

# **ASSESSMENT GUIDELINES**

## **Unit 21966**

Perform exhumations

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Level 4, Credit 7, version 1

# Perform exhumations

## Unit standard 21966

Level 4, Credit 7

### 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 WFSBCR317A, *Perform exhumations*.
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 - mechanical/hydraulic bracing equipment; 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; lowering/lifting device.

## Unit 21966: Perform exhumations (Apprentice copy)

ELEMENT	Competent	Range of evidence an assessor should consider
<p><b>Element 1</b> Prepare for exhumation.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Identify applicable legislation and regulations regarding exhumations and take measures, as required, to ensure compliance.</li> <li>▪ Identify appropriate gravesite on cemetery map or plan and check the physical location against names of neighbouring plots as reference.</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, foot protection, eye protection, ear protection, sun protection, two-way radio, respirator with communication device attached.</li> <li>▪ Select and assemble tools, equipment, and machinery in consultation with supervisor, check for serviceability and report any faults.</li> <li>▪ Identify and control safety hazards in conjunction with supervisor 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> </ul>
<p><b>Element 2</b> Perform the exhumation of a deceased persons.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Communicate with the supervisor to clearly identify your role in performing the exhumation.</li> <li>▪ Perform exhumation in accordance with supervisor's instructions, health and safety procedures, infection control practices, applicable legislation and workplace policies and procedures. Range: infection control practices may include but are not limited to using personal protective equipment, sterilising tools and equipment, use of disinfectants, safe removal and disposal of soiled/contaminated materials, safe ventilation, immunisation, periodic x-rays, seeking medical advice, recording injury and incidence, providing a first aid kit, performing first aid if necessary.</li> <li>▪ Use an appropriate ladder to access and egress to and from confined spaces.</li> <li>▪ Enclose in appropriate casings the remains of the deceased person and coffin or casket in accordance with supervisor's instructions.</li> <li>▪ Transfer remains as required in accordance with supervisor's instructions.</li> </ul>

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

is **Competent / Not yet competent** in Unit Standard 21966.

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

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

## Unit 21966: Perform exhumations (Assessor copy)

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

is **Competent / Not yet competent** in Unit Standard 21966.

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

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

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.

## **Unit 21966: Perform exhumations**

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*(Name of Apprentice)*

**is Competent in Unit Standard 21966.**

**Signed (Assessor):**

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

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