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| Title | **Demonstrate knowledge of a specified workplace** |
| Level | **3** | **Credits** | **3** |

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| Purpose | People credited with this unit standard are able to demonstrate knowledge of a specified workplace. |

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| Classification | Core Generic > Work and Study Skills |

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| Available grade | Achieved |

**Guidance Information**

1 Assessment must relate to an actual, personal workplace where the candidate is working or on work placement.

2 All concerned with the teaching/learning and assessment relating to this unit standard need to be aware of, and respect, any issues of privacy and confidentiality.

**Outcomes and performance criteria**

**Outcome 1**

Demonstrate knowledge of a specified workplace.

**Performance criteria**

1.1 Aspects of a specified workplace are described in detail.

Range aspects – mission/vision, history, structure and/or functions, products and/or services, union coverage.

1.2 Learning pathways within the specified workplace are described.

Range apprenticeships, work-based;

 may include – training, professional development, internships.

1.3 Roles and procedures of the workplace are described.

Range may include but not limited to – IT usage, performance reviews, workplace conduct, conflict of interest, privacy, pay, staff benefits, uniform, vehicle use, workspace and staff facilities, health and safety, induction, contracts, complaints;

 evidence of four roles and four procedures.

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| Planned review date | 31 December 2027 |

**Status information and last date for assessment for superseded versions**

| Process | Version | Date | Last Date for Assessment |
| --- | --- | --- | --- |
| Registration | 1 | 25 January 2018 | N/A |
| Review | 2 |  | N/A |

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| 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.