Title | Demonstrate knowledge of employment in a forestry operation
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Level | 2
Credits | 5

**Purpose**
This unit standard is intended for people employed in a forestry operation.

People credited with this unit standard are able to: describe organisational structures and processes in a forestry operation; describe employment agreements; demonstrate knowledge of payslips and basic budgeting; and determine career paths available in the forestry industry.

**Classification**
Forestry > Forest Foundation Skills

**Available grade**
Achieved

**Explanatory notes**

1. **Reference**

2. The employment agreement used for evidence requirement 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.

**Outcomes and evidence requirements**

**Outcome 1**

Describe organisational structures and processes in a forestry operation.

**Evidence requirements**
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
Describe employment agreements.

Evidence requirements

2.1 Benefits of the employment relationship for each party are identified in accordance with accepted industry practice.

Range at least two benefits each for employer and employee.

2.2 Terminology used to describe different types of employment agreements are defined in accordance with information on MBIE’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 MBIE’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.

Evidence requirements

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.

Evidence requirements

4.1 One career option available within the contracting business the candidate works in is identified.

Range options may include but are not limited to – crew foreman, moving to another job that the contracting company carries out.

4.2 Three 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 evidence requirements 4.1 or 4.2, and skills and knowledge required for that job are stated.

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

4.4 A career pathway to achieve the long term career goal selected in evidence requirement 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.
Planned review date | 31 December 2020
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### Status information and last date for assessment for superseded versions

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### Consent and Moderation Requirements (CMR) reference

0173


**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

### Comments on this unit standard

Please contact Competenz at [qualifications@competenz.org.nz](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.