

Title	Work in a new workplace		
Level	1	Credits	3

Purpose	People credited with this unit standard are able to work in a new workplace.
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Classification	Core Generic > Work and Study Skills
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Available grade	Achieved
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Guidance Information

- 1 This unit standard applies to persons commencing a new job, or to students, trainees, or others who are undergoing some form of work experience placement in an actual workplace.
- 2 Definition
Workplace requirements are documented policies and procedures or established protocols for workplace performance.
- 3 The following unit standards may be considered relevant to, and/or supportive of, this unit standard:
Unit 1978, *Describe basic employment rights and responsibilities, and sources of information and/or assistance*
Unit 30909, *Describe how employee behaviours and/or attitudes contribute to positive workplace relationships and performance*
Unit 4249, *Describe obligations as an employee*
Unit 10780, *Complete a work experience placement.*

Outcomes and performance criteria

Outcome 1

Work in a new workplace.

Performance criteria

- 1.1 Preparation for working in the new workplace is completed.

Range getting to work, knowledge of the workplace environment, clothing and equipment, documentation, employment agreement/conditions;
documentation includes, as relevant – bank account number, IRD number, birth certificate or other form of identification, evidence of qualification(s), drivers licence.

1.2 New workplace is described, as relevant to the work position.

Range layout, facilities, procedures, personnel, health and safety requirements.

1.3 Workplace requirements are met.

Range clothing, footwear, personal presentation, health and safety, attendance, punctuality, workplace procedures.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 June 1993	31 December 2015
Review	2	17 August 1995	31 December 2015
Review	3	24 March 1998	31 December 2015
Revision	4	12 September 2002	31 December 2015
Review	5	16 July 2010	31 December 2015
Revision	6	22 October 2010	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
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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 if you wish to suggest changes to the content of this unit standard.