

## **ASSESSMENT GUIDELINES**

### **Unit 23709**

Manage and evaluate a computer based record system in a horticultural operation.

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Level 4, Credit 5, Version 1

# Manage and evaluate a computer based record system in a horticultural operation.

Unit standard 23709

Level 4, Credit 5, Version 1

## 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 *Workplace procedures* refer to written or verbal policies and procedures on safety, operation and production set down by the employer or host organisation.
- 2 *Standards* refer to requirements laid down in quality assurance documentation and industry standards as supplied by an industry body, agent or exporting company.
- 3 Legislation relevant to this unit standard includes but is not limited to: Health and Safety in Employment Act 1992; Employment Relations Act 2000; Resource Management Act 1991; Privacy Act 1993; Hazardous Substances and New Organisms Act 1996, Occupational Safety and Health Codes of Practice.

**Unit 23709: Manage and evaluate a computer based record system in a horticultural operation.  
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p><b>Element 1</b> Manage a computer based record system in a horticultural operation.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Ensure strategies adopted to manage the operation of the system meet defined criteria. Range: may include but is not limited to – definition of operational procedures, safeguards to ensure access control, accuracy of data, use of skilled operators.</li> <li>▪ Maintain the system to ensure design abilities can be met and that the performance of hardware and software meets specification.</li> <li>▪ Maintain computer system records so that they can be stored and retrieved in accordance with workplace procedures.</li> </ul>
<p><b>Element 2</b> Evaluate system performance and information production in a horticultural operation.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Ensure that the strategies adopted to monitor the system performance and the validity of information produced, identify any shortcomings (where applicable) against the specification and defined information needs. Range: may include but is not limited to – internal audit, back up systems, procedure review, validation.</li> <li>▪ Ensure that developments to address shortcomings (where applicable) involve consultation with appropriate system, hardware and software specialists and produce outcomes which meet defined computing and cost benefit requirements.</li> <li>▪ Identify the training and development needs of operators and that appropriate action taken to improve system performance.</li> </ul>

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

is **Competent / Not yet competent** in Unit Standard 23709, version 1

**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)*

**is Competent in Unit Standard 23709. (version 1)**

**Signed (Assessor):**

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

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