



NZQA Assessment Support Material – Learner Guidelines

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

Vocational pathways	Construction and Infrastructure
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Guidelines to help achieve this standard

Introduction

Unit standard 4249, *Describe obligations as an employee*, is about describing your 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.

While the unit standard does not actually require a construction or infrastructure context, it is likely the context will be relevant to your construction and infrastructure Vocational Pathway (VP).

AWARD OF CREDIT - ASSESSMENT EVIDENCE

This assessment requires you to show that you can describe your obligations as an employee in accordance with workplace 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.



For your assessment, you will need evidence of your performance for 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 your assessor. Answers must be in your own words.



Assessment may be conducted orally - your assessor or verifier may read the questions to you and write down your answer but they cannot help you answer the questions.

The following pages can be used to record your answers.

WORKSHEET: Describe obligations as an employee

*If responses are oral, Assessor to record responses.

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

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 | 0800 200 000

3. HEALTH & SAFETY

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

1.

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*)

- **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:	