**Supported Learning Assessment Support Material**

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| **Unit standard** | 29310 | | | | |
| **Title** | Apply basic skills and practices in a workplace context | | | | |
| **Level** | 1 | **Credits** | 8 | **Version** | 3 |



Assessor Guidelines

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| 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/> |

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| GENERAL   1. This unit standard is intended for ākonga/ākonga/learner s with learning disabilities, including those with intellectual disability. They are people who require support with their learning either through additional resources, specialised equipment or adapted teaching programmes. 2. This unit standard contributes to the *New Zealand Certificate in Skills for Living for Supported Learners (Level 1)* [Ref: 2853].   ASSESSMENT   1. The assessments must be at Level 1 of the New Zealand Qualifications and Credentials Framework (NZQCF). For information go to The Level descriptors for the NZQCF - <https://www2.nzqa.govt.nz/qualifications-and-standards/about-new-zealand-qualifications-credentials-framework/level-descriptors-nzqcf/> 2. The assessors must be satisfied that the ākonga/learner can demonstrate competence against the unit standard, with minimal support towards increased independence. The assessor must sign an attestation in the Ākonga/learner Guidelines to confirm that all the work done is the ākonga/learne ’s own. 3. 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 ākonga/learner with gathering and verifying of evidence. 4. 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 ākonga/learners in their own social, cultural, family/whanau, community and/or work contexts. 5. 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 ākonga/learner. 6. Sample answers have been developed to guide assessors. However, it is important to note that ākonga/learner ’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   1. 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 ākonga/learner and context. 2. All evidence such as videos, audio, pictures etc. must be attached to the ākonga/learner ’s paper-based copy of the Ākonga/learner Guidelines, when moderation is required, thus verifying the ākonga/learner ’s own work. If the ākonga/learner is unable to record the answers on their paper-based copy, their Supported Learning Teacher or Teacher aide must do so. If the ākonga/learner is part of a group when carrying out tasks, the assessment evidence must reflect the ākonga/learner ’s ability to achieve each task independently. 3. Evidence collected for this assessment can be attributed to the ākonga/learner 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 ākonga/learner ’s performance. 4. For evidence requirement 1.1, evidence of satisfactory completion of work tasks is verified by the workplace supervisor. This may include a work log, workplace feedback, and/or attestation by the employer. 5. For evidence requirement 1.2, evidence of satisfactory compliance with health and safety practices of the workplace is verified by the workplace supervisor. This may include a work log, workplace feedback, and/or attestation by the employer.   **REFERENCES**   1. Work and Your Rights in NZ – People First, [www.peoplefirst.org.nz](http://www.peoplefirst.org.nz)   The Health and Safety at Work Act 2015.  Employment Relations Act 2000. |

BEFORE THE ASSESSMENT

Over the weeks prior to this assessment, ākonga/learners must have had sufficient teaching and learning opportunities to be familiar with workplace skills and practices in the context of their workplace.

‘Skills’ refers to those specific to the job, place of work or specified duties. ‘Skills’ are sometimes only relevant for a particular kind of job or at a particular workplace. ‘Practices’ refer to how duties are carried out at the place of work, the qualities employees should have and expected ways of working or professional behaviour.

Ākonga/learners need to develop and demonstrate the ability to apply a range of appropriate skills and practices in their workplace, in accordance with the instructions received, and workplace Health and Safety regulations.

PRE-ASSESSMENT ACTIVITY

To prepare ākonga/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 ākonga/learners to relate the assessment task to a meaningful, real context.

Ākonga/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 ākonga/learner to the answers. Ākonga/learners must still independently demonstrate their competency against this standard.

**Evidence and Judgement Guidance**

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| **Unit standard** | 29310 | | | | |
| **Title** | Apply basic skills and practices in a workplace context | | | | |
| **Level** | 1 | **Credits** | 5 | **Version** | 3 |

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| Outcome 1 **Outcome 1:** **Apply basic skills and practices in a workplace context.**  Range: workplace context may include but is not limited to – voluntary, community, paid employment. | |
| 1.1 Basic skills and practices, including completing allocated tasks, are applied in accordance with the instructions received.  Range: evidence of five different applications is required, which includes at least one skill and one practice. | |
| Evidence for Achievement | Judgements for Achievement |
| **Part 1**  Ākonga/learner description of at least **five** skills/practices, including at least **one** skill and **one** practice carried out in accordance with their place of work as agreed with the work-place supervisor.  See sample answers of possible skills and expected practices. | The application of specific skills carried out when completing allocated tasks in the workplace. The application of expected practices are evident in workplace behaviour.  The skills and the practices that are evidenced must be appropriate to the tasks allocated and to the workplace.  Evidence must show a total of **five** specific skills and expected workplace practices (**at least one of each**). |
| 1.2 Health and safety practices are applied in accordance with workplace requirements and the Health and Safety at Work Act 2015. | |
| Evidence for Achievement | Judgements for Achievement |
| **Part 2**  Completed Workplace Supervisor verification. | Workplace Supervisor verifies that the agreed the total of **five** specific skills and expected practices (**at least one of each**) have been applied by the ākonga/learner in accordance with workplace requirements and the Health and Safety at Work Act 2015. |

**Apply basic skills and practices in a workplace context**



Assessment Task

You will carry out this assessment at your place of work:

* Complete Part 1 and Part 2 on your own (with support if required).
* Your supervisor or manager will need to complete Part 3 with you or for you.

This assessment task has three parts:

Examples provided for ākonga/ākonga/learner s in the SG are included in the AG in blue. Additional examples are provided in red in the AG for the assessor. These examples are not necessarily representative of the general expectation of ākonga/ākonga/learner ability. They are designed to help explain the requirements of the task and provide ideas for planning and teaching.

**Apply basic skills and practices in a workplace context**

For this assessment you need to apply basic skills and expected practices in a **workplace context**, whilst complying with Health and Safety practices. The **workplace context** should be beyond the school gates and may include but is not limited to – voluntary, community, and paid employment.

Assessment – Part 1

**1a.** Please record some information about your place of work:

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

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| *For example: ‘Pete’s Pets’, which is a pet store.* |

What is your job title or role at work? What kinds of duties do you have?

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| *For example: Customer Service. I have to greet the customers, help them to find what they are looking for, make recommendations, and process payment for their purchases.* |

What is the name and role of the manager or supervisor who will be your assessor?

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| *For example: Peter Rutherford, Manager ‘Pete’s Pets’.* |

To pass this assessment you will need **evidence of five different applications** are required, which includes **at least one skill and one practice.**

**‘Skills’** refer to those **specific to the job, place of work or specified duties**. Examples of these specific skills may include but are not limited to – word processing, setting a table, visual communication, sweeping floors, using a photocopier, asking for help. **‘Skills’** are sometimes only relevant for a particular kind of job or at a particular workplace.

**‘Practices’** refer to **how duties are carried out at the place of work**. Examples of expected practices may include but are not limited to – workplace expectations for start and finish times, how to comply with workplace rules, how to communicate appropriately in the workplace, being familiar with your role and responsibilities. **‘Practices’** can be thought of as expectations in terms of qualities employees should have, and ways of working or professional behaviour expected of employees.

**1b.** Different jobs require different **skills**. To get you started thinking about the different kinds of **skills** people use in different jobs, see if you can match up which **skills** are needed for which jobs:

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| --- | --- | --- |
| **SKILLS** |  | **JOBS** |
| Driving a forklift |  | **Gardening and mowing lawns** |
| Use a camera to take photos |  | **Sales assistant** |
| Using a lawn mower |  | **Photographer** |
| Cleaning paint brushes |  | **Warehouse forklift operator** |
| Washing dishes |  | **Kitchen hand** |
| Operating a cash register |  | **Restaurant server** |
| Setting a table |  | **Painter** |

**1c.** What are some **skills** you might need for jobs like the ones in the photos below?

|  |  |  |
| --- | --- | --- |
| A person wearing a mask and gloves holding a lemur  Description automatically generated | A car with a large roof and a couple people washing it  Description automatically generated | A person pushing a cart in a hotel hallway  Description automatically generated |
|  | A person in a greenhouse  Description automatically generated with medium confidence | A close-up of a worker holding a tool belt  Description automatically generated |

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| *For example: make coffee; use a cash register, restock shelves, weigh ingredients, sew on buttons, vacuum, change bed linen, write a list on the white board, or greet people.* |

**1d.** To get you started thinking about different kinds of **practices** (the expected qualities or ways of working for volunteers and employees) please complete the word find below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **O** | **N** | **J** | **U** | **N** | **E** | **T** | **R** | **U** | **S** | **T** | **W** | **O** | **R** | **T** | **H** | **Y** |
| **R** | **N** | **C** | **P** | **O** | **L** | **F** | **O** | **C** | **U** | **S** | **E** | **D** | **B** | **K** | **I** | **M** |
| **G** | **C** | **O** | **L** | **L** | **B** | **O** | **R** | **A** | **T** | **I** | **V** | **E** | **M** | **R** | **A** | **U** |
| **A** | **P** | **O** | **S** | **I** | **T** | **I** | **V** | **E** | **Y** | **L** | **D** | **N** | **E** | **I** | **R** | **F** |
| **N** | **L** | **P** | **A** | **O** | **E** | **T** | **P** | **O** | **L** | **C** | **E** | **A** | **R** | **I** | **S** | **O** |
| **I** | **C** | **E** | **R** | **D** | **S** | **L** | **E** | **P** | **O** | **L** | **N** | **I** | **E** | **N** | **U** | **D** |
| **S** | **O** | **R** | **E** | **D** | **C** | **A** | **E** | **T** | **Y** | **U** | **T** | **R** | **S** | **N** | **R** | **E** |
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| **C** | **I** | **I** | **A** | **I** | **E** | **A** | **E** | **I** | **E** | **H** | **S** | **P** | **C** | **A** | **F** | **C** |
| **O** | **S** | **V** | **B** | **M** | **X** | **T** | **A** | **S** | **O** | **G** | **I** | **O** | **T** | **T** | **T** | **I** |
| **N** | **T** | **E** | **L** | **R** | **I** | **I** | **T** | **T** | **E** | **U** | **A** | **N** | **F** | **I** | **R** | **D** |
| **F** | **E** | **B** | **E** | **E** | **B** | **E** | **I** | **I** | **N** | **O** | **S** | **S** | **U** | **V** | **K** | **E** |
| **I** | **N** | **C** | **M** | **T** | **L** | **N** | **V** | **C** | **K** | **H** | **T** | **I** | **L** | **E** | **I** | **D** |
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| **T** | **P** | **S** | **L** | **P** | **R** | **O** | **F** | **E** | **S** | **S** | **I** | **O** | **N** | **A** | **L** | **E** |

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| ~~Enthusiastic~~ | ~~Patient~~ | ~~Focused~~ | ~~Thoughtful~~ | ~~Trustworthy~~ | ~~Cooperative~~ |
| ~~Determined~~ | ~~Curious~~ | ~~Respectful~~ | ~~Kind~~ | ~~Friendly~~ | ~~Positive~~ |
| ~~Helpful~~ | ~~Responsible~~ | ~~Consistent~~ | ~~Loyal~~ | ~~Organised~~ | ~~Reliable~~ |
| ~~Fair~~ | ~~Honest~~ | ~~Optimistic~~ | ~~Flexible~~ | ~~Confident~~ | ~~Friendly~~ |
| ~~Innovative~~ | ~~Dedicated~~ | ~~Brave~~ | ~~Creative~~ | ~~Professional~~ | ~~Collaborative~~ |

A group of men standing next to a construction vehicle

Description automatically generated**1e.** What might be some expected **practices** for jobs like the ones in the photos?

|  |  |  |
| --- | --- | --- |
|  | A person and person painting a room  Description automatically generated | A person smiling at a machine  Description automatically generated |

|  |
| --- |
| *For example: work well in a team, be on time, follow safety rules, ask questions if you’re unsure, be hard-working, have good communication skills, or tidy up before you leave.* |

**1f.** Brainstorm some of the different kinds of **skills** needed for your role at your workplace.

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**1g.** Brainstorm different kinds of **practices** expected of you in your role at your workplace.

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Assessment – Part 2

**2a**. Identify **skills** and **practices** you need for your role at your workplace.

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| --- | --- |
| My role at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Skills I need to use to do my job include:** | **Expected practices at my workplace include:** |
| *For example, using the 3D printer, cleaning and topping up our machines, or folding the napkins and setting the tables.* | *For example, starting my shift on time, wearing a high-vis safety vest, owning up if I make mistakes, being honest, or being respectful to everyone.* |
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**2b.** For this assessment you need **evidence** that you have applied **at least five different basic skills and expected practices**. Think about what evidence could be collected of your mahi/work.

|  |  |
| --- | --- |
| **A person sitting at a table with a computer  Description automatically generatedFeedback or report from your manager** | **A person writing on a paper  Description automatically generated with low confidenceKeep a work log, or journal** |
| **Regular reporting to your supervisor** | **A person in a red shirt  Description automatically generatedPhoto/video evidence of your mahi/work** |

**2c.** Evidence may include a work log, workplace feedback, and/or attestation by the employer. What kind of evidence could be collected for these skills and expected practices?

|  |  |  |
| --- | --- | --- |
| **Skills and expected practices** | **Is it a skill or an expected practice?**  Highlight/circle one | **What kind of evidence could be collected for these example skills and expected practices?** |
| *Top up petrol and oil in the machinery.* | SPECIFIC SKILL  or  EXPECTED PRACTICE | * Photo or video evidence * work log or journal * workplace feedback or report * something else:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Write down or record customer orders.* | SPECIFIC SKILL  or  EXPECTED PRACTICE | * Photo or video evidence * work log or journal * workplace feedback or report * something else:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Co-operate with others.* | SPECIFIC SKILL  or  EXPECTED PRACTICE | * Photo or video evidence * work log or journal * workplace feedback or report  * something else:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *Ask questions if unsure.* | SPECIFIC SKILL  or  EXPECTED PRACTICE | * Photo or video evidence * work log or journal  * workplace feedback or report * something else:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Assessment – Part 3

**3a.** You now need **to discuss and decide with your supervisor or manager** which five different basic skills and expected practices (at least one each) they will look to verify you have applied in a workplace context (in accordance with workplace requirements and the Health and Safety at Work Act 2015). **The plan can be recorded here**:

To be completed **with** the supervisor or manager who will verify your mahi/work.

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| **Which specific skills and expected practices are going to be assessed?** | **Are they skills or practices?** | **What kind of evidence will show application of these skills and expected practices?** | **Verifier to initial and date to confirm this plan** |
|  | SPECIFIC SKILL  or  EXPECTED PRACTICE | * photo or video evidence * work log or journal * workplace feedback or report * something else: |  |
|  | SPECIFIC SKILL  or  EXPECTED PRACTICE | * photo or video evidence * work log or journal * workplace feedback or report * something else: |  |
|  | SPECIFIC SKILL  or  EXPECTED PRACTICE | * photo or video evidence * work log or journal * workplace feedback or report * something else: |  |
|  | SPECIFIC SKILL  or  EXPECTED PRACTICE | * photo or video evidence * work log or journal * workplace feedback or report * something else: |  |
|  | SPECIFIC SKILL  or  EXPECTED PRACTICE | * photo or video evidence * work log or journal * workplace feedback or report * something else: |  |

**3b.** Your supervisor or manager needs to verify that there is evidence of at least five different basic skills and expected practices (at least one each) which have been applied in a workplace context, and that health and safety practices have been applied in accordance with workplace requirements and the Health and Safety at Work Act 2015.

**Verification to be completed by the supervisor or manager.**

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| **Specific skills and expected practices successfully demonstrated in accordance with workplace requirements and the Health and Safety at Work Act 2015** | **Specific skills or expected practices?** | **What kind of evidence has been collected to show application of these skills and expected practices?** | **Initial and date to verify these skills and practices have been successfully demonstrated** |
|  | SPECIFIC SKILL  or  EXPECTED PRACTICE | * photo or video evidence * work log or journal * workplace feedback or report * something else: |  |
|  | SPECIFIC SKILL  or  EXPECTED PRACTICE | * photo or video evidence * work log or journal * workplace feedback or report * something else: |  |
|  | SPECIFIC SKILL  or  EXPECTED PRACTICE | * photo or video evidence * work log or journal * workplace feedback or report * something else: |  |
|  | SPECIFIC SKILL  or  EXPECTED PRACTICE | * photo or video evidence * work log or journal * workplace feedback or report * something else: |  |
|  | SPECIFIC SKILL  or  EXPECTED PRACTICE | * photo or video evidence * work log or journal * workplace feedback or report * something else: |  |

**Supervisor or manager to sign:**

*I verify that there is evidence of at least five different basic skills and expected practices (at least one each) which have been applied in a workplace context,* ***and that health and safety practices have been applied in accordance with workplace requirements and the Health and Safety at Work Act 2015****.*

Supervisor or manager signature and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **OUTCOMES AND PERFORMANCE CRITERIA**  **Outcome 1:** **Apply basic skills and practices in a workplace context.**  Range: workplace context may include but is not limited to – voluntary, community, paid employment.  **Performance criteria:**   * 1. Basic skills and practices, including completing allocated tasks, are applied in accordance with the instructions received.   Range: evidence of five different applications is required, which includes at least one skill and one practice.  **1.2** Health and safety practices are applied in accordance with workplace requirements and the Health and Safety at Work Act 2015.  **ĀKONGA/ĀKONGA/LEARNER EVIDENCE** - Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | **Workplace supervisor or manager has verified that there is evidence of at least five different basic skills and expected practices (at least one each) which have been applied in a workplace context.** | **Workplace supervisor or manager has verified that health and safety practices have been applied in accordance with workplace requirements and the Health and Safety at Work Act 2015.** | | Achieved  Not Achieved | Achieved  Not Achieved | | | | |
| **Overall Performance Outcome: Achieved  Not Achieved** | | | |
| Assessor’s Attestation:  I confirm the following:   * the ākonga/learner has adequacy of knowledge and performance. * the assessment complied with relevant health and safety, and legislative requirements. * the ākonga/learner’s likely repeatable competence in the future. | | | |
| **Overall comments** | | | |
| **Name:** |  | **Signature:** |  |
| **Date:** |  | **Position Held:** |  |