

# **ASSESSMENT GUIDELINES**

## **Unit 21967**

Oversee the installation of monuments  
in a cemetery

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Level 4, Credit 5, version 1

# Oversee the installation of monuments in a cemetery

Unit standard 21967

Level 4, Credit 5

## 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 WFSBCR406A, *Oversee monument installations*.
2. *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.
3. Legislation relevant to this unit standard includes but are not limited to the Health and Safety in Employment Act 1992, Burial and Cremation Act 1964, and bylaws.
4. *Monument installations procedures* may vary according to size and design of monument, selection of material used, and engineering specifications as required.

**Unit 21967: Oversee the installation of monuments in a cemetery  
(Apprentice copy)**

<b>ELEMENT</b>	<b>Competent</b>	<b>Range of evidence an assessor should consider</b>
<b>Element 1</b> Describe the installation of monuments in a cemetery.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Description is consistent with applicable legislation and workplace policies and procedures. Range: monumental stonemasons' roles and duties; installation procedures; installation in a public place; care and maintenance; soil conditions may include but are not limited to sand, clay, rock.</li> </ul>
<b>Element 2</b> Oversee the installation of monuments in a cemetery	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Permits for the installation of monuments are issued to stonemasons in accordance with workplace policies and procedures.</li> <li>▪ Monument installations are monitored to ensure they are completed correctly and safely according to health and safety procedures, workplace policies and procedures, and applicable legislation.</li> <li>▪ Liaise with monumental stonemasons in accordance with workplace policies and procedures.</li> <li>▪ Problems arising during or after monument installations are identified and appropriate person is notified. Range: appropriate person may include but is not limited to supervisor, foreman or leading hand, monumental stonemason.</li> <li>▪ Potential and actual breaches of workplace, health and safety, and legislative requirements for monumental installation are identified and appropriate action is taken in accordance with workplace policies and procedures.</li> </ul>

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

is **Competent / Not yet competent** in Unit Standard 21967.

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

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

**Unit 21967: Oversee the installation of monuments in a cemetery  
(Assessor copy)**

<b>ELEMENT</b>	<b>Competent</b>	<b>Range of evidence an assessor should consider</b>
<b>Element 1</b> Describe the installation of monuments in a cemetery.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Description is consistent with applicable legislation and workplace policies and procedures. Range: monumental stonemasons' roles and duties; installation procedures; installation in a public place; care and maintenance; soil conditions may include but are not limited to sand, clay, rock.</li> </ul>
<b>Element 2</b> Oversee the installation of monuments in a cemetery.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Permits for the installation of monuments are issued to stonemasons in accordance with workplace policies and procedures.</li> <li>▪ Monument installations are monitored to ensure they are completed correctly and safely according to health and safety procedures, workplace policies and procedures, and applicable legislation.</li> <li>▪ Liaise with monumental stonemasons in accordance with workplace policies and procedures.</li> <li>▪ Problems arising during or after monument installations are identified and appropriate person is notified. Range: appropriate person may include but is not limited to supervisor, foreman or leading hand, monumental stonemason.</li> <li>▪ Potential and actual breaches of workplace, health and safety, and legislative requirements for monumental installation are identified and appropriate action is taken in accordance with workplace policies and procedures.</li> </ul>

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**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 21967: Oversee the installation of monuments in a cemetery**

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*(Name of Apprentice)*

**is Competent in Unit Standard 21967.**

**Signed (Assessor):**

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

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