

<b>Title</b>	<b>Demonstrate knowledge of employment in a forestry operation</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is intended for people employed in a forestry operation.</p> <p>People credited with this unit standard are able to: describe organisational structures and processes in a forestry operation; demonstrate knowledge of employment agreements; demonstrate knowledge of payslips and basic budgeting; and determine career paths available in the forestry industry.</p>
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<b>Classification</b>	Forestry > Forest Foundation Skills
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Reference  
Information about employment agreements can be found on Employment New Zealand's website at <http://www.employment.govt.nz>.
- 2 The employment agreement used for performance criterion 2.4 may be the candidate's own or a sample employment agreement. Where the candidate's own employment agreement is used, all care must be taken to protect the privacy of the employee and employer.
- 3 Definitions  
*Accepted industry practice* – approved codes of practice and standardised procedures accepted by the wider forestry industry as examples of best practice.  
*Forestry operations* include forest establishment, silviculture, harvesting, forest inventory, and forest and crew management.  
*Long term career goal* refers to career goals that require the learning of additional skills and knowledge beyond those required for the trainee's current position.

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### Outcomes and performance criteria

#### Outcome 1

Describe organisational structures and processes in a forestry operation.

**Performance criteria**

- 1.1 The roles of key personnel within a forestry operation are explained in accordance with accepted industry practice.
- Range contractor, crew foreman, health and safety officer, forest supervisor (works for forest owners), crew members.
- 1.2 Factors impacting on a forestry operation are described in terms of how they interact with each other in accordance with accepted industry practice.
- Range production rates and quality, machine maintenance and production, health and safety and production, crew foreman and workers.
- 1.3 The upstream and downstream processes are explained in terms of the impact of the candidate's chosen role.
- Range a minimum of two upstream processes and two downstream processes.

**Outcome 2**

Demonstrate knowledge of employment agreements.

**Performance criteria**

- 2.1 Benefits of an employment agreement for each party are identified in accordance with accepted industry practice.
- Range at least two benefits each for employer and employee.
- 2.2 Terms relating to employment agreements are defined in accordance with information on Employment New Zealand's website.
- Range individual, collective, permanent, fixed term, casual, part-time, fulltime, seasonal.
- 2.3 Types of pay that may be included in an employment agreement are explained in accordance with information on Employment New Zealand's website.
- Range annual salary, hourly rate, piece work payment rate.
- 2.4 Key parts of an employment agreement are identified, and their implications for the employee are explained.
- Range may include – the Parties, Position and Duties, Nature and Term of Agreement, the Place of Work, Hours of Work, Wages/Salary/Allowances, Holidays and Leave Entitlements, Health and Safety, Other Employment Obligations, Restructuring and Redundancy, Termination of Employment, Declaration; evidence of five key parts is required.

**Outcome 3**

Demonstrate knowledge of payslips and basic budgeting.

**Performance criteria**

3.1 Key parts of a payslip are identified.

Range pay rate, hours worked, PAYE, KiwiSaver, allowances, net pay, leave balance.

3.2 The requirements of a balanced individual, family or household budget are explained.

Range income, regular expenses, irregular expenses, savings.

3.3 Sources of help and advice about budgeting issues are identified.

**Outcome 4**

Determine career paths available in the forestry industry.

**Performance criteria**

4.1 Career options available within the contracting business the candidate works in are identified.

Range options may include but are not limited to – crew foreman, moving to another job that the contracting company carries out.  
At least one career option is identified.

4.2 Career options available within the wider forestry industry are identified.

Range may include but is not limited to – machine operator, forest supervisor, running own contracting business, log maker, crew manager.

4.3 A long term career goal is selected from the options identified in performance criteria 4.1 or 4.2, and skills and knowledge required for that job are identified.

Range a minimum of one practical skill and one area of knowledge.

4.4 A career pathway to achieve the long-term career goal selected in performance criterion 4.3 is developed.

Range must include – identification of a minimum of one qualification that provides training in the long-term career goal, description of the type of industry work experience required to learn the practical job skills, approximate time-frames required to complete the identified qualification or qualifications.

<b>Planned review date</b>	31 December 2028
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	22 May 2008	31 December 2012
Review	2	17 April 2009	31 December 2016
Review	3	19 March 2015	31 December 2017
Review	4	10 December 2015	31 December 2024
Review	5	27 February 2020	N/A
Rollover	6	28 March 2024	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0173
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Muka Tangata - People, Food and Fibre Workforce Development Council [qualifications@mukatangata.nz](mailto:qualifications@mukatangata.nz) if you wish to suggest changes to the content of this unit standard.