

NZQA Assessment Support Material

Unit standard		29310			
Title	Apply basic skills and practices in a workplace context (Supported Learning)				
Level	1	Credits	8	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 by the candidate and their work supervisor.
- Part Two of the assessment will be completed by the workplace supervisor.
- The assessment will take place over a time set by the assessor.

Apply basic skills and practices in a workplace context (Supported Learning)**ASSESSMENT****Assessment Task**

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

- Complete Part 1 with your work supervisor
- Your supervisor will complete Part 2

This assessment task has two parts:

1

You will be asked to apply five skills/practices in your place of work

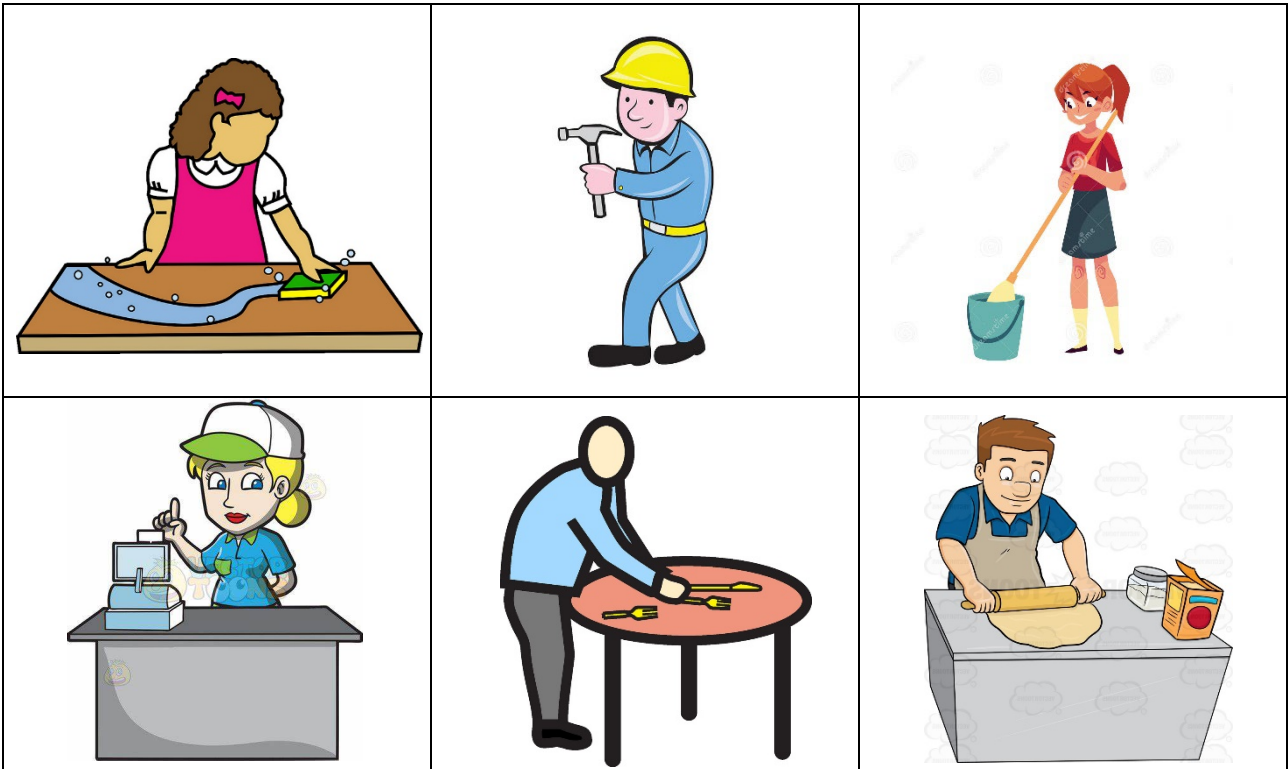
2

Your workplace supervisor will verify that you have complied with the necessary workplace, and health and safety requirements.



Part 1 Assessment

Choose a total of **five** skills and practices that you can carry out in your workplace. You must choose at least **one skill** and **one practice**. Then complete the sections below.



Your work supervisor will help you to do this.

Answer the following questions about your place of work

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

b) What are your main duties?

c) What is the name of your supervisor?


Use this checklist to help you and your workplace supervisor prepare for this assessment.

My workplace supervisor and I have agreed on:

Between one and five workplace skills to be assessed	
Between one and five workplace practices to be assessed	
A time for the assessment to take place	
The tasks that I need to complete as part of the assessment	
What I need to do to show, to prove that I have applied the skills/practices (the evidence)	
All tasks must be carried out according to the health and safety rules of my workplace	

With the help of your workplace supervisor, describe your chosen skills and practices in the table below.


Make sure that each task is clearly labelled as either a skill or a practice.

Task allocated		Describe the skill/practice that you applied in your workplace
<p>Example Set all tables for the beginning of café service</p> 	<p>Skill 1 <i>Correct placement of napkins, cutlery and condiments on each table.</i></p>	<p><i>Before the café opens, I make sure that all of the tables are set in the right way and all look the same. I make sure each table has a condiment basket and that a napkin is on the table and each table has a knife and a fork. My supervisor has given me a picture of how each table should look and I make sure that I set the tables so each chair setting looks the same as the picture.</i></p>
	<p>Skill/Practice 1</p>	
	<p>Skill/Practice 2</p>	

Task allocated		Describe the skill/practice that you applied in your workplace
	Skill/Practice 3	
	Skill/Practice 4	
	Skill/Practice 5	

Part 2 Assessment (to be completed by the workplace supervisor)



	Evidence	Comments on candidate performance including completion of task	Date/Time	I verify that work was carried out in accordance with workplace requirements and health and safety in Employment act 1992	Task completed Yes/No
<p>Example: Skill 1 <i>Correct</i></p>  <p><i>placement of napkins, cutlery and condiments on each table.</i></p>	<p><i>Tables are checked before opening by the workplace supervisor or the day.</i></p>	<p><i>Tables are checked before opening by the workplace supervisor for the day. Sammy always sets up tables correctly. If she has time before the café opens, she will check with the photograph to make sure. Today she did this. She also checks that cutlery is clean and today she found a dirty knife and replaced it.</i></p>	<p><i>12/07/19</i></p>	<p><i>H. Scott</i></p>	<p><i>Yes</i></p>
<p>Skill/Practice 1</p>					

Skill/Practice 2					
Skill/Practice 3					
Skill/Practice 4					
Skill/Practice 5					

To be completed by assessor:

Overall Performance Outcome: Achieved <input 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:	