**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 |

A chef cooking in a kitchen

Description automatically generated

Ākonga/learner Guidelines

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| **ĀKONGA/LEARNER’S INFORMATION** | |
| First and last name |  |
| NSN number |  |
| Date |  |

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| Apply basic skills and practices in workplace context  Instructions for the ākonga/learner: |

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| 1. **Do ALL parts of this assessment.** 2. **Ask your assessor if you need help to understand something better.** 3. **Answer in a way that is easiest for you (e.g. drawing, recording voice memos, speaking to your helper, taking photos).** |

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| Conditions of Assessment | |
|  | * You will complete all parts of the assessment (with support if required). * Part Two of the assessment will be completed by the 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 ākonga/learner’s day-to-day living that may include but is not limited to workplace setting or within the community. |

Apply basic skills and practices in workplace context

A person in a blue apron and gloves

Description automatically generated

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:

Apply basic skills and practices in 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?

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| 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 |  |

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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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| **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** |
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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** |
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| **D** | **T** | **H** | **D** | **E** | **E** | **T** | **E** | **I** | **E** | **T** | **I** | **B** | **E** | **F** | **N** | **I** |
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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 |

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

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| A group of men standing next to a construction vehicle  Description automatically generated | A person and person painting a room  Description automatically generated | A person smiling at a machine  Description automatically generated |

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| *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.

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| **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?

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| **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 be collected in relation to the 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 in relation to the 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 are 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/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:** |  |