<table>
<thead>
<tr>
<th>Title</th>
<th>Complete a work experience placement</th>
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<td>Level</td>
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<td>Credits</td>
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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 reflect on the experience of the placement.

**Classification**
Core Generic > Work and Study Skills

**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

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

Status information and last date for assessment for superseded versions

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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.