

NZQA Assessment Support Material

Unit standard	29311				
Title	Act in accordance with the basic rights and responsibilities needed for work (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 by the candidate
- Part Two of the assessment will be completed by the candidate and a workplace supervisor.
- The assessment will take place over a time set by the assessor.

Act in accordance with the basic rights and responsibilities needed for work (Supported Learning)



ASSESSMENT

Assessment Task

1

Part 1 is to be completed by you in a supported learning context

2

Part 2 of this assessment is to take place at your place of work. Complete this with your workplace supervisor:



Part 1 Assessment



Answer the following questions

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

Describe **four** rights that you have as a worker at *your* place of work:

What are employee rights?

Employee rights are protected by law and are part of the employment agreement that you have with your place of work.

These may be about:

- Your health and safety at work
- The training that you have been given at work
- The support that you are given at work
- How employees are treated fairly
- How you are respected and listened to
- How you are paid
- Your hours of work
- Meal breaks
- Holidays and leave from your work.



Example: *It is my right to have a safe workplace.*

At my place of work all of the fire exits are clearly marked. I know what to do if there is a fire because I have been shown and we have had a fire drill at my place of work.

1. _____

2. _____

3.

4.

Part 2 Assessment



Demonstrate **four** responsibilities that you have to your employer at your place of work.

What are employee responsibilities?

- Responsibilities at work are the roles, duties, and the functions your employer says you need for your work. They may also be about how your employer wants you to act and behave as an employee. Your responsibilities must be in agreement with your rights. Your rights are protected by the law.

Responsibilities may be about:

- The tasks that you do
- Appropriate dress or uniform
- Being on time
- Completing tasks
- Being respectful to people that you work with
- Being respectful to customers
- Telling your employer if you are sick
- Following health and safety rules at work




Your employer is the company that you work for.

A workplace supervisor needs to check that you have demonstrated the responsibilities correctly at your workplace. Your supervisor must then record this in the the relevant parts of the table below.

Name of work supervisor:

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Responsibility	Evidence	Comments on candidate's demonstration of the responsibility (to be completed by supervisor)	Date/Time	I verify that work was carried out in accordance with the Employment Relations Act 2000 and the candidate's employment agreement To be completed by supervisor
<p>Example: I must wear a clean uniform to work for each shift. I must look tidy and presentable.</p> 	<p>The supervisor checks that all workers have the correct uniform and look clean and tidy at the beginning of the shift.</p>	<p>Before a shift, all employees must say hello to the supervisor for the day. If uniforms are dirty then a spare is provided. Sean is always clean for his shifts and has never had to change into the spare uniform</p>	<p>12/07/19</p>	<p>H. Scott</p>
1				
2				
3				
4				

To be completed by assessor:

Overall Performance Outcome: Achieved <input 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:	