

ASSESSMENT GUIDELINES

Unit 12399

Lay sundry materials as hard surfaces in landscaping

Level 4, Credit 6, version 4

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Unit standard 12399
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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, PO Box 8638, Christchurch. Ph 03 9644 735, Fax 03 9644 737, Website www.hortito.org.nz

Special notes:

1. *Workplace procedures* refer to verbal or written instructions to staff on procedures for the worksite and equipment.
2. Legislation relevant to this unit standard includes but is not limited to the Health and Safety in Employment Act 1992.
3. Any work carried out in playground areas must comply with the New Zealand Standard: NZS 5828:2004 *Playground equipment and surfacing*, available from <http://www.standards.co.nz>.
4. *Gravel* refers to loose aggregates, pebbles, stone chips, brick chips, and shells.

**Unit 12399: Lay sundry materials as hard surfaces in landscaping
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
Element 1 Describe a range of materials used for laying as hard surfaces.	Yes/No	Range any four of - timber (rounds, block and baulks), asphalts (hot asphaltic concrete, cold asphaltic concrete, hot bitumen, cold bitumen emulsion), turf pavers, soft fall playground surfaces (modular plastic or rubber mats, sheet foam), loose fill materials (gravel, bark, sand). <ul style="list-style-type: none"> ▪ Identify and describe hard surfacing materials in terms of their uses and characteristics. Range of characteristics – sources, compaction, surface finish, durability, and stability.
Element 2 Prepare work area for laying of sundry hard surfaces.	Yes/No	<ul style="list-style-type: none"> ▪ Excavate for the work according to workplace procedures and in accordance with the requirements of the drawings and specifications. ▪ Establish the edgings for the work to height, line and grade as shown on drawings, according to specification and where applicable to manufacturer’s requirements. ▪ Lay, compact and finish base to line and grade required to have the hard surfaces finish, at height shown on drawings or specifications and according to workplace procedures.
Element 3 Lay hard surfaces	Yes/No	Range any four of - timber (rounds, block and baulks), asphalts (hot asphaltic concrete, cold asphaltic concrete, hot bitumen, cold bitumen emulsion), turf pavers, soft fall playground surfaces (modular plastic or rubber mats, sheet foam), loose fill materials (gravel, bark, sand). <ul style="list-style-type: none"> ▪ Lay the hard surfaces according to specification, manufacturer’s directions, and workplace procedures. ▪ Compact and finish hard surfaces, where necessary, according to specifications and workplace procedures. ▪ Ensure that jointing materials are placed between units to protect the units from displacement under load, where appropriate. ▪ Remove all surplus material on completion and leave site in a condition which enables further work to be undertaken, unimpeded according to workplace procedures.

_____ *(Name of Apprentice)*

is **Competent / Not yet competent** in Unit Standard 12399 (version 4)

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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