

Title	Demonstrate knowledge of a specified workplace		
Level	3	Credits	3

Purpose	People credited with this unit standard are able to demonstrate knowledge of a specified workplace.
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Classification	Core Generic > Work and Study Skills
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Available grade	Achieved
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Guidance Information

- 1 Assessment must relate to an actual, personal workplace where the candidate is working or on work placement.
- 2 All concerned with the teaching/learning and assessment relating to this unit standard need to be aware of, and respect, any issues of privacy and confidentiality.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of a specified workplace.

Performance criteria

- 1.1 Aspects of a specified workplace are described in detail.

Range	aspects – mission/vision, history, structure and/or functions, products and/or services, union coverage.
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- 1.2 Learning pathways within the specified workplace are described.

Range	apprenticeships, work-based; may include – training, professional development, internships.
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- 1.3 Roles and procedures of the workplace are described.

Range	may include – IT usage, performance reviews, workplace conduct, conflict of interest, privacy, pay, staff benefits, uniform, vehicle use, workspace and staff facilities, health and safety, induction, contracts, complaints; evidence of four roles and four procedures.
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Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 January 2018	N/A
Review	2	2 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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.