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| Title | **Complete a work experience placement** |
| Level | **2** | **Credits** | **3** |

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

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

**Guidance Information**

1 This unit standard requires work in the workplace at acceptable levels of attendance and performance for at least 5 days.

2 During assessment against this unit standard, statutory and workplace requirements must be met, including the requirements of the Health and Safety at Work Act 2015.

3 Evidence for outcome 2 of this unit standard must be generated in an actual workplace, not in a simulated situation nor in a classroom context.

4 Definition

 *Workplace requirements* are documented policies and procedures or established protocols for workplace performance.

**Outcomes and performance criteria**

**Outcome 1**

Prepare for a work experience placement.

**Performance criteria**

1.1 Learning goals are identified.

1.2 The workplace expectations are described in terms of health and safety requirements, punctuality, attendance, and personal presentation.

**Outcome 2**

Carry out the placement.

**Performance criteria**

2.1 Tasks are carried out in accordance with the workplace requirements.

2.2 The workplace expectations are met in terms of health and safety requirements, punctuality, attendance, and personal presentation.

**Outcome 3**

Evaluate the experience of the placement.

**Performance criteria**

3.1 The work experience placement is evaluated in relation to the learning goals.

3.2 The effects of the work experience placement on own learning and future pathways are identified.

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| Planned review date | 31 December 2027 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 24 March 1998 | 31 December 2015 |
| Revision | 2 | 12 September 2002 | 31 December 2015 |
| Review | 3 | 16 July 2010 | 31 December 2017 |
| Review | 4 | 18 June 2015 | 31 December 2019 |
| Review | 5 | 25 January 2018 | N/A |
| Review | 6 |  | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0113 |

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.