: Achieved

Explanatory notes:
1. Examples of processes that may be used to assess this unit standard are: observation, discussion, hands-on experience, worksite supervisor feedback.
2. During assessment against this unit standard, statutory and workplace requirements must be met, including the requirements of the Health and Safety in Employment Act 1992.
3. Evidence for outcome 2 of this unit standard must be generated in an actual workplace, not a simulated situation or in a classroom context.
4. Definition: Workplace requirements are documented policies and procedures or established protocols for workplace performance.

Outcomes and evidence requirements

Outcome 1

Prepare for a work experience placement.

Evidence requirements

1.1 Learning goals are set that relate to the work experience placement.
1.2 Tasks are identified that achieve the learning goals.
1.3 The workplace expectations are described in terms of basic health and safety requirements, timeliness and personal presentation.
Outcome 2

Carry out the placement.

Evidence requirements

2.1 Identified tasks are carried out based on an agreement with the supervisor.

2.2 Opportunities for gaining work-related knowledge beyond the learning goals are responded to and are recorded.

2.3 The workplace expectations are met in terms of basic health and safety requirements, timeliness and personal presentation.

Outcome 3

Reflect on the results of the placement.

Evidence requirements

3.1 Reflection identifies own work preferences and prospects in terms of the work experience placement.

3.2 Reflection identifies benefits of the work experience placement in terms of own learning.

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Planned review date 31 December 2020

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Consent and Moderation Requirements (CMR) reference 0023
This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Please note
Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.
Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.