

ASSESSMENT GUIDELINES

Unit 21963

Backfill and make good graves

Level 3, Credit 5, version 1

Backfill and make good graves

Unit standard 21963

Level 3, Credit 5

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:

- 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 WFSBCR314A, *Backfill and make good graves*.
- 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.
- *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.
- Legislation relevant to this unit standard includes but is not limited to the Health and Safety in Employment Act 1992 and bylaws.
- Tools, equipment, and machinery may include but are not limited to - 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; tape measure; level and plumb bob.

**Unit 21963: Backfill and make good graves
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Prepare to backfill and make good a grave.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Determine social, cultural, and religious requirements prior to commencing backfilling. Range: may include but is not limited to burial procedures, time between death and burial, time between burial and closure of graves, spiritual or religious symbolism, placing of tributes and special personal effects. ▪ Identify and locate 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, foot protection, eye protection, ear protection, sun protection, two-way radio. ▪ Select and assemble tools, equipment, and machinery consistent with job requirements, check for serviceability and report any faults. ▪ Receive indication to proceed with backfilling from appropriate person. Range: appropriate person may include but is not limited to funeral director, supervisor, foreman or leading hand. ▪ Place protective restraints to ensure that only authorised persons are permitted near site while work is in progress, in accordance with workplace policies and procedures and applicable legislation. Range: may include but is not limited to sheeting, barricades, temporary fencing, reinforced covers. ▪ Identify safety hazards and control in accordance with workplace policies and procedures. Range: may include but is 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. ▪ Remove grass mats, floral tributes, and lowering devices and planks in accordance with workplace policies and procedures.
<p>Element 2 Backfill a grave following a burial or grave re-opening.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Back-fill burial hole with soil free from large lumps. ▪ Consolidate soil as backfilling progresses. ▪ Remove shoring devices where applicable as each level is reached. Range: may include but is not limited to spreaders; boards; hydraulic braces; stabilisers; timber of correct grade, size and type. ▪ Fill grave to the top, leaving a mound, in accordance with workplace policies and procedures. ▪ Use backfilling techniques to minimise cavities in accordance with workplace policies and procedures. ▪ Use tools, equipment, and machinery in accordance with supervisor's instructions and manufacturer's guidelines. ▪ Use an appropriate ladder to access and egress to and from confined spaces. ▪ Conduct work quietly and efficiently in accordance to workplace policies and procedures.
<p>Element 3 Make good a grave following a burial or grave re-opening.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Replace turf on lawn or on top of grave as required, in accordance with workplace policies and procedures. ▪ Notify appropriate person if monumentation requires replacement. Range: appropriate person may include but is not

		<p>limited to supervisor, foreman or leading hand, monumental mason.</p> <ul style="list-style-type: none"> ▪ Clean gravesite, and made good in accordance with workplace policies and procedures. ▪ Replace tributes on the gravesite as required. ▪ Clean adjacent gravesites and surrounds, and made good in accordance with workplace policies and procedures. ▪ Remove, clean and store tools, equipment and machinery in accordance with workplace policies and procedures.
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_____ *(Name of Apprentice)*

is **Competent / Not yet competent** in Unit Standard 21963.

Signed (Assessor): _____

WPA Registration Number: _____ Date: _____

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grave re-opening.		<p>replacement. Range: appropriate person may include but is not limited to supervisor, foreman or leading hand, monumental mason.</p> <ul style="list-style-type: none"> ▪ Clean gravesite, and made good in accordance with workplace policies and procedures. ▪ Replace tributes on the gravesite as required. ▪ Clean adjacent gravesites and surrounds, and made good in accordance with workplace policies and procedures. ▪ Remove, clean and store tools, equipment and machinery in accordance with workplace policies and procedures.
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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 21963.

Signed (Assessor):

WPA Registration Number: _____

Date: _____