

# **ASSESSMENT GUIDELINES**

## **Unit 21965**

Re-open a grave

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Level 4, Credit 7, version 1

# Re-open a grave

## Unit standard 21965

Level 4, Credit 10

### Level of performance required for this unit standard

This is a level 4 unit standard. At this level trainees are expected to demonstrate the following abilities when completing assessment tasks:

- To work under broad guidance, independently; with complete responsibility for the standards of the outcome achieved.
- To apply technical skills, knowledge, and innovation to complete the task to the specified standard, in a variety of familiar and unfamiliar contexts.
- To analyse and interpret information, and make an informed 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 WFSBCR316A, *Re-open a grave*.
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, Burial and Cremation Act 1964, and bylaws.
5. 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; tape measure; level and plumb bob.

**Unit 21965: Re-open a grave  
(Apprentice copy)**

<b>ELEMENT</b>	<b>Competent</b>	<b>Range of evidence an assessor should consider</b>
<p><b>Element 1</b> Prepare to re-open a grave.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Determine or confirm legality of reason for re-opening a grave.</li> <li>▪ Identify applicable legislation regarding grave re-opening and take measures, as required, to ensure compliance.</li> <li>▪ Identify appropriate gravesite on cemetery map or plan and physical location is checked against names of neighbouring plots as reference.</li> <li>▪ Identify above and below ground lines of communication in case of an emergency.</li> <li>▪ Prepare and use personal protective equipment in accordance with health and safety procedures, workplace policies and procedures, and any other requirement as determined by the District Officer of Health. 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>▪ Select and assemble tools, equipment, and machinery consistent with job requirements, check for serviceability and report any faults.</li> <li>▪ Provide a sludge pump on site if water is present.</li> <li>▪ Identify and control safety hazards 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.</li> <li>▪ Place protective restraints to limit access to the site by unauthorised personnel 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> <li>▪ Remove monuments, masonry, or headstones that threaten the stability of the work site and/or inhibit access in accordance with supervisor's instructions.</li> <li>▪ Use protective strategies to protect adjacent graves as required. Range: may include but is not limited to sheeting, barricades, temporary fencing, reinforced covers.</li> </ul>
<p><b>Element 2</b> Re-open a grave.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Identify and clearly communicate to each team member their role.</li> <li>▪ Assess grave shoring requirements in relation to depth of excavation and soil conditions in accordance with workplace policies and procedures and applicable legislation. Range: soil conditions may include but are not limited to sand, clay, rock, length of time soil is exposed, breakdown of cohesive strength of soil, soil fretting, soil compaction, tension cracks.</li> <li>▪ Excavate grave to required depth using appropriate tools, machinery, and equipment in accordance with health and safety procedures, applicable legislation and workplace policies and procedures.</li> <li>▪ Place displaced earth on vehicle, vacant site, or other appropriate location.</li> <li>▪ Shore grave to prevent collapse using an appropriate shoring</li> </ul>

		<p>method and appropriate tools, grave sleeve, machinery, and equipment in accordance with health and safety procedures and workplace policies and procedures. 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.</p> <ul style="list-style-type: none"><li>▪ Use appropriate ladder to access and egress to and from confined spaces.</li></ul>
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\_\_\_\_\_ *(Name of Apprentice)*

is **Competent / Not yet competent** in Unit Standard 21965.

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

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

**Unit 21965: Re-open a grave**  
**(Assessors copy)**

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

is **Competent / Not yet competent** in Unit Standard 21965.

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

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

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## **Unit 21965: Re-open a grave**

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*(Name of Apprentice)*

**is Competent in Unit Standard 21965.**

**Signed (Assessor):**

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

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