

Title	Perform calculations for a specified workplace		
Level	1	Credits	2

Purpose	<p>This unit standard is intended for people who require basic calculation skills for use in a workplace.</p> <p>People credited with this unit standard are able to perform calculations for a specified workplace.</p>
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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 Assessment can occur in a workplace, or in a training or educational establishment, provided that each calculation:
 - has a purpose and complexity realistic and relevant to the specified workplace, and
 - meets the specified workplace’s requirements and/or industry standards for accuracy and timeliness.

Calculators may be used if their use is generally acceptable in the specified workplace.
- 2 Definitions

Accuracy means all calculations must be correct. Where any calculations are incorrect, new calculations must be attempted by the candidate.

Timeliness refers to industry expectations for the performance of the calculation in the specified workplace.

Workplace refers to a place of paid or voluntary employment.

Workplace requirements and/or industry standards refers to documented policies and procedures and/or established protocols for workplace performance, including compliance with applicable legislation.
- 3 Candidate’s evidence must specify the workplace, whether real or simulated.

Outcomes and performance criteria

Outcome 1

Perform calculations for a specified workplace.

Range evidence is required for at least 10 calculations of at least five different types.

Performance criteria

- 1.1 Calculations are completed in accordance with workplace requirements and/or industry standards.

Range requirements include but are not limited to – accuracy, timeliness.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 June 1993	31 December 2014
Review	2	25 October 1995	31 December 2014
Review	3	24 March 1998	31 December 2014
Revision	4	12 September 2002	31 December 2014
Review	5	16 July 2010	31 December 2015
Revision	6	17 July 2014	31 December 2017
Review	7	17 September 2015	31 December 2019
Review	8	21 July 2016	N/A
Revision	9	26 October 2017	N/A
Review	10	28 January 2021	N/A
Review	11	2 March 2023	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.