

<b>Title</b>	<b>Apply basic skills and practices in a workplace context</b>		
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>8</b>

<b>Purpose</b>	<p>This unit standard is intended for ākonga/learners with learning disabilities, including those with intellectual disability. They are people who require support with their learning either through additional resources, specialised equipment or adapted teaching programmes.</p> <p>People credited with this unit standard are able to apply basic skills and practices in a workplace context (Supported Learning).</p>
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<b>Classification</b>	Supported Learning > Supported Learning - Personal, Community and Work Skills
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 This unit standard may contribute to the New Zealand Certificate in Skills for Learning and Working, for Supported Learners (Level 1) [Ref: 4373].
- 2 This unit standard will be carried out in situations that are limited in range, meaningful, repetitive and familiar, and ākonga/learners will be engaged in activities within defined contexts.
- 3 The assessor must be satisfied that the ākonga/learner can demonstrate competence against the unit standard, with minimal support towards increased independence.
- 4 The pace of teaching and learning for ākonga/learners with disabilities, may take longer than 80 hours to achieve 8 credits.
- 5 This unit standard may be assessed in conjunction with other Supported Learning unit standards to allow for integrated assessment. The assessment should be integrated into a meaningful social, cultural, family/whānau, community and/or work context.
- 6 Assessments involve using a variety of methods that give the ākonga/learner the opportunity to show competence. It is recommended that the collection of evidence is naturally occurring, in real life contexts, and collected over an extended timeframe. It may be oral or written, or practical evidence.

- 7 The assessor must be satisfied that the naturally occurring evidence can be attributed to the ākonga/learner. A verifier's checklist is acceptable if accompanied by evidence that includes examples from the ākonga/learner's performance.
- 8 Assessments and evidence may involve the use of digital technology – internet, laptop/iPad/tablet/cell phone, and augmentative communication, where appropriate for the ākonga/learner and context.
- 9 For the purpose of this standard, a reader and/or writer can be used to assist the ākonga/learner in assessment.
- 10 For the purposes of performance criterion 1.1, evidence of satisfactory completion of work tasks is verified by the workplace supervisor. This may include a work log, workplace feedback, and/or attestation by the employer.
- 11 For the purposes of performance criterion 1.2, evidence of satisfactory compliance with health and safety practices of the workplace is verified by the workplace supervisor. This may include a work log, workplace feedback, and/or attestation by the employer.
- 12 References  
Work and Your Rights in NZ – People First, [www.newzealandnow.govt.nz/work-in-new-zealand/employment-rights](http://www.newzealandnow.govt.nz/work-in-new-zealand/employment-rights)  
Health and Safety at Work Act 2015.  
Employment Relations Act 2000.
- 13 Definitions  
*Skills* refer to those specific to the job, place of work or specified duties. Examples include but are not limited to – word processing, setting a table, visual communication, sweeping floors, using a photocopier, asking for help.  
*Practices* refer to how duties are carried out at the place of work. Examples include but are not limited to – workplace expectations for start and finish times, how to comply with workplace rules, how to communicate appropriately in the workplace, being familiar with your role and responsibilities.

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## Outcomes and performance criteria

### Outcome 1

Apply basic skills and practices in a workplace context.

Range workplace context may include but is not limited to – voluntary, community, paid employment.

### Performance criteria

1.1 Basic skills and practices, including completing allocated tasks, are applied in accordance with the instructions received.

Range evidence of five different applications are required, which includes at least one skill and one practice.

- 1.2 Health and safety practices are applied in accordance with workplace requirements and the Health and Safety at Work Act 2015.

<b>Replacement information</b>	This unit standard replaced unit standards 11871, and 11918.
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<b>Planned review date</b>	31 December 2026
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 November 2015	31 December 2023
Rollover and Revision	2	26 November 2020	31 December 2023
Review	3	28 April 2022	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>.

#### 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.