

NZQA Assessment Support Material

Unit standard	29298				
Title	Maintain routines and commitments (Supported Learning)				
Level	1	Credits	8	Version	1

STUDENT GUIDELINES

CANDIDATE'S INFORMATION	
First and last name	
NSN number	
Date	

INSTRUCTIONS FOR THE CANDIDATE

- 1. Do ALL parts of this assessment.**
- 2. Do this assessment by yourself.**
- 3. Ask your assessor if you need help to understand something better.**
- 4. Answer in a way that is easiest for you (e.g. iPad computer, cell phone, speaking to your helper, camera).**

CONDITIONS OF ASSESSMENT



- Part One of the assessment will be done in conjunction with the assessor.
- Parts Two and Three of the assessment will be carried out by the candidate.
- Each routine and commitment in the assessment will be maintained over a time set by the assessor.

Maintain routines and commitments (Supported Learning)



ASSESSMENT

Assessment Task

This assessment task has three parts. You will be asked to:

1

Identify **five** routines and **three** commitments you have in different situations in terms of purpose and need; and one strategy to maintain each of them

2

Demonstrate your **five** routines and **three** commitments and maintain them over an extended period (one-six months).

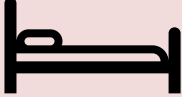






Part 1 Assessment



1a. Think of **five** routines that you have in different situations.


Your teacher will help you to make sure your routines are identified in terms of purpose and need.

Examples of some routines.

 Making your bed each day	 Brushing your teeth each day	 Vacuuming the living room each week
 Mowing the lawns each week	 Attending a community or religious group each week.	 Emptying the dishwasher
	 Shopping for household items each month	

Answer the following questions about each routine you have.

Example:

<p>What is the routine?</p>	<p><i>Taking the wheelie bin out.</i></p> 
<p>How often do you do it?</p>	<p><i>Once a week – every Tuesday morning at 9am.</i></p>
<p>What is the purpose of your routine?</p>	<p><i>So that the rubbish collectors can take the rubbish to the dump.</i></p>
<p>Why do you need to have this routine?</p>	<p><i>I need this routine so that my wheelie bin is emptied every week and doesn't overflow with rubbish and get smelly.</i></p>
<p>What is one strategy you have to maintain this routine and manage your time?</p>	<p><i>I write a note on the Tuesday pages of my weekly planner to 'take the bin out'. I always check my diary every morning, while I am eating my breakfast.</i></p>

Routine 1:

<p>What is the routine?</p>	
<p>How often do you do it?</p>	

What is the purpose of your routine?	
Why do you need to have this routine?	
What is one strategy you have to maintain this routine and manage your time?	

Routine 2:

What is the routine?	
How often do you do it?	
What is the purpose of your routine?	

Why do you need to have this routine?	
What is one strategy you have to maintain this routine and manage your time?	

Routine 3:

What is the routine?	
How often do you do it?	
What is the purpose of your routine	
Why do you need to have this routine?	

<p>What is one strategy you have to maintain this routine and manage your time?</p>	
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Routine 4:

<p>What is the routine?</p>	
<p>How often do you do it?</p>	
<p>What is the purpose of your routine</p>	
<p>Why do you need to have this routine?</p>	
<p>What is one strategy you have to maintain this routine and manage your time?</p>	




Routine 5:

What is the routine?	
How often do you do it?	
What is the purpose of your routine?	
Why do you need to have this routine?	
What is one strategy you have to maintain this routine and manage your time?	

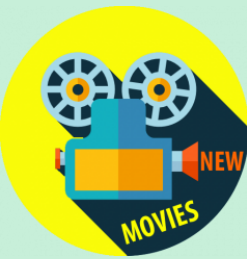
1b. Think of **three** commitments that you have in different situations.

**Your teacher will help you to make sure your commitments are identified in terms of purpose and need.*

Examples of some commitments.

 <p>Being part of a sports team and attending all practices</p>	 <p>Participating in a study group at school</p>	 <p>Attending and helping at a religious or community group</p>
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Example:

What is the commitment?	<p><i>Movie club</i></p> 
How often do you do it?	<i>On the last Friday of every month</i>
What is the purpose of this commitment?	<i>To watch a movie with my friends.</i>
Why do you need to have this commitment?	<i>To see my friends on a regular basis and to watch a new movie.</i>
What is one strategy you have to maintain this commitment and manage your time?	<i>I have a calendar in my kitchen, so on the last Friday of every month, I write 'Movie Club'. Every time I look at the calendar, I know when Movie Club is.</i>

Commitment 1:

What is the commitment?	
How often do you do it?	
What is the purpose of this commitment?	
Why do you need to have this commitment?	
What is one strategy you have to maintain this commitment and manage your time?	

Commitment 2:

What is the commitment?	
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How often do you do it?	
What is the purpose of this commitment?	
Why do you need to have this commitment?	
What is one strategy you have to maintain this commitment and manage your time?	

Commitment 3:

What is the commitment?	
How often do you do it?	

What is the purpose of this commitment?	
Why do you need to have this commitment?	
What is one strategy you have to maintain this commitment and manage your time?	

Part 2 Assessment



Carry out each of the **five** routines and **three** commitments in different situations.

Observation checklist

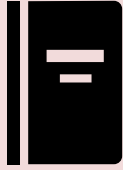
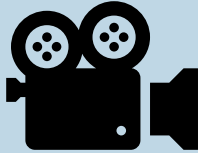

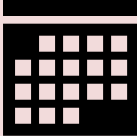
Routine/Commitment	Name and position of observer	Date observed	Observer's signature to confirm that routine/commitment was completed in accordance with purpose and health and safety practices.
EXAMPLE: <i>Taking the wheelie bin out.</i>	<i>Anne Smithers</i>	<i>07/07/19</i>	<i>A.M.Smithers</i>
Routine 1:			
Routine 2:			
Routine 3:			
Routine 4:			
Routine 5:			
Commitment 1:			
Commitment 2:			
Commitment 3:			

Part 3 Assessment

Maintain your five routines and three commitments for a period of time.

**Where necessary, your teacher will help you to decide how to record the way in which you maintain your routines and commitments*

You can record how you maintain your routines and commitments in a number of ways.

 <p>Keeping a journal</p>	 <p>Using video evidence</p>
 <p>Reporting to your teaching or another person regularly</p>	 <p>Keeping a diary</p>

Use the following table to outline how you will keep records of how you will maintain your routines and commitments.

Routine/Commitment	How you will record evidence of maintaining routines and commitments	How long you will record evidence of maintaining routines and commitments
EXAMPLE: <i>Taking the wheelie bin out</i>	<i>I will write it on my calendar every week and cross it off each time I take it out.</i>	<i>Three months.</i>
Routine 1:		
Routine 2:		
Routine 3:		
Routine 4:		
Routine 5:		
Commitment 1:		
Commitment 2:		
Commitment 3:		

Once you have maintained each of routines and commitments for a period of time, your assessor will complete the following checklist.

Assessor's checklist

Routine/commitment	Maintained for required period of time (✓ or x)	Evidence provided by candidate (✓ or x)
Routine 1:		
Assessor Comments:		
Routine 2:		
Assessor Comments:		
Routine 3:		
Assessor Comments:		
Routine 4:		
Assessor Comments:		
Routine 5:		
Assessor Comments:		
Commitment 1:		
Assessor Comments:		
Commitment 2:		
Assessor Comments:		
Commitment 3:		
Assessor Comments:		
I confirm that the learner has maintained each of their five identified routines and three identified commitments for a period of at least one month to six months.		
Assessor name:		Date:
Signature:		

Overall Performance Outcome: **Achieved** **Not Achieved**

Overall comments:

Assessor's Attestation:
I confirm the following:

- the learner has adequacy of knowledge and performance
- the assessment complied with relevant health and safety, and legislative requirements
- the learner's likely repeatable competence in the future.

Name:		Signature:	
Date:		Position Held:	