

Title	Maintain a documented work record for a primary industry operation		
Level	2	Credits	5

Purpose	<p>This unit standard is for people working, or intending to work, in the primary sector.</p> <p>People credited with this unit standard are able to maintain a documented work record for a primary industry operation.</p>
----------------	--

Classification	Primary Sector > Primary Sector Core Skills
-----------------------	---

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 The work record must cover a period of 50 days.
- 2 The diary evidence may be collected from workplace situations, off-site industry visits, and/or school based practical activities. At least 20 diary entries must be collected from workplace situations or equivalent school based practical activities.
- 3 All learning and assessment against this standard must be carried out in accordance with workplace standards and procedures or equivalent standards and procedures where the training environment is not a workplace.
- 4 Definition
Reflective practice is a record of reflection on possible improvements to personal work practices.

Outcomes and performance criteria

Outcome 1

Maintain a documented work record for a primary industry operation.

Performance criteria

- 1.1 Record diary entries.

Range	may include but is not limited to – weather recordings, practical work activities, skills and techniques learnt, field trip notes, tools and equipment used, observations made, knowledge learnt; evidence is required for at least five different types of entries.
-------	--
- 1.2 Demonstrate reflective practice in diary entries.

1.3 Present the diary layout in a legible and logical format.

Range entries dated, sketches labelled, photographs and samples identified.

1.4 Index information to facilitate easy access.

Planned review date	31 December 2023
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	14 March 1995	31 December 2020
Review	2	28 November 1997	31 December 2020
Revision	3	19 July 2001	31 December 2020
Review	4	25 July 2006	31 December 2020
Review	5	28 February 2019	N/A

Consent and Moderation Requirements (CMR) reference	0232
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact the Primary Industry Training Organisation standards@primaryito.ac.nz if you wish to suggest changes to the content of this unit standard.