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| Title | **Perform calculations for a specified workplace** |
| Level | **1** | **Credits** | **2** |

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| Purpose | This unit standard is intended for people who require basic calculation skills for use in a workplace.People credited with this unit standard are able to perform calculations for 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 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.

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**Status information and last date for assessment for superseded versions**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