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| Title | **Work in a new workplace** |
| Level | **1** | **Credits** | **3** |

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| Purpose | People credited with this unit standard are able to work in a new workplace. |

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

**Guidance Information**

1 This unit standard applies to persons commencing a new job, or to students, trainees, or others who are undergoing some form of work experience placement in an actual workplace.

2 Definition

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

3 The following unit standards may be considered relevant to, and/or supportive of, this unit standard:

Unit 1978, *Describe basic employment rights and responsibilities, and sources of information and/or assistance*

Unit 30909, *Describe how employee behaviours and/or attitudes contribute to positive workplace relationships and performance*

Unit 4249, *Describe obligations as an employee*

Unit 10780, *Complete a work experience placement*.

**Outcomes and performance criteria**

**Outcome 1**

Work in a new workplace.

**Performance criteria**

1.1 Preparation for working in the new workplace is completed.

Range getting to work, knowledge of the workplace environment, clothing and equipment, documentation, employment agreement and/or conditions;

 documentation includes, as relevant – bank account number, IRD number, birth certificate or other form of identification, evidence of qualification(s), drivers licence.

1.2 New workplace is described, as relevant to the work position.

Range layout, facilities, procedures, personnel, health and safety requirements.

1.3 Workplace requirements are met.

Range clothing, footwear, personal presentation, health and safety, attendance, punctuality, workplace procedures.

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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**Status information and last date for assessment for superseded versions**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 | 21 June 1993 | 31 December 2015  |
| Review | 2 | 17 August 1995 | 31 December 2015 |
| Review | 3 | 24 March 1998 | 31 December 2015 |
| Revision | 4 | 12 September 2002 | 31 December 2015 |
| Review | 5 | 16 July 2010 | 31 December 2015 |
| Revision | 6 | 22 October 2010 | 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.