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| Title | **Describe obligations as an employee** |
| Level | **1** | **Credits** | **3** |

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| Purpose | People credited with this unit standard are able to describe obligations as an employee. |

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

**Guidance Information**

1 Definitions

*Workplace* refers to a specific place of paid or voluntary employment. Assessment must relate to this workplace, but does not require actual involvement in the workplace.

 *Workplace requirements* refer to documented policies and procedures or established protocols for workplace performance, and include all legislative requirements.

2 The following legislation and any subsequent amendments provide reference, where needed, for this unit standard:
Health and Safety at Work Act 2015
Employment Relations Act 2000
Holidays Act 2003.

**Outcomes and performance criteria**

**Outcome 1**

Describe obligations as an employee.

**Performance criteria**

1.1 Personal presentation is described in terms of meeting the workplace requirements.

Range evidence for at least five requirements.

1.2 Behaviours that may lead to disciplinary action in accordance with the workplace requirements are described.

Range at least three are required.

1.3 Health and safety obligations are described in accordance with the workplace requirements.

Range at least three obligations are required.

1.4 Workplace practices as an employee are described in accordance with the workplace requirements.

Range may include but is not limited to – time management and punctuality, use of electronic devices, breaks, personal appointments, absences, task/production deadlines, care of equipment, privacy;

 evidence required for five.

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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**Status information and last date for assessment for superseded versions**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 May 1995 | 31 December 2014 |
| Revision | 2 | 20 March 1998 | 31 December 2014 |
| Review | 3 | 26 September 2001 | 31 December 2014 |
| Review | 4 | 16 July 2010 | 31 December 2014 |
| Revision | 5 | 15 March 2012 | 31 December 2017 |
| Review | 6 | 17 July 2014 | 31 December 2019 |
| Rollover and Revision | 7 | 18 June 2015 | 31 December 2019 |
| Review | 8 | 25 January 2018 | N/A |
| Review | 9 |  | 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.