

Title	Train colleagues in the workplace		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to train colleagues in the workplace, in accordance with organisational requirements.
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Classification	Business Operations and Development > People Development and Coordination
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Available grade	Achieved
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Explanatory notes

- 1 Unit standards in the People Development and Coordination domain are about engaging with and leading people to achieve outcomes as individuals and teams.
- 2 People will be assessed for this unit standard on evidence from authentic experience in an organisational context, with all the expectations and possible consequences of that context. The context may include but is not limited to:
 - the candidate’s workplace
 - where the candidate is a volunteer
 - a cultural, community, or sporting organisation
 - a special event.
- 3 The assessment context for this unit standard must be suitable to meet the criteria for Level 3 in the NZQF Levels Descriptors, which are available by searching for “levels descriptors” at www.nzqa.govt.nz.
- 4 *Organisation* refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.
Organisational requirements may include but are not limited to:
 - organisation purpose and/or direction
 - organisation policies and processes
 - compliance: legislative/legal, health and safety
 - risk management
 - sustainability.*Legislative/legal* refers to requirements that derive authority from legislation and/or the law.
- 5 Training includes – explanation, demonstration, practice, feedback, summary, ongoing support, reflection on own performance.
 Support may include but is not limited to – coaching, mentoring, supervision, “buddy”.

- 6 Training is to be provided for two colleagues who each have different needs in relation to content and/or training method.
- 7 This unit standard is not intended for professional / specialist educators - refer to Unit 7108, *Deliver on-job training for adult trainees*.

Outcomes and evidence requirements

Outcome 1

Train colleagues in the workplace.

Evidence requirements

- 1.1 Skills and knowledge required by colleagues are determined in accordance with organisational requirements.
- 1.2 Training is conducted on-job in accordance with organisational requirements.
- 1.3 Colleagues are supported in applying new skills and knowledge on the job in accordance with organisational requirements.

Planned review date	31 December 2020
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 November 2011	N/A
Review	2	17 March 2016	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>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing

to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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.