

ASSESSMENT GUIDELINES

Unit 22210

Gather and analyse information for a landscape design proposal and prepare a client brief.

Level 4, Credit 15, Version 1

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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, P O 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. *Design enterprise standards and/or procedures* may include but are not limited to quality assurance, documentation, security, communication, health and safety, ethics, interpersonal behaviour and design. An acceptable standard would be comparable to ISO9000 certified enterprises and/or organisations, and those standards set by an incorporated professional or trade body such as Landscape Industries Association of New Zealand or New Zealand Institute of Landscape Architects.
4. *Clients* may be potential clients if not actual clients.

5. *Project Information Memorandum (PIM)* can be defined as a report prepared by a Council at your request. It provides information on the following: special land features including potential erosion, avulsion (removal of land by water action), falling debris, subsidence, slippage, alluvion (the deposition of silt from flooding), inundation (flooding) and presence of hazardous contaminants which are likely to be relevant to the design construction or alteration of your proposed building and is known to the Council; information notified to the Council by any statutory organisation, such as the New Zealand Historic Places Trust or the Department of Conservation which has the power to classify land or buildings for any purpose; details of stormwater or wastewater utility systems which relate to your proposed building work, or which are adjacent to your building site; details of any authorisations under other Acts which the Council requires, and details of the requirements to be met in the granting of these authorisations and the conditions they will be subject to. The most common authorisations will be resource consents required under the Resource Management Act 1991. The memorandum will also include either: confirmation, subject to other provisions of the Act, that you may carry out the building work subject to the requirements of the Building Consent and subject also to all other necessary authorisations being obtained; or notification that building work may not be undertaken.

6. A *Land Information Memorandum (LIM)* can be defined as a report prepared by the Council at your request. It provides: official address, legal description, area of site and unit/flat number as appropriate; information on special land features or characteristics including potential avulsion (removal of land by water action), falling debris, subsidence, slippage, alluvion (the deposition of silt from flooding), inundation (flooding) and erosion.

Unit 22210: Gather and analyse information for a landscape design proposal and prepare a client brief. (Apprentice copy)

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Document information on client and client needs for a specific landscape site. Range: at least three different clients/sites.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Deal with enquiries promptly and thoroughly in accordance with workplace procedures. Range: services provided by workplace, services requiring referral to specialists (design, engineering, specialist trades). ▪ Obtain and document clients' details and landscape requirements in accordance with workplace procedures. Range: client lifestyle and perspectives, functional space requirements, privacy, safety and security, access, commitment to maintenance, timing of work, available budget/resources. ▪ Present clients with information that may assist them in making decisions relating to the proposed work. Range: information on products, photographs of completed work, details of completed work that may be viewed.
<p>Element 2 Document cultural factors influencing landscape design solutions for a specified site.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Identify and document any on site cultural factors that may influence the design process in accordance with design enterprise procedures. Range: factors may include but are not limited to – client values, limitations and/or requirements that family cultural perspectives place on design solutions, land issues. ▪ Identify and document any off site cultural factors that may influence the design process in accordance with design enterprise procedures. Range: factors may include but are not limited to – socio-economic environment, cultural context in which the site is located, land issues.
<p>Element 3 Document historical factors influencing landscape design solutions for a specified site.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Identify and document on site historical factors that may influence the design process, in accordance with design enterprise procedures. Range: factors may include but are not limited to – age and tradition of existing site elements, preservation and protection orders, building classifications, appropriateness of preservation and/or reinstatement. ▪ Identify and document off site historical factors that may influence the design process in accordance with design enterprise procedures. Range: factors may include but are not limited to – historic characteristics of the surrounding community, community preservation requirements and/or initiatives, national/territorial authority preservation requirements and/or initiatives.
<p>Element 4 Assemble site survey information for a specified landscape site. Range: on site and off site factors.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Record results of a physical survey of the site, defining geographic details in accordance with industry standards. Range: orientation, measurements, levels, existing features, structures and services, access and circulation patterns. ▪ Record results of an investigation of the site, identifying environmental elements that may influence the design process in accordance with design enterprise procedures. Range: wind, sun, temperature ranges, soil type and condition; on and off site influences to include structures, trees and water, activities. ▪ Record results of a site documentation search, identifying the legal status and service details required for design development and statutory application requirements in accordance with design enterprise standards. Range: results may include but are not limited to – PIM's, LIM's, planning approval, resource consents, building consents, services, easements.

<p>Element 5 Analyse the potentials and limitations that may influence design solutions.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Analyse client driven factors that may influence design solutions. Range: factors may include but are not limited to – finance available, attitudes and perceptions, the present situation, scope and extent of client requirements, client affiliation with current trends. ▪ Analyse any site driven factors that need to be considered by the designer in meeting client needs. Range: factors may include but are not limited to – topographical, ecological, environmental, cultural. ▪ Analyse external factors that may influence design solutions. Range: national standards, statutory requirements, regulatory requirements. ▪ Determine any design enterprise factors that may influence designer’s ability to complete the work. Range: factors may include but are not limited to – previous relevant experience, ability to fit the work into the design enterprise programme, assessment of the design enterprise’s ability to meet client requirements. ▪ Ensure design enterprise standards are met in order to maximise the potential and minimise limitations in the design process. ▪ Document the resolution in a manner that provides the basis for conceptual design work in accordance with design enterprise standards.
<p>Element 6 Develop a client brief for the landscape design project.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Use procedures interpret assembled information ensuring all components of the brief are completed in accordance with design enterprise requirements. Range: factors may include but are not limited to – material and/or technical, financial, environmental, time, access. ▪ Develop a client brief using methods that conform to design enterprise procedures. ▪ Produce a completed brief that outlines client input and the potentials and limitations of the design process, that is in accordance with design enterprise standards.

_____ (Name of Apprentice)

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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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