

ASSESSMENT GUIDELINES

Unit 21961

Perform manual grave digging

Level 3, Credit 10, version 1

Perform manual grave digging

Unit standard 21961

Level 3, Credit 10

Level of performance required for this unit standard

This is a level 3 unit standard. At this level trainees are expected to demonstrate the following abilities when completing assessment tasks:

- To work under general supervision, with some independence; with significant responsibility for the standard of the outcome achieved.
- To apply technical skills and knowledge to complete the task to the specified standard, in a familiar context.
- To interpret available information, and use discretion and judgment.

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 WFSBCR312A, *Perform manual 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 21961: Perform manual grave digging (Apprentice copy)

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Conduct manual grave excavation and shoring.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Identify and locate the appropriate gravesite. ▪ Prepare and use personal protective equipment in accordance with health and safety procedures and workplace policies and procedures. Range: may include but is not limited to protective clothing, head protection, foot protection, eye protection, ear protection, sun protection, two-way radio. ▪ Assess grave shoring requirements in relation to depth of grave and soil conditions in accordance with workplace policies and procedures and applicable legislation. Range: soil types and conditions may include but are not limited to sand, clay, rock, length of time soil exposed, breakdown of cohesion strength of soil, soil fretting, soil compaction, tension cracks. ▪ Manually dig grave to suit dimensions of coffin or casket using appropriate tools and equipment in accordance with health and safety procedures, workplace policies and procedures and applicable legislation. 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; hand saw timber of correct grade, size and type; ladder; grave sleeves; helmet; tape measure; level and plumb bob. ▪ Displaced earth is placed on vehicle, vacant site, or other appropriate location pending backfilling and/or removal. ▪ Soil at the top of the grave is shored in accordance with workplace policies and procedures to a minimum depth of 300mm from the surface. ▪ Progressively shore the sides of the grave during digging using an appropriate shoring method, where depth of grave exceeds 1.5m, or as instructed by supervisor. Range: shoring methods may include but are not limited to box set; closed timbering for wet sand and/or refilled ground; soldier set or box sets for firm, hard clay; shields where suitable for rock; grave sleeve. ▪ Use an appropriate ladder to access and egress to and from confined spaces. ▪ Use effective communication with other team members in accordance with workplace policies and procedures. Range: above ground, below ground.
<p>Element 2 Minimise risk of grave collapse.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Maintain surface loadings at levels appropriate for the soil type and condition. ▪ Excavation is monitored for grave collapse warning signs. ▪ Grave collapse warning signs are identified quickly and accurately. Range: may include but is not limited to fretting from top edge, slump in the surface near an excavation, tension cracks, support timbers bowing or creaking. ▪ Identify and agree on appropriate strategies to prevent grave collapse with team members. Range: may include but is not limited to shoring, reducing soil loadings. ▪ Selected strategies are implemented following health and safety procedures.

<p>Element 3 Clean up and make safe an open grave site.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Cover the surface area from the edge of the excavation appropriately to ensure the integrity and stability of the soil. ▪ Place grave supports and lowering devices in readiness for the coffin or casket. ▪ Tidy area adjacent to grave and remove or stockpile earth in accordance with workplace policies and procedures. ▪ Place protective restraints to limit access to the site when grave is left unattended, in accordance with workplace policies and procedures and applicable legislation. Range: may include but is not limited to sheeting, barricades, temporary fencing, reinforced covers.
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_____ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 21961.

Signed (Assessor): _____

WPA Registration Number: _____ Date: _____

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(Assessor copy)**

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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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(Name of Apprentice)

is Competent in Unit Standard 21961.

Signed (Assessor):

WPA Registration Number: _____

Date: _____