

Title	Complete a work experience placement		
Level	2	Credits	3

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

Reflect on the experience of the placement.

Performance criteria

- 3.1 Reflection describes the work experience placement in relation to the learning goals.
- 3.2 Reflection identifies effects of the work experience placement on own learning and future pathways.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions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

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.