

Title	Describe obligations as an employee		
Level	1	Credits	3

Purpose	People credited with this unit standard are able to describe obligations as an employee.
----------------	--

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

Available grade	Achieved
------------------------	----------

Guidance Information

1 Definitions

Workplace refers to a specific place of paid or voluntary employment. Assessment must relate to this workplace, but does not require actual involvement in the workplace.

Workplace requirements refer to documented policies and procedures or established protocols for workplace performance, and include all legislative requirements.

2 The following legislation and any subsequent amendments provide reference, where

needed, for this unit standard:

Health and Safety at Work Act 2015

Employment Relations Act 2000

Holidays Act 2003.

Outcomes and performance criteria

Outcome 1

Describe obligations as an employee.

Performance criteria

1.1 Personal presentation is described in terms of meeting the workplace requirements.

Range evidence for at least five requirements.

1.2 Behaviours that may lead to disciplinary action in accordance with the workplace requirements are described.

Range at least three are required.

1.3 Health and safety obligations are described in accordance with the workplace requirements.

Range at least three obligations are required.

1.4 Workplace practices as an employee are described in accordance with the workplace requirements.

Range may include but is not limited to – time management and punctuality, use of electronic devices, breaks, personal appointments, absences, task/production deadlines, care of equipment, privacy; evidence required for five.

Planned review date	31 December 2022
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 May 1995	31 December 2014
Revision	2	20 March 1998	31 December 2014
Review	3	26 September 2001	31 December 2014
Review	4	16 July 2010	31 December 2014
Revision	5	15 March 2012	31 December 2017
Review	6	17 July 2014	31 December 2019
Rollover and Revision	7	18 June 2015	31 December 2019
Review	8	25 January 2018	N/A

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.