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| Title | **Describe how employee behaviours and/or attitudes contribute to positive workplace relationships and performance** | | |
| Level | **1** | **Credits** | **2** |

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| Purpose | People credited with this unit standard are able to describe how employee behaviours and/or attitudes contribute to positive workplace relationships and performance. |

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

**Guidance Information**

1 Definitions

*Positive working relationships* refers to one or more of – positive interaction with co-workers and supervisors; demonstrating willingness to learn; working as a team member; accepting constructive feedback, guidance and direction.

*Performance of workplace duties* refers to one or more of – asking questions to obtain information and to clarify task requirements, accessing appropriate people and procedures for communication, following health and safety requirements.

**Outcomes and performance criteria**

**Outcome 1**

Describe how employee behaviours and/or attitudes contribute to positive workplace relationships and performance.

**Performance criteria**

* 1. Behaviours and/or attitudes are described in terms of how they contribute to positive working relationships.

Range evidence is required of five.

1.2 Behaviours and/or attitudes are described in terms of how they contribute to the performance of workplace duties.

Range evidence is required of five.

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| Replacement information | This unit standard replaced unit standard 4248. |

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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**Status information and last date for assessment for superseded versions**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 | 25 January 2018 | N/A |
| Review | 2 |  | 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](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.