

NZQA Assessment Support Material

| | | | | | |
|----------------------|--|----------------|---|----------------|---|
| Unit standard | 29309 | | | | |
| Title | Plan a personal work pathway (Supported Learning) | | | | |
| Level | 1 | Credits | 4 | Version | 1 |

STUDENT GUIDELINES

| CANDIDATE'S INFORMATION | |
|-------------------------|--|
| First and last name | |
| NSN number | |
| Date | |

INSTRUCTIONS FOR THE CANDIDATE

- 1. Do ALL parts of this assessment.**
- 2. Do this assessment by yourself.**
- 3. Ask your assessor if you need help to understand something better.**
- 4. Answer in a way that is easiest for you (e.g. iPad computer, cell phone, speaking to your helper, camera).**

CONDITIONS OF ASSESSMENT



- Part One of the assessment will be done in conjunction with the assessor.
- Parts Two and Three of the assessment will be carried out by the candidate.
- The assessment will take place over a timeframe set by the assessor.

Plan a personal work pathway (Supported Learning)**ASSESSMENT****Assessment Task**

This assessment task has three parts. You will be asked to:

- 1** Identify at least two workplace goals.
- 2** Do at least three types of research to develop a work pathway.
- 3** Break the pathway into achievable steps.

Part 1 Assessment



1. Identify at least **two** goals that relate to a job that you want to do. This could be:

- a position you want to have at a workplace;
- something you want to learn at a workplace; and/or
- tasks you want to do in a workplace.

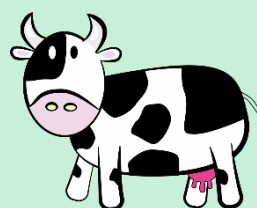
➤ Select goals that are:

- realistic and appropriate to who you are
- based on an actual workplace where you want to get a job.

Example:

My uncle is a dairy farmer. I want to work on a dairy farm too. I have two main goals:

- 1. Getting permanent work as an assistant on a farm.*
- 2. Learning how to drive a quad bike and a tractor.*



My workplace goals:

Goal 1

Goal 2:

| | |
|----------------------------|---|
| Type of research 2: | a. What did you find out from the research that you did? |
| | b. How did the research help you with your work pathway? |
| Type of research 3: | a. What did you find out from the research that you did? |
| | b. How did the research help you with your work pathway? |

Part 3 Assessment



So far, you have:

- selected at least two goals that you want to achieve at a specific workplace
- researched each of these goals related to a job you want to do.

In this part of the assessment, you will need to break down the goals in your work pathway into three or more achievable steps. An achievable step is one that you can do easily.

Complete the following table for each of the goals that you selected in **Part 1**.

Use the research you did in **Part 2** to help you break each goal into achievable steps.

EXAMPLE:

| | |
|----------------|--|
| Goal: | <i>Getting permanent work as an assistant on a farm.</i> |
| Step 1: | <i>Firstly, I will do some volunteer work on my uncle's farm for the next three months. I will work there every Saturday and Sunday so I can see what working on a dairy farm is like.</i> |
| Step 2: | <i>Next, I will make a CV. I will include the good qualities that I have and also include that I have worked on a farm for three months.</i> |
| Step 3: | <i>Lastly, I will apply for jobs using TradeMe Jobs and Seek. I will also ask my uncle if he knows anyone who needs a fulltime farm assistant.</i> |



| | |
|----------------|--|
| Goal 1: | |
| Step 1: | |
| Step 2 | |
| Step 3: | |

| | |
|----------------|--|
| Goal 2: | |
| Step 1: | |
| Step 2: | |
| Step 3: | |

To be completed by assessor:

| | | | |
|--|--|-----------------------|--|
| Overall Performance Outcome: Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/> | | | |
| Overall comments | | | |
| Assessor's Attestation: I confirm the following: <ul style="list-style-type: none">• the learner has adequacy of knowledge and performance• the assessment complied with relevant health and safety, and legislative requirements• the learner's likely repeatable competence in the future. | | | |
| Name: | | Signature: | |
| Date: | | Position Held: | |