

# **ASSESSMENT GUIDELINES**

## **Unit 21962**

Perform grave digging using machinery

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Level 3, Credit 8, version 1

# Perform grave digging using machinery

Unit standard 21962

Level 3, Credit 8

## 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](http://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 WFSBCR313A, *Perform grave digging using machinery*.
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 gravesite 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, the Burial and Cremation Act 1964, Land

Transport Act 1998, Traffic Regulations 1976, Land Transport (Driver Licensing) Rule 1999, and bylaws. Operators must have the necessary driver license and endorsements for the vehicle being operated and the manner in which it is operated.

5. The unit standard does not cover the skill and knowledge needed to drive the machinery used in the context of this units standard.
  
6. Tools, equipment and machinery may include but are 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; backhoe/front-end loader; skidsteer loader; excavator; tractor; truck.

**Unit 21962: Perform grave digging using machinery  
(Apprentice copy)**

<b>ELEMENT</b>	<b>Competent</b>	<b>Range of evidence an assessor should consider</b>
<p><b>Element 1</b> Conduct grave excavation using machinery.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Identify and locate appropriate grave site.</li> <li>▪ 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.</li> <li>▪ Dig grave using machinery to suit dimensions of coffin or casket in accordance with health and safety procedures, workplace policies and procedures, and applicable legislation.</li> <li>▪ Displaced earth is placed on vehicle, vacant site, or other appropriate location pending backfilling and/or removal.</li> <li>▪ Shore the top and/or sides of the grave if required by workplace policies and procedures or applicable legislation using appropriate shoring method, tools, and equipment. Range: shoring methods may include 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.</li> <li>▪ Use an appropriate ladder to access and egress to and from confined spaces.</li> <li>▪ Use tools, equipment, and machinery in accordance with supervisor's instructions and manufacturer's guidelines.</li> <li>▪ Use effective communication with other team members in accordance with workplace policies and procedures.</li> </ul>
<p><b>Element 2</b> Minimise risk of grave collapse.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Maintain surface loadings at levels appropriate for the soil type and condition.</li> <li>▪ Monitor excavation for warning signs of grave collapse.</li> <li>▪ Identify grave collapse warning signs in accordance with workplace policies and procedures. Range: warning signs may include but are not limited to fretting from top edge, slump in the surface near an excavation, tension cracks, support timbers bowing or creaking.</li> <li>▪ Identify and agree on appropriate strategies to prevent the grave collapse with team members. Range: may include but are not limited to shoring, reducing soil loadings.</li> <li>▪ Selected strategies are implemented correctly following health and safety procedures.</li> </ul>
<p><b>Element 3</b> Clean up and make safe an open grave site.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Cover surface area from the edge of the excavation appropriately to ensure the integrity and stability of the soil.</li> <li>▪ Place grave supports and lowering devices in readiness for the coffin or casket.</li> <li>▪ Tidy area adjacent to grave and remove or stockpile earth in accordance with workplace policies and procedures.</li> <li>▪ Assess and address any damage to adjacent graves caused by machinery in accordance with workplace policies and procedures.</li> <li>▪ 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.</li> </ul>

\_\_\_\_\_ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 21962.

**Signed (Assessor):** \_\_\_\_\_

WPA Registration Number: \_\_\_\_\_ Date:

\_\_\_\_\_

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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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*(Name of Apprentice)*

**is Competent in Unit Standard 21962.**

**Signed (Assessor):**

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WPA Registration Number: \_\_\_\_\_

Date: \_\_\_\_\_