

<b>Title</b>	<b>Train colleagues in the workplace</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to train colleagues in the workplace.
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<b>Classification</b>	Business Operations and Development > People Development and Coordination
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<b>Available grade</b>	Achieved
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### Guidance Information

- 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](http://www.nzqa.govt.nz).
- 4 Definitions
 

*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.
- 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 or specialist educators - refer to Unit 7108, *Deliver on-job training for adult trainees*.

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## Outcomes and performance criteria

### Outcome 1

Train colleagues in the workplace.

### Performance criteria

- 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.

<b>Planned review date</b>	31 December 2025
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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	31 December 2023
Review	2	17 March 2016	31 December 2023
Review	3	24 June 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Comments on this unit standard

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.