

## **ASSESSMENT GUIDELINES**

### **Unit 4**

Maintain hand tools and service small engines used in horticulture

---

Level 2, Credit 5, version 5

# Maintain hand tools and service small engines used in horticulture

Unit standard 4  
Level 2, Credit 5, version 5

## 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](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.

## Unit 4: Maintain hand tools and service small engines used in horticulture (Apprentice copy)

ELEMENT	Competent	Range of evidence an assessor should consider
<p><b>Element 1</b> Identify the range of tools and equipment used in horticulture. Range: 20 items of common horticulture tools and equipment</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Identify by name a range of tools and equipment used in horticulture and their primary functions and safety requirements.</li> <li>- Demonstrate the use of common horticulture safety equipment so that the user is fully protected from hazards. Range: includes eye protection, hearing protection, dust exclusion, an electric safety device.</li> </ul>
<p><b>Element 2</b> Sharpen three hand tools using files, oilstones or grindstones, and electric bench grinders. Range may include but is not limited to – narrow blades, wide blades, curved blades, metal attachments.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Assess the sharpness of the cutting edge of the tools in terms of need for improvement.</li> <li>- Select sharpening and safety equipment and use according to manufacturer’s instructions.</li> <li>- Ensure the cutting edge is reconditioned in a safe manner according to the manufacturer’s recommendations and workplace procedures.</li> <li>- Sharpen a variety of different types of hand tool blades.</li> </ul>
<p><b>Element 3</b> Check and service two stroke and four stroke small engines used in horticulture. Range: may include but not limited to – lawnmower, weed eater, hedge trimmer, compactor.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>- Record in a logbook or equivalent recording system, equipment use and maintenance actions in accordance with workplace procedures.</li> <li>- Determine engine fuel and oil requirements for specific engines. Range: fuel and oil level, fuel and oil type.</li> <li>- Refuel two and four stroke engines according to the manufacturer’s recommendations.</li> <li>- Clean, check and adjust air filters and spark plugs according to the manufacturer’s recommendations.</li> <li>- Change engine oil according to the manufacturer’s recommendation.</li> <li>- Identify, minimize, isolate or remove hazards for each small engine.</li> </ul>

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

is **Competent / Not yet competent** in Unit Standard 4 (version 5)

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

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

**Unit 4: Maintain hand tools and service small engines used in horticulture  
(Assessor copy)**

<b>ELEMENT</b>	<b>Competent</b>	<b>Range of evidence an assessor should consider</b>
<p><b>Element 1</b> Identify the range of tools and equipment used in horticulture. Range: 20 items of common horticulture tools and equipment</p>	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>- Identify by name a range of tools and equipment used in horticulture and their primary functions and safety requirements.</li> <li>- Demonstrate the use of common horticulture safety equipment so that the user is fully protected from hazards. Range: includes eye protection, hearing protection, dust exclusion, an electric safety device.</li> </ul>
<p><b>Element 2</b> Sharpen three hand tools using files, oilstones or grindstones, and electric bench grinders. Range may include but is not limited to – narrow blades, wide blades, curved blades, metal attachments.</p>	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>- Assess the sharpness of the cutting edge of the tools in terms of need for improvement.</li> <li>- Select sharpening and safety equipment and use according to manufacturer’s instructions.</li> <li>- Ensure the cutting edge is reconditioned in a safe manner according to the manufacturer’s recommendations and workplace procedures.</li> <li>- Sharpen a variety of different types of hand tool blades.</li> </ul>
<p><b>Element 3</b> Check and service two stroke and four stroke small engines used in horticulture. Range: may include but not limited to – lawnmower, weed eater, hedge trimmer, compactor.</p>	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>- Record in a logbook or equivalent recording system, equipment use and maintenance actions in accordance with workplace procedures.</li> <li>- Determine engine fuel and oil requirements for specific engines. Range: fuel and oil level, fuel and oil type.</li> <li>- Refuel two and four stroke engines according to the manufacturer’s recommendations.</li> <li>- Clean, check and adjust air filters and spark plugs according to the manufacturer’s recommendations.</li> <li>- Change engine oil according to the manufacturer’s recommendation.</li> <li>- Identify, minimize, isolate or remove hazards for each small engine.</li> </ul>

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

is **Competent / Not yet competent** in Unit Standard 4 (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 4: Maintain hand tools and service small engines used in horticulture**

---

*(Name of Apprentice)*

**is Competent in Unit Standard 4. (version 5)**

**Signed (Assessor):**

---

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

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