

ASSESSMENT GUIDELINES

Unit 2803

Maintain a documented work record of horticultural activities

Level 2, Credit 5, version 4

Maintain a documented work record of horticultural activities.

Unit standard 2803

Level 2, Credit 3, Version 4

Level of performance required for this unit standard

This is a level 2 unit standard. At this level trainees are expected to demonstrate the following abilities when completing assessment tasks:

- To work under general supervision, as directed; with some responsibility for the standard of the outcome achieved.
- To complete tasks that are established and familiar, with a moderate range of skill and knowledge.
- To apply basic operational knowledge, use readily available information and known solutions to solve familiar problems.

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 The work record will cover a period of 16 consecutive weeks or 80 days with daily records of every working day and industry off-site visits.

**Unit 2803: Maintain a documented work record of horticultural activities.
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
Element 1 Maintain a documented work record of horticultural activities.	Yes/No	<ul style="list-style-type: none"> ▪ Compile daily records on practical activities in which the trainee has been involved, keep records and observations of matters of horticultural interest. Range: may include but not limited to – weather recordings, practical work activities, skills and techniques learnt, field trip notes, tools and equipment used, observations made, knowledge learnt. ▪ Presentation and layout is in a tidy and logical format. Range: legible, sketches labelled, photographs and samples identified. ▪ Develop a simple indexing system to facilitate access to information, if necessary.
Element 2 Meet record keeping deadlines.	Yes/No	<ul style="list-style-type: none"> ▪ Daily records are up to date every fortnightly. ▪ Diary is completed after a 16 week or 80 workday period.

_____ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 2803. (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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