

## **ASSESSMENT GUIDELINES**

### **Unit 1**

**Prepare and sow outdoor seedbeds manually**

Level 1, Credit 5, version 5

# Prepare and sow outdoor seedbeds manually

Unit standard 1  
Level 1, Credit 5, Version 5

## Level of performance required for this unit standard

This is a level 1 unit standard. At this level trainees are expected to demonstrate the following abilities when completing assessment tasks:

- To work under close supervision, as directed; with no responsibility for the standard of the outcome achieved.
- To complete tasks that are repetitive and familiar, with a limited range of skills and knowledge.

## 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](http://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. The minimum seedbed size should be three square metres.

## Unit 1: Prepare and sow outdoor seedbeds manually (Apprentice copy)

ELEMENT	Competent	Range of evidence an assessor should consider
<p><b>Element 1</b> Cultivate soil using hand tools. Range: tools may include but are not limited to- spade, fork, rake, push hoe, Dutch hoe.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Select tools suitable for the task and use safely.</li> <li>- Use plain (single spit) digging according to soil characteristics.</li> <li>- Ensure cultivation depth and tilth are consistent over the cultivated area.</li> <li>- Ensure soil is aerated suitably for the soil characteristics and seed to be used.</li> <li>- Ensure surface is even over the cultivated area.</li> <li>- Clean and store tools after use, in accordance with workplace procedures</li> <li>- Incorporate added material uniformly throughout the total area. Range: material to be added may include but not limited to - organic matter, fertilisers, manures and soil conditioners such as lime.</li> </ul>
<p><b>Element 2</b> Recognise and apply fertilisers and lime. Range: recognise lime and three of the following fertilisers - sulphate of ammonia, sulphate of potash, superphosphate, a compound fertiliser, organic fertiliser, blood and bone, pelletised manure.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Identify by sight fertiliser, manure and lime.</li> <li>- Measure out accurately fertiliser or lime in accordance with workplace procedures</li> <li>- Spread fertiliser or lime evenly over the specified area at the instructed rate of application.</li> <li>- Store materials and equipment after use, in accordance with workplace procedures.</li> </ul>
<p><b>Element 3</b> Prepare a seedbed by hand for sowing.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Clear the seedbed of weeds and surface trash and dispose of in accordance with workplace procedures</li> <li>- Ensure soil tilth is even and suited to intended seed and crop.</li> <li>- Ensure soil aeration and moisture levels are appropriate for seed germination.</li> <li>- Contour the seedbed in accordance with workplace procedures</li> </ul>
<p><b>Element 4</b> Sow seed by hand in outdoor seedbeds using broadcast and drilling methods.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Ensure broadcast seed is sown at an even rate and incorporated to an even depth, in accordance with workplace procedures</li> <li>- Ensure drilled seed is sown at a correct depth in straight drills spaced at intervals, in accordance with workplace procedures</li> <li>- Label sowings accurately and clearly.</li> <li>- Ensure the site is left clean and tidy with all equipment and unused seed stored, in accordance with workplace procedures</li> </ul>
<p><b>Element 5</b> Maintain seedbed to seedling stage of growth. Range may include but not limited to – weeding, watering, control of pests and diseases.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Maintain seedbed to ensure optimum seedling growth</li> <li>- Regularly check seed germination and seedling growth</li> <li>- Keep records of seedbed maintenance from the stage of seed germination through to seedling growth</li> </ul>

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

is **Competent / Not yet competent** in Unit Standard 1. (version 5)

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

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

## Unit 1: Prepare and sow outdoor seedbeds manually (Assessor copy)

ELEMENT	Competent	Range of evidence an assessor should consider
<p><b>Element 1</b> Cultivate soil using hand tools. Range: tools may include but are not limited to- spade, fork, rake, push hoe, Dutch hoe.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Select tools suitable for the task and use safely.</li> <li>- Use plain (single spit) digging according to soil characteristics.</li> <li>- Ensure cultivation depth and tilth are consistent over the cultivated area.</li> <li>- Ensure soil is aerated suitably for the soil characteristics and seed to be used.</li> <li>- Ensure surface is even over the cultivated area.</li> <li>- Clean and store tools after use, in accordance with workplace procedures</li> <li>- Incorporate added material uniformly throughout the total area. Range: material to be added may include but not limited to - organic matter, fertilisers, manures and soil conditioners such as lime.</li> </ul>
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<p><b>Element 3</b> Prepare a seedbed by hand for sowing.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Clear the seedbed of weeds and surface trash and dispose of in accordance with workplace procedures</li> <li>- Ensure soil tilth is even and suited to intended seed and crop.</li> <li>- Ensure soil aeration and moisture levels are appropriate for seed germination.</li> <li>- Contour the seedbed in accordance with workplace procedures</li> </ul>
<p><b>Element 4</b> Sow seed by hand in outdoor seedbeds using broadcast and drilling methods.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Ensure broadcast seed is sown at an even rate and incorporated to an even depth, in accordance with workplace procedures</li> <li>- Ensure drilled seed is sown at a correct depth in straight drills spaced at intervals, in accordance with workplace procedures</li> <li>- Label sowings accurately and clearly.</li> <li>- Ensure the site is left clean and tidy with all equipment and unused seed stored, in accordance with workplace procedures</li> </ul>
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\_\_\_\_\_  
*(Name of Apprentice)*

is **Competent / Not yet competent** in Unit Standard 1. (version 5)

**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 1: Prepare and sow outdoor seedbeds manually**

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*(Name of Apprentice)*

**is Competent in Unit Standard 1. (version 5)**

**Signed (Assessor):**

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

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