

NZQA Assessment Support Material

Unit standard	29310				
Title	Apply basic skills and practices in a workplace context (Supported Learning)				
Level	1	Credits	8	Version	1

ASSESSOR GUIDELINES

The following guidelines are supplied to enable assessors to carry out valid and consistent assessment using this internal assessment resource.

1. See Generic Resources and Guidelines at <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/assessment-of-standards/generic-resources/>

GENERAL

1. This unit standard is intended for learners who require some form of support with their learning either through additional resources, specialised equipment, or adapted programmes. It is important to note that they are people with learning disabilities and include those with intellectual disability.
2. This unit standard contributes to the *New Zealand Certificate in Skills for Living for Supported Learners (Level 1) (with an optional strand in Skills for Working)* [Ref: 2853].

ASSESSMENT

3. The assessments must be at Level 1 of the NZ Qualifications Framework. For information about the Level 1 NZQA level descriptor, go to *The New Zealand Qualifications Framework- page 30*: <https://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-nzqf.pdf>
4. The assessors must be satisfied that the candidate can demonstrate competence against the unit standard, with minimal support towards increased independence. The assessor must sign an attestation in the Student Guidelines to confirm that all the work done is the candidate's own.
5. To ensure assessment conditions and assessor judgement are consistent and fair, assessors must be Supported Learning teachers who understand the assessment requirements. Learning support and/or teacher aides may be used to support a candidate with gathering and verifying of evidence.
6. This resource exemplifies assessment of learning for one unit standard. However, it is highly recommended that this standard be assessed in conjunction with other Supported Learning unit standards to allow for a thematic approach. This would make the learning more meaningful to candidates in their own social, cultural, family/whanau, community and/or work contexts.
7. This assessment resource provides examples of how assessments could be presented. These assessment tasks may need to be altered to suit the learning styles and additional needs of the learner.
8. Sample answers have been developed to guide assessors. However, it is important to note that candidate's answers will vary depending on the individual. Assessors should also be aware that sample answers are not provided for all questions, and that they may need to develop their own examples for some assessment parts.

GATHERING OF EVIDENCE

9. A variety of approaches should be considered for the gathering of evidence, which may involve the use of digital technology – internet; laptop/ tablet e.g. iPad/cell phone, and augmentative communication; and use of a reader/writer or enlarged print, where appropriate for the learner and context.
10. All evidence such as videos, audio, pictures etc. must be attached to the candidate's paper-based copy of the Student Guidelines, when moderation is required, thus verifying the candidate's own work. If the candidate is unable to record the answers on their paper-based copy, their Supported Learning Teacher or Teacher aide must do so. If the candidate is part of a group when carrying out tasks, the assessment evidence must reflect the candidate's ability to achieve each task independently.
11. Evidence collected for this assessment can be attributed to the candidate through its natural occurrence, in real life contexts and collected over an extended timeframe. A verifiers checklist is acceptable if accompanied by evidence that includes examples from the candidate's performance.
12. For evidence requirement 1.1, evidence of satisfactory completion of work tasks is verified by the workplace supervisor. This may include a work log, workplace feedback, and/or attestation by the employer.
13. For evidence requirement 1.2, evidence of satisfactory compliance with health and safety practices of the workplace is verified by the workplace supervisor. This may include a work log, workplace feedback, and/or attestation by the employer.

REFERENCES

14. Work and Your Rights in NZ – People First, www.peoplefirst.org.nz/
The Health and Safety in Employment Act 1992 (under reform).
Employment Relations Act 2000.

BEFORE THE ASSESSMENT

Over the weeks prior to this assessment, candidates must have had sufficient teaching and learning opportunities to be familiar with the following:

- Workplace skills and practices – the ability to apply a range of skills and practices in accordance with the instructions received in a workplace context.
- In the context of the candidate's workplace:
 - Skills – those specific to the job, place of work or specified duties
 - Practices – how duties are carried out at the place of work
- Health and safety practices in the workplace and the Health and Safety in Employment Act 1992.

PRE-ASSESSMENT ACTIVITY

To prepare learners for the assessment, an activity immediately before the assessment task is recommended. This could be setting the scene and providing a scenario which assist learners to relate the assessment task to a meaningful, real context.

Learners may also need terminology or concepts unpacked for them so they have a better understanding of what is required. However, pre-assessment activities tasks may not lead the learner to the answers. Learners must still independently demonstrate their competency against this standard.

FOR THE ASSESSOR:

Evidence and Judgement Guidance

Unit standard 29310

Title	Apply basic skills and practices in a workplace context (Supported Learning)				
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Outcome 1

Apply basic skills in a workplace context (Supported Learning)

Range: workplace context may include but is not limited to – voluntary, community, paid employment.

1.1 Skills and practices are applied in accordance with the instructions received

Range: skills and practices must include completing tasks allocated; and may include but are not limited to – timeliness, asking for help; evidence of five different applications required, which includes at least one skill and one practice.

Evidence for Achievement

Judgements for Achievement

Part 1

Candidate description of at least **five** skills/practices, including at least **one** skill and **one** practice carried out in accordance with their place of work as agreed with the workplace supervisor.

See sample answers for one skill and one practice

The application of skills and practices are carried out when completing allocated tasks in the workplace.

The skills and the practices that are evidenced must be appropriate to the task allocated and the workplace.

Evidence must show at least **one** skill and **one** practice.

1.2 Health and safety practices are applied in accordance with workplace requirements and the Health and Safety in Employment Act 1992.

Evidence for Achievement

Judgements for Achievement

Part 2

Completed Workplace Supervisor verification.

Workplace Supervisor verification/comments show that the agreed **five** applications of the skills/practices carried out by the candidate have been in accordance with workplace requirements and the Health and Safety in Employment Act 1992.

Apply basic skills and practices in a workplace context (Supported Learning)



ASSESSMENT

Name:

Date:

CONDITIONS OF ASSESSMENT



- Part One of the assessment will be done by the candidate and their work supervisor.
- Part Two of the assessment will be completed by the workplace supervisor.
- The assessment will take place over a timeframe set by the assessor.
- Assessments should be carried out in situations that are limited in range, repetitive, and familiar and employed within closely defined contexts. They should be conducted in authentic situations that are relevant to the candidate's day-to-day living that may include but is not limited to workplace setting or within the community.

Assessment Task

You will carry out this assessment at your place of work:

- Complete Part 1 with your work supervisor
- Your supervisor will complete Part 2

This assessment task has two parts:

1 You will be asked to apply five skills/practices in your place of work

2 Your workplace supervisor will verify that you have complied with the necessary workplace, and health and safety requirements.

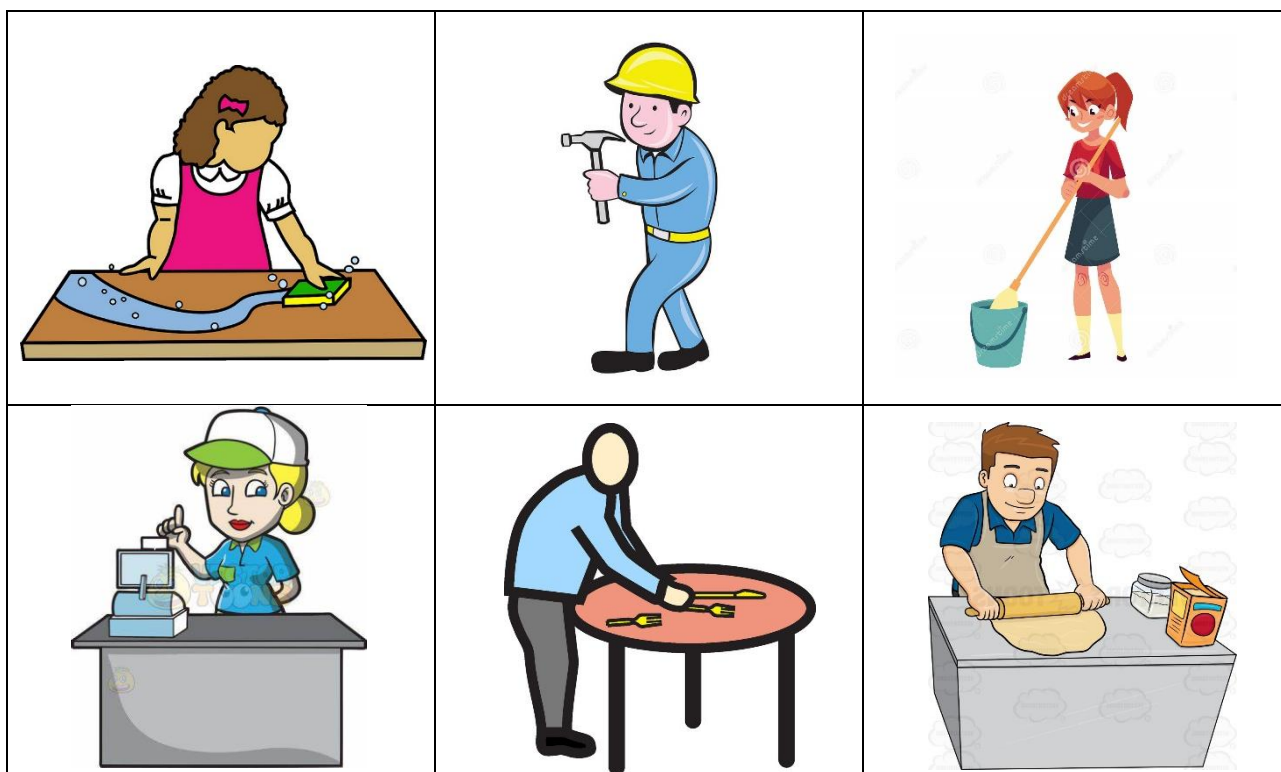
Part 1 Assessment



Choose a total of **five** skills and practices that you can carry out in your workplace. You must choose at least **one skill** and **one practice**. Then complete the sections below.

Your work supervisor will help you do this.

** For the assessor, an example is provided in red.*



Answer the following questions about your place of work

a) What is the name of your place of work? What type of business is it?

Café on 3rd. It is a Café.

b) What are your main duties?

Set tables before the café opens

c) What is the name of your supervisor?

Hemi Scott

Use this checklist to help you and your workplace supervisor prepare for this assessment.


My workplace supervisor and I have agreed on:

Between one and five workplace skills to be assessed	✓
Between one and five workplace practices to be assessed	✓
A time for the assessment to take place	✓
The tasks that I need to complete as part of the assessment	✓
What I need to do to show, to prove that I have applied the skills/practices (the evidence)	✓
All tasks must be carried out according to the health and safety rules of my workplace	✓

With the help of your workplace supervisor, describe your chosen skills and practices in the table below.

Make sure that each task is clearly labelled as either a skill or a practice.


**The assessment contains an example for the candidate to follow. For the assessor, a further example is provided in red.*

Task allocated		Describe the skill/practice that you applied in your workplace
<p>Example Set all tables for the beginning of café service</p> 	<p>Skill Correct placement of napkins, cutlery and condiments on each table.</p>	<p>Before the café opens, I make sure that all of the tables are set in the right way and all look the same. I make sure each table has a condiment basket and that a napkin is on the table and each table has a knife and a fork. My supervisor has given me a picture of how each table should look and I make sure that I set the tables so each chair setting looks the same as the picture.</p>
<p><i>Check and fill up the salt shakers when the café closes.</i></p>	<p>Skill 1 <i>Fill up the salt shakers.</i></p>	<p><i>When the café closes, I collect all the salt shakers together. I get the box of salt from the kitchen and I open the salt shakers and make sure that there is enough salt in them. If they are less than half full I fill them from the salt box. When they are all full I clean up any spilled salt and put the big box away in the kitchen, then I put the salt shakers back on the tables</i></p>
<p><i>To help with the set-up of the café before it opens</i></p>	<p>Practice 1 <i>To be on time for my shift in the morning</i></p>	<p><i>I need to make sure that I am work 30 minutes before the café opens. I arrive at the café at 7:50am so that I am ready to work at 8am. The café opens at 8:30am. It is important that I am on time so that I can do my work to help get the café ready for opening time.</i></p>

Task allocated		Describe the skill/practice that you applied in your workplace
	Skill/Practice 3	
	Skill/Practice 4	
	Skill/Practice 5	



Part 2 Assessment (to be completed by the workplace supervisor)

	Evidence	Comments on candidate performance including completion of task	Date/Time	I verify that work was carried out in accordance with workplace requirements and health and safety in Employment act 1992	Task completed Yes/No
Example: Skill 1 Correct placement of napkins, cutlery and condiments on each table. 	Tables are checked before opening by the workplace supervisor or the day.	Tables are checked before opening by the workplace supervisor for the day. Sammy always sets up tables correctly. If she has time before the café opens, she will check with the photograph to make sure. Today she did this. She also checks that cutlery is clean and today she found a dirty knife and replaced it.	12/07/19	H. Scott	Yes
Skill/Practice 1					
Skill/Practice 2					
Skill/Practice 3					
Skill/Practice 4					
Skill/Practice 5					

To be completed by assessor:

Overall Performance Outcome: Achieved <input checked="" type="checkbox"/> Not Achieved <input type="checkbox"/>			
Assessor's Attestation: I confirm the following: <ul style="list-style-type: none">• 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:	