

NZQA Assessment Support Material

Unit standard	29311				
Title	Act in accordance with the basic rights and responsibilities needed for work (Supported Learning)				
Level	1	Credits	8	Version	1

ASSESSOR GUIDELINES

The following guidelines are supplied to enable assessors to carry out valid and consistent assessment using this internal assessment resource.

1. See Generic Resources and Guidelines at <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/assessment-of-standards/generic-resources/>

GENERAL

1. This unit standard is intended for learners who require some form of support with their learning either through additional resources, specialised equipment, or adapted programmes. It is important to note that they are people with learning disabilities and include those with intellectual disability.
2. This unit standard contributes to the *New Zealand Certificate in Skills for Living for Supported Learners (Level 1) (with an optional strand in Skills for Working)* [Ref: 2853].

ASSESSMENT

3. The assessments must be at Level 1 of the NZ Qualifications Framework. For information about the Level 1 NZQA level descriptor, go to *The New Zealand Qualifications Framework- page 30*: <https://www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-nzqf.pdf>
4. The assessors must be satisfied that the candidate can demonstrate competence against the unit standard, with minimal support towards increased independence. The assessor must sign an attestation in the Student Guidelines to confirm that all the work done is the candidate's own.
5. To ensure assessment conditions and assessor judgement are consistent and fair, assessors must be Supported Learning teachers who understand the assessment requirements. Learning support and/or teacher aides may be used to support a candidate with gathering and verifying of evidence.
6. This resource exemplifies assessment of learning for one unit standard. However, it is highly recommended that this standard be assessed in conjunction with other Supported Learning unit standards to allow for a thematic approach. This would make the learning more meaningful to candidates in their own social, cultural, family/whanau, community and/or work contexts.
7. This assessment resource provides examples of how assessments could be presented. These assessment tasks may need to be altered to suit the learning styles and additional needs of the learner.
8. Sample answers have been developed to guide assessors. However, it is important to note that candidate's answers will vary depending on the individual. Assessors should also be aware that sample answers are not provided for all questions, and that they may need to develop their own examples for some assessment parts.

GATHERING OF EVIDENCE

9. A variety of approaches should be considered for the gathering of evidence, which may involve the use of digital technology – internet; laptop/ tablet e.g. iPad/cell phone, and augmentative communication; and use of a reader/writer or enlarged print, where appropriate for the learner and context.
10. All evidence such as videos, audio, pictures etc. must be attached to the candidate's paper-based copy of the Student Guidelines, when moderation is required, thus verifying the candidate's own work. If the candidate is unable to record the answers on their paper-based copy, their Supported Learning Teacher or Teacher aide must do so. If the candidate is part of a group when carrying out tasks, the assessment evidence must reflect the candidate's ability to achieve each task independently.
11. Evidence collected for this assessment can be attributed to the candidate through its natural occurrence, in real life contexts and collected over an extended timeframe. A verifiers checklist is acceptable if accompanied by evidence that includes examples from the candidate's performance.
12. For evidence requirement 1.2, evidence of demonstration of basic responsibilities and requirements can be verified by the workplace supervisor. This may include a work log, workplace feedback, and/or attestation by the employer.

REFERENCES

13. Work and Your Rights in NZ – People First, www.peoplefirst.org.nz/
The Health and Safety in Employment Act 1992 (under reform).
Employment Relations Act 2000.

BEFORE THE ASSESSMENT

Over the weeks prior to this assessment, candidates must have had sufficient teaching and learning opportunities to be familiar with the following:

- Basic rights of an employee identified in accordance with the employment relations Act 2000 and employee agreements and contracts. These may include:
 - Provision of a safe working environment
 - Induction and support
 - Fair treatment of employees

- Basic responsibilities needed for work – the roles, duties and the functions that an employee is accountable for as stated by the employer. These may include:
 - Being punctual
 - Explaining absences
 - Hours of work
 - Completion of tasks
 - Following work polices and procedures

PRE-ASSESSMENT ACTIVITY

To prepare learners for the assessment, an activity immediately before the assessment task is recommended. This could be setting the scene and providing a scenario which assist learners to relate the assessment task to a meaningful, real context.

Learners may also need terminology or concepts unpacked for them so they have a better understanding of what is required. However, pre-assessment activities tasks may not lead the learner to the answers. Learners must still independently demonstrate their competency against this standard.

FOR THE ASSESSOR:

Evidence and Judgement Guidance

Unit Standard 29311

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Level	1	Credits	8	Version	1

Outcome 1	
Act in accordance with the basic rights and responsibilities needed for work (Supported Learning)	
1.1 Basic employee rights are identified in accordance with the Employment Relations Act 2000 and employment agreement	
Range: may include but are not limited to – provision of a safe working environment, induction and support, fair treatment of employees.	
Evidence for Achievement	Judgements for Achievement
<p>Part 1</p> <p>At least four employee rights are identified in accordance with the candidate’s specific employment agreement for their workplace.</p>	<p>The four rights identified are in accordance with the Employment Relations Act 2000 and a workplace agreement in New Zealand.</p>
1.2 Work responsibilities demonstrated are relevant to the specific workplace and in accordance with the basic rights of an employee.	
Range: may include but are not limited to – being punctual, explaining absences, following workplace protocol.	
Evidence for Achievement	Judgements for Achievement
<p>Part 2</p> <p>Candidate description of four responsibilities they have demonstrated in their workplace</p> <p>Workplace supervisor comments and verification of candidate performance.</p>	<p>The responsibilities that are evidenced are relevant to the candidates place of work and in accordance with the basic of rights of an employee.</p> <p>Evidence is verified by a workplace supervisor</p>

Act in accordance with the basic rights and responsibilities needed for work (Supported Learning)



ASSESSMENT

Name:

Date:

CONDITIONS OF ASSESSMENT



- Part One of the assessment will be done by the candidate
- Part Two of the assessment will be completed by the candidate and a workplace supervisor.
- The assessment will take place over a timeframe set by the assessor.
- Assessments should be carried out in situations that are limited in range, repetitive, and familiar and employed within closely defined contexts. They should be conducted in authentic situations that are relevant to the candidate's day-to-day living that may include but is not limited to workplace setting or within the community.

Assessment Task

1

Identify **four** employee rights you have at your workplace.

2

Identify and demonstrate **four** responsibilities in your workplace



Part 1 Assessment



**The assessment contains an example for the candidate to follow. For the assessor, a further example is provided in red.*

Answer the following questions

What is the name of your place of work? What type of business is it?

Sample answers in red

Café on 3rd. It is a café.

Describe **four** rights that you have as a worker at *your* place of work:

What are employee rights?

Employee rights are protected by law and are part of the employment agreement that you have with your place of work.

These may be about:

- Your health and safety at work
- The training that you have been given at work
- The support that you are given at work
- How employees are treated fairly
- How you are respected and listened to
- How you are paid
- Your hours of work
- Meal breaks
- Holidays and leave from your work.



Example: *It is my right to have a safe workplace.*

At my place of work all of the fire exits are clearly marked. I know what to do if there is a fire because I have been shown and we have had a fire drill at my place of work.

1. *It is my right to be paid for the work that I do.*

I agreed what I get paid with my manager when I got the job. On my payday I have a payslip. I can check that I have been paid the right wage each time by reading my payslip.

2.

3.

4.

Part 2 Assessment



Demonstrate **four** responsibilities that you have to your employer at your place of work.

What are employee responsibilities?

- Responsibilities at work are the roles, duties, and functions your employer says you need for your work. They may also be about how your employer wants you to act and behave as an employee. Your responsibilities must be in agreement with your rights. Your rights are protected by the law.

Responsibilities may be about:

- The tasks that you do
- Appropriate dress or uniform
- Being on time
- Completing tasks
- Being respectful to people that you work with
- Being respectful to customers
- Telling your employer if you are sick
- Following health and safety rules at work




Your employer is the company that you work for.

A workplace supervisor needs to check that you have demonstrated the responsibilities correctly at your workplace. Your supervisor must then record this in the relevant parts of the table below.

Name of work supervisor?

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Responsibility	Evidence	Comments on candidate's demonstration of the responsibility (to be completed by supervisor)	Date/Time	I verify that work was carried out in accordance with the Employment Relations Act 2000 and the candidate's employment agreement To be completed by supervisor
<p>Example: I must wear a clean uniform to work for each shift. I must look tidy and presentable.</p> 	<p>The supervisor checks that all workers have the correct uniform and look clean and tidy at the beginning of the shift.</p>	<p>Before a shift, all employees must say hello to the supervisor for the day. If uniforms are dirty then a spare is provided. Sean is always clean for his shifts and has never had to change into the spare uniform</p>	<p>12/07/19</p>	<p>H. Scott</p>
<p>1</p>				
<p>2</p>				
<p>3</p>				
<p>4</p>				

To be completed by assessor:

Overall Performance Outcome: Achieved <input checked="" type="checkbox"/> Not Achieved <input type="checkbox"/>			
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:	