

ASSESSMENT GUIDELINES

Unit 2804

Maintain a documented work record of horticultural activities and present an enterprise report

Level 4, Credit 15, version 4

Maintain a documented work record of horticultural activities and present an enterprise report

Unit standard 2804

Level 4, Credit 12, Version 4

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.

Entry information:

Recommended: Unit 2803; *Maintain a documented work record of horticultural activities*, or demonstrate equivalent knowledge and skills.

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 continuous ten month period spent working in the horticultural industry, or attending a full time one year (34 weeks minimum) tertiary academic horticulture programme The enterprise report is applicable to any horticultural enterprise.
- 2 The enterprise report should be not less than 1500 words and include evidence (photos and diagrams) demonstrating production and management practices.

**Unit 2804: Maintain a documented work record of horticultural activities
and present an enterprise report
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
Element 1 Maintain a work record of horticultural activities.	Yes/No	<ul style="list-style-type: none"> ▪ Compile daily records on horticultural activities in which the trainee has been involved, observed or studied during the recorded period. 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 of work record is in a structured format. Range: legible, sketches labelled, photographs and samples identified. ▪ Work record checked every fortnight – to ensure it is up to date
Element 2 Present an enterprise report.	Yes/No	<ul style="list-style-type: none"> ▪ Present the report, ensuring a range of factual information describing the horticultural enterprise is included. Range: Information may include but is not limited to- Physical: location, size, climate, topography, buildings, facilities, shelter, soil type, drainage, machinery, accessibility, water source. Production; - plants or crop grown, growing methods, crop production schedules, varieties grown, pests and diseases, irrigation. Management: - personnel, client base, trends in the future, new technology, marketing and packaging, type of business. ▪ Describe in the enterprise report features and activities which are of special significance, to help define the characteristics of the horticultural enterprise.

_____ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 2804. (version 4)

Signed (Assessor): _____

WPA Registration Number: _____ Date: _____

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and present an enterprise report
(Assessors copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Maintain a work record of horticultural activities.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Compile daily records on horticultural activities in which the trainee has been involved, observed or studied during the recorded period. 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 of work record is in a structured format. Range: legible, sketches labelled, photographs and samples identified. ▪ Work record checked every fortnight – to ensure it is up to date
<p>Element 2 Present an enterprise report.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Present the report, ensuring a range of factual information describing the horticultural enterprise is included. Range: Information may include but is not limited to- Physical: location, size, climate, topography, buildings, facilities, shelter, soil type, drainage, machinery, accessibility, water source. Production; - plants or crop grown, growing methods, crop production schedules, varieties grown, pests and diseases, irrigation. Management: - personnel, client base, trends in the future, new technology, marketing and packaging, type of business. ▪ Describe in the enterprise report features and activities which are of special significance, to help define the characteristics of the horticultural enterprise.

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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)

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