

Assessment Guide

Domain Forestry > Forest Foundation Skills

Unit 22995 v5 Demonstrate knowledge of employment in a forestry operation Level 2 Credits 5

Entry information

There are no pre-requisite requirements for this unit.

Candidate to complete

Name	Company
NSI No.	Email / phone

Pre-assessment confirmation

I, the **candidate**,

- Understand the assessment process and assessment requirements for this unit.
- Understand the appeals and resubmission processes.
- Believe I have the skills and knowledge to successfully complete the assessment.

Assessor to complete

Name	Company
Email / phone	

Pre-assessment confirmation

- I, the **assessor**, can confirm the candidate has achieved any pre-requisite requirements.

Assessment instructions




You will need to be able to show you can:

- Describe organisational structures and processes in a forestry operation.
- Demonstrate knowledge of employment agreements.
- Demonstrate knowledge of payslips and basic budgeting.
- Determine career paths available in the forestry industry.

Important information

- Carefully read through the rest of this Assessment so you know exactly what is expected.
- All evidence you provide for this assessment must be your own work.
- Clearly name and label all attached evidence.

What you need to do

	Question Set 1 – Your role
	Question Set 2 – Your industry
	Question Set 3 – Your future

You can also attach additional evidence which shows you have the required skills and knowledge, e.g. photos, worksite documents, checklists, work samples, videos.



Question Set 1 – Your role

These questions are about being employed, your employment agreement and pay types.
Use your own words. Your assessor may ask you more questions to check your understanding.

1. What are **two** benefits of an employee having a formal written employment agreement with their employer?

2. What are **two** benefits of an employer having a formal written employment agreement with their employee?

3. The following terms are used to describe types of employment agreements (contracts). □

Explain what each term means in accordance with information found on the Employment New Zealand's website.

Type of contract	What it means
Individual	
Collective	
Permanent	
Fixed term	
Casual	

Part-time	
Fulltime	
Seasonal	

4. Below is a list of some of the ways people get paid.



Explain each type of pay in accordance with information on the Employment New Zealand's website.

Types of pay	Explanation
Annual salary	
Hourly rate	
Piece work payment rate	

5. Listed below are sections (topics, subjects) that are included in employment agreements. □

For **five** sections, explain what they mean for the employee.

You can use your own employment agreement if you wish to.

The Parties

What does this section mean for you as the employee?

Position and duties

What does this section mean for the employee?

Nature and term of agreement

What does this section mean for the employee?

Hours of work

What does this section mean for the employee?

Wages / salary / allowances

What does this section mean for the employee?

Holidays and leave entitlements

What does this section mean for the employee?

Health and safety

What does this section mean for the employee?

Termination of employment

What does this section mean for the employee?

Declaration

What does this section mean for the employee?

Assessor – record key points from candidate’s verbal answers as accurately and fully as possible.

These answers were written by:

Candidate

Assessor



Question Set 2 – Your Industry

These questions are about your team, upstream and downstream processes and key parts of a payslip. Use your own words. Your assessor may ask you more questions to check your understanding.

1. Explain all of the following job roles that are carried out in forest operations.

Job role	Explanation of role
Contractor	
Crew foreman	
Health and safety officer	
Forest supervisor (works for forest owners or forest management company)	

Crew members	
--------------	--

2. Explain how the following factors interact with each other.

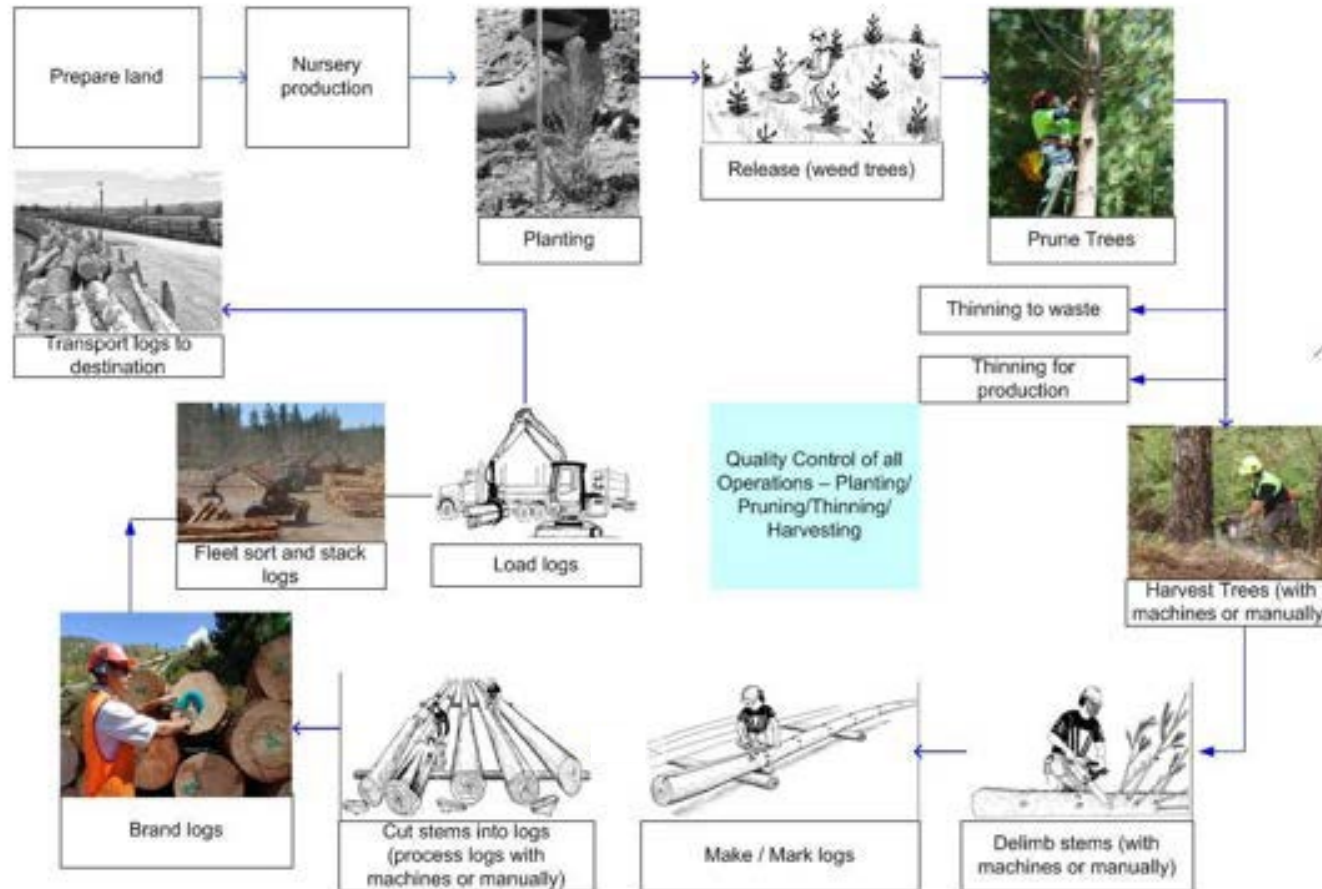


Related factors	Description of the impact
Production rates and quality	
Machine maintenance and production	
Health and safety and production	
Crew foreman and workers	

The diagram below shows some of the kinds of work that are carried out in forest operations.

Use this as a guide to answer questions 3a and 3b about:

- How jobs upstream from your job can impact on you.
- How your job impacts on jobs downstream of your job.



3. Answer questions 3a – 3b about upstream and downstream processes that impact on your role. □

a. Name **two** upstream (before) processes of your role and how they impact on what you do.

Your Role	
Job	How it impacts on what you do

1.

2.

b. Name **two** downstream (after) processes of your role and how they impact on what you do.

Your Role	
Job	How it impacts on what you do

1.

2.

4. List **seven** key parts of information that you would expect to find on your payslip.
- You can use your own payslip and refer to key parts if you wish.

Assessor – record key points from candidate's verbal answers as accurately and fully as possible.

These answers were written by:

Candidate

Assessor



Question Set 3 – Your future

These questions are about creating a balanced budget and where to get help and advice.
Use your own words. Your assessor may ask you more questions to check your understanding.

1. Briefly explain the following requirements that make up a balanced budget for an individual, family or household.

Requirement	Explanation
Income	
Regular expenses	
Irregular expenses	
Savings	

2. Name at least **two** sources where you can get help and advice about budgeting issues.

3. Name **one** career option you could aim to do within the business you work for.

4. Name **three** career options you could aim to do within the wider forestry industry.

5. Answer questions 5a – 5c about long term career goals.

a. What career option (job) from question 3 and 4 would you most like to do?

b. What is **one** practical skill you would need to gain to do that job well?

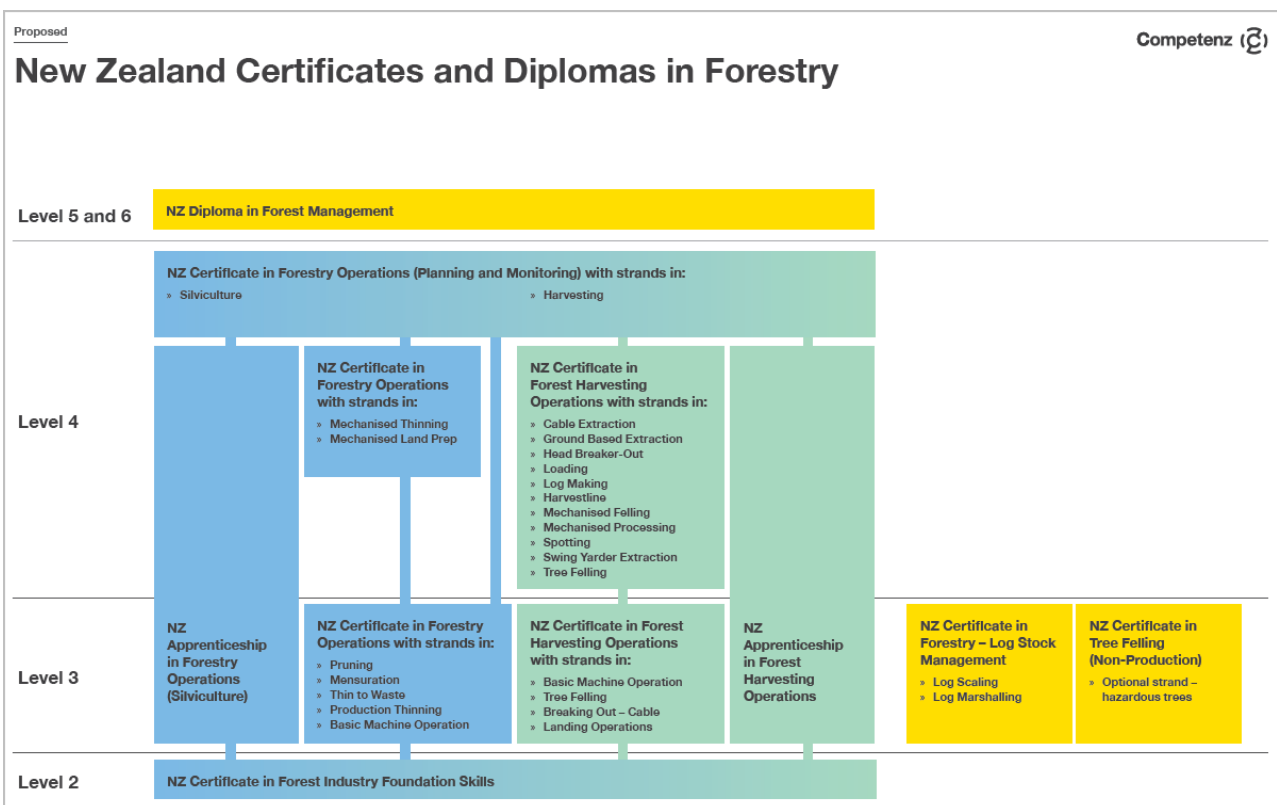
c. What knowledge you will need to gain to do that job well? Give **one** example.

6. What experience would you need for the job you chose in question 4.

7. Answer questions 7a – 7b about qualifications.

a. Which of the qualifications in the diagram below would you need to do the job you chose in question 5?

b. How long would it take to train in this qualification?



Assessor – record key points from candidate’s verbal answers as accurately and fully as possible.

These answers were written by:

Candidate

Assessor

Assessment result

Post-assessment feedback

--

Assessor judgement

I, the **assessor**, have reviewed the candidate's evidence for Unit Standard 22995 v5 and judge that it is sufficient and authentic.

I confirm the candidate can competently:

- Describe organisational structures and processes in a forestry operation.
- Demonstrate knowledge of employment agreements.
- Demonstrate knowledge of payslips and basic budgeting.
- Determine career paths available in the forestry industry.

Assessment result

<input type="checkbox"/> I, the assessor , confirm the candidate has achieved this unit standard.		Stamp
Signature	Date	

Candidate response

I, the candidate :	<input type="checkbox"/> Agree with the assessment result.	<input type="checkbox"/> Wish to appeal.
Signature		Date