

ASSESSMENT GUIDELINES

Unit 21968

Oversee burial works

Level 4, Credit 20, version 1

Oversee burial works

Unit standard 21968

Level 4, Credit 20

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.

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 WFSBCR405A, *Oversee burial works*.
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. *Burial works* refers to grave probing, grave digging, grave re-opening, exhumations, vault excavation and installation.

**Unit 21968: Oversee burial works
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Describe roles, requirements and procedures in relation to burial works.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Describe the roles and duties of cemetery authorities. Range: cemetery authorities may include but are not limited to Local Authorities, cemetery trusts, drivers, cemetery managers, grave diggers, groundspeople, gardeners, leading hands, foremen, supervisors. ▪ Describe different social, cultural, and religious burial requirements. Range: requirements may include but are not limited to burial procedures, time between death and burial, time between burial and closure of graves, cultural rituals to assist grieving, spiritual or religious symbolism, placing special personal effects with the deceased person, use of music, placement of candles, choice and placement of flowers, photographs. ▪ Describe health and safety requirements and infection control practices that are consistent with applicable legislation. ▪ Describe procedures including procedures for written burial requests or instruction, and record keeping requirements and procedures that are consistent with workplace policies and procedures.
<p>Element 2 Oversee the conduct of burial works.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Monitor burial work schedules and assist staff in resolving scheduling difficulties or unexpected problems. ▪ Monitor grave digging and vault/crypt excavations and installations to ensure they are completed safely in accordance with workplace policies and procedures. ▪ Monitor grave probes and grave re-openings as necessary to ensure they are completed correctly and safely in accordance with workplace policies and procedures. ▪ Identify problems arising during or after burial works and appropriate person is notified. Range: appropriate person may include but is not limited to supervisor, foreman or leading hand. ▪ Identify potential and actual breaches of health and safety procedures, or applicable legislative requirements for burial works and take action in accordance with workplace policies and procedures.

_____ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 21968.

Signed (Assessor): _____

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)

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