

ASSESSMENT GUIDELINES

Unit 21960

Prepare for grave digging

Level 2, Credit 6, version 1

Prepare for gravedigging

Unit standard 21960

Level 2, Credit 6

Level of performance required for this unit standard

This is a level 2 unit standard. At this level trainees are expected to demonstrate the following abilities when completing assessment tasks:

- To work under general supervision, as directed; with some responsibility for the standard of the outcome achieved.
- To complete tasks that are established and familiar, with a moderate range of skill and knowledge.
- To apply basic operational knowledge, use readily available information and known solutions to solve familiar problems.

Workplace assessment:

For guidelines on Workplace Assessment, please refer to the NZHITO Workplace Assessors Manual, and for further information, please contact: NZHITO, P O Box 8638, Christchurch. Ph 03 9644 735, fax 03 9644 737, website www.hortito.org.nz.

Special notes:

1. The New Zealand Horticulture Industry Training Organisation acknowledges the assistance provided by the Australian National Training Authority (ANTA) in permitting their unit of competency to be used as the basis for this unit standard. This unit standard is based on the unit of competency WFSBCR311A, *Prepare for grave digging*.
2. A *grave site* is a place of burial, above and below ground, immediately in front of, and including a headstone (or the immediate area), where a casket is buried. The grave site may or may not be formally identified or lined.
3. *Workplace policies and procedures* may include but are not limited to - standard operating policies and procedures, standards and certification requirements, quality assurance procedures, health and safety procedures, emergency, fire and accident procedures.
4. Legislation relevant to this unit standard includes but is not limited to the Health and Safety in Employment Act 1992, Burial and Cremation Act 1964, and bylaws.

**Unit 21960: Prepare for grave digging
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Determine grave digging requirements.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Identify the appropriate gravesite on cemetery map or plan and check the physical location. Names of neighbouring plots are made available for reference. ▪ Make and assessment of the site and surrounding area to determine soil type, safety hazards, access and egress, and other issues. Range: may include but is not limited to - sand, clay, rock; safety hazards may include but are not limited to - air, water, vibration, heat, slippery surfaces, overhead obstacles, loadings on top of ground (machinery, people, soil, structures), previously dug graves, monument collapse, foreign objects, drains, cables, sprinklers, pipes, trees and roots; other issues may include but is not limited to - need for soil removal, effect on presentation of nearby sites. ▪ Select a grave digging method appropriate to the site assessment. Range: may include but is not limited to - machinery, by hand or a combination of both. ▪ Where water around the site is excessive or uncontrolled, a decision to proceed is made only if applicable health and safety legislation can be adhered to.
<p>Element 2 Prepare for digging.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Select and assemble tools consistent with job requirements, check for serviceability and report any faults. Range: may include but is not limited to - spreaders; boards; hydraulic braces; stabilisers; spade; shovel; pick; crowbar; auger; timber tong; sledge hammer; timber mallet; explosive power tool; power saw; handsaw; timber of correct grade, size and type; ladder; backhoe or front-end loader; skidsteer loader; excavator; tractor; truck; grave sleeves; helmets; tape measure; level and plumb bob. ▪ Provide a sludge pump on site where water is present. ▪ Mark out the site in accordance with grave dimensions and supervisor's instructions. ▪ Complete an inspection of monumentation on and near the site before digging commences. ▪ Remove monuments, masonry or headstones that threaten the stability of the work site and/or inhibit access in accordance with supervisor's instructions. ▪ Protective strategies are used to protect adjacent graves as required. Range: may include but is not limited to - sheeting, barricades, temporary fencing and reinforced covers. ▪ Place protective restraints to ensure that only authorised persons are permitted near the site while digging is in progress in accordance with workplace policies and procedures and applicable legislation. ▪ Identify above and below ground lines of communication in case of an emergency.

_____ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 21960.

Signed (Assessor): _____

WPA Registration Number: _____ Date: _____

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Please send this page to your NZHITO Regional Manager, who will forward it to National Office to register the credits on your NZQA Record of Learning.

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