



NZQA Assessment Support Material – Assessor Guidelines

Unit standard	4249				
Title	Describe obligations as an employee				
Level	1	Credits	3	Version	8

Vocational pathways	Construction and Infrastructure
	This resource has been developed for assessment in contexts relevant to the Construction and Infrastructure Vocational Pathway. The objective should be relevant to the context.

Note

The following guidelines are supplied to enable assessors to carry out valid and consistent assessment.

Assessors must manage authenticity for any assessment from a public source, because people being assessed may have access to the assessment schedule or exemplar material. Use of this assessment resource without modification may mean that the work submitted is not authentic. The assessor will need to change the context or topic to suit the situation and the environment where assessment is occurring.

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

Assessor guidelines

Assessors need to be very familiar with the outcome being assessed by the unit standard. The evidence requirements and the explanatory notes contain information that is crucial when interpreting the standard and assessing people against it. They should also be familiar with the workplace requirements and relevant legislation for the person being assessed.

Unit standard 4249, *Describe obligations as an employee*, is about describing obligations as an employee in a workplace, which refers to a specific place of paid or voluntary employment, but does not require actual involvement in the workplace.



This standard requires knowledge of an actual workplace. A **workplace** means one where the person being assessed may be employed (either full-time, part time or working regularly on a voluntary basis); or in a workplace where they may be on work experience. For students on work experience this will ideally occur on a regular, planned and sustained basis, for example as part of a Gateway programme.

Assessment may take place in an education organisation. This could be scenario based for a particular place of employment and an associated role.

While the unit standard does not actually require a construction or infrastructure context, this resource is intended to be relevant to the construction and infrastructure Vocational Pathway (VP).

Resources

Workplace requirements - Documented policies and procedures and/or established protocols relevant to workplace performance and legislative requirements.

This could include:

- an employment contract for a specific role
- a workplace induction package that sets out information about the organisation, the job and employee rights, responsibilities and benefits
- health and safety policies and procedures.

All legislative requirements related to describing obligations as an employee, such as:

- Health and Safety at Work Act 2015
- Employment Relations Act 2000
- Holidays Act 2003.

Note: Assessor must be familiar with these.

AWARD OF CREDIT - ASSESSMENT EVIDENCE

This assessment requires the person being assessed to show that they can describe their obligations as an employee in accordance with workplace requirements. *Workplace requirements* refer to documented policies and procedures or established protocols for workplace performance, and include all legislative requirements.



This will include describing:

- at least five (5) personal presentation requirements
- at least three (3) behaviours that may lead to disciplinary actions
- at least three (3) health and safety obligations
- five (5) workplace practices as an employee that may include but are not limited to – time management and punctuality, use of electronic devices, breaks, personal appointments, absences, task/production deadlines, care of equipment, privacy.



The person being assessed must provide their Assessor with evidence of all of the above. This could be through written or oral responses to the assessment questions.

CONDITIONS OF ASSESSMENT



This is an open book assessment that will take place over a timeframe set by the assessor. Answers must be in the learners own words.



Assessment may be conducted orally - the assessor or verifier may read the questions out and write down answers but they cannot help the person being assessed answer the questions.

The following pages can be used to record the person being assessed answers.

Assessment Schedule

Unit standard		4249			
Title	Describe obligations as an employee				
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	Evidence for achieved	Judgements for achieved
Outcome 1 Describe obligations as an employee		
<p>Evidence requirements</p> <p>1.1 Personal presentation is described in terms of meeting the workplace requirements. Range: evidence for at least five requirements.</p> <p>1.2 Behaviours that may lead to disciplinary action in accordance with the workplace requirements are described. Range: at least three are required.</p> <p>1.3 Health and safety obligations are described in accordance with the workplace requirements. Range: at least three obligations are required.</p> <p>1.4 Workplace practices as an employee are described in accordance with the workplace requirements. Range: may include but is not limited to – time management and punctuality, use of electronic devices, breaks, personal appointments, absences, task/production deadlines, care of equipment, privacy; evidence required for five.</p>	<p>Completed “Worksheet - Describe obligations as an employee”.</p> <p>Note: Sample answer is provided for one factor only. Sample answers will need to be developed by the assessor for other factors.</p>	<ul style="list-style-type: none"> • All answers are consistent with the specified workplace requirements and job identified. • All responses are accurate and appropriate. • The number of responses meet the range statement requirements for 1.1, 1.2, 1.3 and 1.4.

Sample evidence/worksheet for unit standard 4249

These inclusions are an example of possible responses, not model answers.

WORKSHEET: Describe obligations as an employee

*If responses are oral, Assessor to record responses.

Name: <i>A Learner</i>
What sort of workplace are you working in? <i>e.g. building site, roading construction site, water treatment plant</i>
<i>Various road construction sites</i>
What is your role? <i>e.g. building labourer, earth moving machine operator, water treatment plant operator, volunteer</i>
<i>Road construction labourer</i>

Personal presentation is about your cleanliness, how you look and what you wear. It includes things like hair, nails, feet, teeth, clothing, uniform requirements, dress guidelines.



1. PERSONAL PRESENTATION

Describe personal presentation to meet workplace requirements for at least five (5) of the following (or any other applicable requirement):

- **Clothing** *High viz vest/shirt at all times so I can be easily seen.*
- **Footwear**
- **Headwear**
- **Grooming**
- **Personal hygiene**
- **Other** *(please specify)*



polite
good trouble
dismissed
DISCIPLINE
unemployed
smile alcohol bad
fired angry
drugs
theft

2. BEHAVIOUR

Describe at least three (3) behaviours that can lead to disciplinary action in the workplace and the likely outcome for this type of conduct.

1. *Being late for work – warnings and eventually dismissal.*

2.

3.

NEW ZEALAND HAS A PROBLEM

Every week, on average...

- > 1 person dies at work
- > 15 people die from work-related diseases

WORKSAFE
NEW ZEALAND | 2011/2022

3. HEALTH & SAFETY

Describe at least three (3) obligations employees have under the Health and Safety at Work Act 2015.

1. *Take reasonable care to ensure the health and safety of myself and others in the workplace.*

2.

3.



4. WORKPLACE PRACTICES

Explain workplace practices (or rules) as an employee for five (5) of the following (or any other applicable practice):

- **Time management and punctuality** (e.g. Starting and finishing work)

I must be at work by 6.30am and finish at 4.30pm.

- **Break times** (e.g. morning tea, afternoon tea)

- **Personal appointments** (e.g. doctor, dentist etc)

- **Absences** (e.g. sickness, bereavement, other)

- **Use of mobile phones or other electronic devices**

- **Task/production deadlines**

- **Care of equipment**

- **Privacy**

- **Other** (please specify)

Achieved/Not Achieved	Date:
Assessor name:	Assessor position:
Assessor Signature:	