

# Model Answers

**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.

# 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

	<b>Question Set 1 – Your role</b>
	<b>Question Set 2 – Your industry</b>
	<b>Question Set 3 – Your future</b>

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

# Unit standard information

## Definitions

- *Accepted industry practice* – approved codes of practice and standardised procedures accepted by the wider forestry industry as examples of best practice.
- *Forestry operations* - include forest establishment, silviculture, harvesting, forest inventory, and forest and crew management.
- *Long term career goal* - refers to career goals that require the learning of additional skills and knowledge beyond those required for the trainee's current position.

## References

- Information about employment agreements can be found on Employment New Zealand's website at <http://www.employment.govt.nz>.
- The employment agreement used for performance criterion 2.4 may be the candidate's own or a sample employment agreement. Where the candidate's own employment agreement is used, all care must be taken to protect the privacy of the employee and employer.

# Unit standard evidence map

Unit 22995 v5		Demonstrate knowledge of employment in a forestry operation	Level 2	Credits 5
Outcomes and Performance Criteria		Evidence	No.	
<b>Outcome 1:</b> Describe organisational structures and processes in a forestry operation.				
1.1	<p>The roles of key personnel within a forestry operation are explained in accordance with accepted industry practice.</p> <p>Range: contractor, crew foreman, health and safety officer, forest supervisor (works for forest owners), crew members.</p>	Question Set 2	1	
1.2	<p>Factors impacting on a forestry operation are described in terms of how they interact with each other in accordance with accepted industry practice.</p> <p>Range: production rates and quality, machine maintenance and production, health and safety and production, crew foreman and workers.</p>	Question Set 2	2	
1.3	<p>The upstream and downstream processes are explained in terms of the impact of the candidate's chosen role.</p> <p>Range: a minimum of two upstream processes and two downstream processes.</p>	Question Set 2	3a - b	
<b>Outcome 2:</b> Demonstrate knowledge of employment agreements.				
2.1	<p>Benefits of an employment agreement for each party are identified in accordance with accepted industry practice.</p> <p>Range: at least two benefits each for employer and employee.</p>	Question Set 1	1,2	
2.2	<p>Terms relating to employment agreements are defined in accordance with information on Employment New Zealand's website.</p> <p>Range: individual, collective, permanent, fixed term, casual, part-time, fulltime, seasonal.</p>	Question Set 1	3	
2.3	<p>Types of pay that may be included in an employment agreement are explained in accordance with information on Employment New Zealand's website.</p> <p>Range: annual salary, hourly rate, piece work payment rate.</p>	Question Set 1	4	

2.4	<p>Key parts of an employment agreement are identified, and their implications for the employee are explained.</p> <p>Range: may include – the Parties, Position and Duties, Nature and Term of Agreement, the Place of Work, Hours of Work, Wages/Salary/Allowances, Holidays and Leave Entitlements, Health and Safety, Other Employment Obligations, Restructuring and Redundancy, Termination of Employment, Declaration;</p> <p>evidence of five key parts is required.</p>	Question Set 1	5
<b>Outcome 3:</b> Demonstrate knowledge of payslips and basic budgeting.			
3.1	<p>Key parts of a payslip are identified.</p> <p>Range: pay rate, hours worked, PAYE, KiwiSaver, allowances, net pay, leave balance.</p>	Question Set 2	4
3.2	<p>The requirements of a balanced individual, family or household budget are explained.</p> <p>Range: income, regular expenses, irregular expenses, savings.</p>	Question Set 3	1
3.3	<p>Sources of help and advice about budgeting issues are identified.</p>	Question Set 3	2
<b>Outcome 4:</b> Determine career paths available in the forestry industry.			
4.1	<p>Career options available within the contracting business the candidate works in are identified.</p> <p>Range: options may include but are not limited to – crew foreman, moving to another job that the contracting company carries out.</p> <p>At least one career option is identified.</p>	Question Set 3	3
4.2	<p>Career options available within the wider forestry industry are identified.</p> <p>Range: may include but is not limited to – machine operator, forest supervisor, running own contracting business, log maker, crew manager.</p>	Question Set 3	4
4.3	<p>A long term career goal is selected from the options identified in performance criteria 4.1 or 4.2, and skills and knowledge required for that job are identified.</p> <p>Range: a minimum of one practical skill and one area of knowledge.</p>	Question Set 3	5a-c

4.4	<p>A career pathway to achieve the long-term career goal selected in performance criterion 4.3 is developed.</p> <p>Range: must include – identification of a minimum of one qualification that provides training in the long-term career goal, description of the type of industry work experience required to learn the practical job skills, approximate time-frames required to complete the identified qualification or qualifications.</p>	Question Set 3	6,7a-b
-----	--	----------------	--------



## 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.

### Judgement statement

Answers are in accordance with accepted industry practice.

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

### Assessor

This question supports PC 2.1.

### Judgement statement

The candidate correctly explains **two** benefits an employee has having a formal written employment agreement with their employer.

### Example answers

- Contains a job description.
  - Sets out:
    - Pay (remuneration).
    - Location of the work.
    - Days and hours.
    - Disputes procedures.
2. What are **two** benefits of an employer having a formal written employment agreement with their employee?

### Assessor

This question supports PC 2.1.


### Judgement statement

The candidate correctly explains **two** benefits an employer has with having a formal written employment agreement with their employee.

### Example answers

- Sets out performance expectations.
- Sets out expected standards of behaviour.
- Sets out notice period.
- Sets out disciplinary process.

- Sets out health and safety expectations.
- Stipulates misconduct and serious misconduct.

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.

### Assessor

This question supports PC 2.2.

### Judgement statement

- The candidate correctly describes the types of agreements and what they mean.

### Example answers

Type of contract	What it means
Individual	The employment agreement is between one employee and their employer.
Collective	The employment agreement is between a registered union (representing employees who are members of the union) and the employer.
Permanent	The agreement is on-going until either the employee or the employer decides to end it.
Fixed term	The employment agreement lasts for an agreed amount of time.
Casual	Work is not for any specified time. The employer will just call when they need someone to do work.
Part-time	The agreement is for the employee to work set hours and/or days of work every week but not full time hours.
Fulltime	The employee is expected to work for 35-40 hours a week at set hours.
Seasonal	Agreement is for a set period or season such as spring or planting season.

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.

**Assessor**

This question supports PC 2.3.

**Judgement statement**

- The candidate correctly explains each type of pay listed.

**Example answers**

Types of pay	Explanation
Annual salary	The employee gets paid a set amount per year.
Hourly rate	The employee gets paid a set amount per hour worked.
Piece work payment rate	The employee gets paid a set amount for each piece of work they complete.

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.

**Assessor**

This question supports PC 2.4.

**Judgement statement**

- The candidate correctly explains at least **five** of the sections listed.

**Example answers**

<b>The Parties</b>
What does this section mean for you as the employee? Shows who the employee has the contract with (who is the boss).
<b>Position and duties</b>
What does this section mean for the employee? Explains what I have been employed as and what I will be doing. Example – says that I need to prune trees to the required standard and help out with other tasks such as loading the van when asked.



## **Nature and term of agreement**

What does this section mean for the employee?

Will show how long the agreement is for and whether it is a permanent, fixed term or casual agreement.

Example – this agreement is fixed from the 1<sup>st</sup> May to 15<sup>th</sup> September which means the employee will not be guaranteed work after 15<sup>th</sup> September.

## **Hours of work**

What does this section mean for the employee?

Outlines the hours and days the employee will be required to work.

## **Wages / salary / allowances**

What does this section mean for the employee?

Explains how I am to be paid (e.g. salary, hourly rate, piece work, etc).

Example – I will be paid \$X per tree I plant.

## **Holidays and leave entitlements**

What does this section mean for the employee?

Says how many days holiday I can take.

Example – The employee is entitled to take 4 weeks annual leave, all public holidays (11 days), up to 5 days sick leave and up to 3 days bereavement leave in a year.

## **Health and safety**

What does this section mean for the employee?

I must wear / use PPE provided by the employer.

That the employee shall work safely to ensure they do not cause harm to themselves or other people.

Example – Any new employees must be trained, or under training, for any tasks they carry out.

## **Termination of employment**

What does this section mean for the employee?

Explains what the employer and employee must do if they wish to end the agreement.

Example – If I wish to finish working at TJJ Lumber I need to write a letter two weeks before I wish to finish working there.

## Declaration

What does this section mean for the employee?

This is where the employer and employee sign to say they have read and understand the whole agreement and agree to the information in the agreement.

Example – both parties have signed the agreement indicating they agree to all items contained in it.

**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.

### Judgement statement

Answers are in accordance with accepted industry practice.

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

### Assessor

This question supports PC 1.1.

### Judgement statement

The candidate correctly explained all job roles listed.

### Example answers

Job role	Explanation of role
Contractor	Contracts to the forest owner to carry out work for them. Manages workers and crews to do any of the key jobs in forestry operations.
Crew foreman	Crew foreman manages workers within a crew to carry out key jobs in forestry such as planting, pruning, thinning, harvesting and processing / machine operation.
Health and safety officer	Works for the forest owner or contractor and is responsible for ensuring all crews follow health and safety rules while working in the forest.
Forest supervisor (works for forest owners or forest management company)	Forest supervisors are employed by forest owners and visit crews working in the forest to make sure they are carrying out their jobs properly.
Crew members	Crew members carry out the actual work being done in a forest.

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



### Assessor

This question supports PC 1.2.

### Judgement statement

- The candidate correctly explains how each of the listed related factors impact on each other.

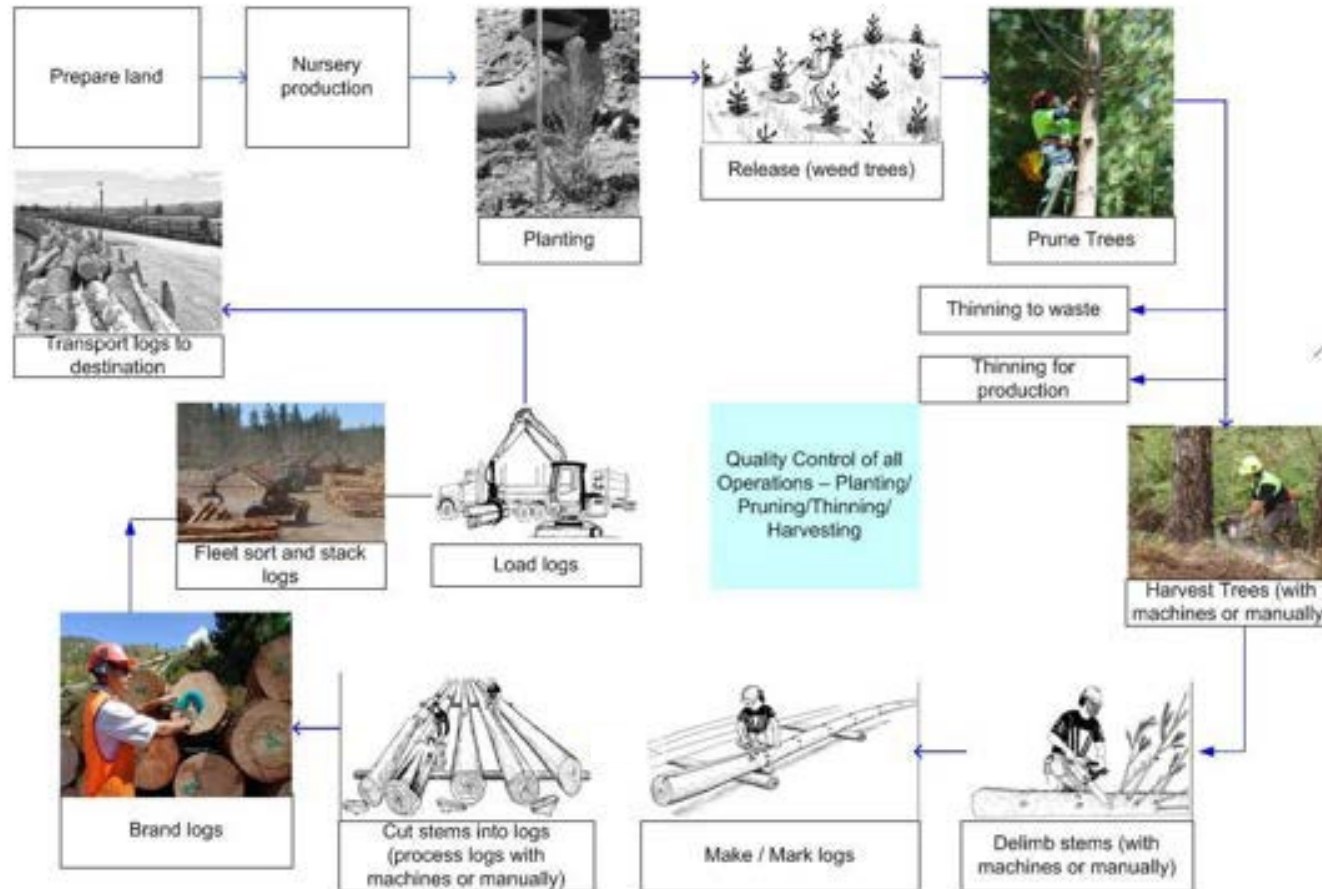
### Example answers


Related factors	Description of the impact
Production rates and quality	Rates should be set to ensure quality and production are achievable.
Machine maintenance and production	Regular maintenance will reduce the cost of downtime resulting from breakdowns.
Health and safety and production	Production should be at a level that allows for H&S to be maintained.
Crew foreman and workers	Crew foreman need to ensure their workers are working in a way that meets production, health and safety, and quality requirements.

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. 

**Assessor**

This question supports PC 1.3.

**Judgement statement**

- The candidate correctly explains **two** upstream and **two** downstream processes that affect their role.

**Example answers**

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

<b>Your Role</b>	Planting
<b>Job</b>	<b>How it impacts on what you do</b>
1. Land Preparation	Good land prep will make my job easier and quicker.
2. Nursery production	Good quality seedlings will result in a good survival rate.

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

<b>Your Role</b>	Planting
<b>Job</b>	<b>How it impacts on what you do</b>
1. Quality control	Poor planting will result in a poor quality control result and possible rework or loss of contract.
2. Pruning	Good planting will result in uniform crop and make selection for pruning easier.

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

This question supports PC 3.1.

### Judgement statement

- The candidate correctly identifies **seven** key parts of information that would be found on a payslip.

### Example answers

- Pay rate.
- Hours worked.
- PAYE.
- KiwiSaver.
- Allowances.
- Net pay.
- Leave balance.

**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.

### Assessor

This question supports PC 3.2.


### Judgement statement

- The candidate correctly explains requirements that make up a balanced budget.

### Example answers

Requirement	Explanation
Income	<ul style="list-style-type: none"> <li>• Money you receive by either wages, salary, government benefits or other income.</li> </ul>
Regular expenses	<ul style="list-style-type: none"> <li>• Occur on a regular basis, are necessary for day-to-day living, do not change from month to month, for example. paying rent or a mortgage every month power, phone.</li> <li>• These expenses are anticipated and you can plan for them.</li> </ul>
Irregular expenses	<ul style="list-style-type: none"> <li>• Do not occur on a regular basis, for example dinner with friends, birthdays, holidays, vehicle repairs.</li> </ul>
Savings	<ul style="list-style-type: none"> <li>• Money put away for the future.</li> <li>• Saving money will allow you to build up funds. It is the amount of money left over after your expenses have been paid.</li> <li>• Saving for the future is a major part of successful money management.</li> </ul>



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

**Assessor**


This question supports PC 3.3.

**Judgement statement**

- The candidate correctly identifies **two** sources of where help and advice on budgeting issues can be sourced.

**Example answers**

- Sorted website – [www.sorted.org.nz](http://www.sorted.org.nz)
- FinCap website – [www.fincap.org.nz](http://www.fincap.org.nz)

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

**Assessor**


This question supports PC 4.1.

**Judgement statement**

- The candidate correctly identifies at least **one** career option they could aim to do within the business.

**Example answers**

- Machine operator.
- Crew manager.
- Crew trainer/assessor.

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

**Assessor**

This question supports PC 4.2.

**Judgement statement**

- The candidate correctly identifies at least **three** career options they could aim to do within the wider forestry industry.

**Example answers**

- Move from silviculture to harvesting.
- Attain qualification and become a supervisor.
- Operate a machine or hauler.
- Work for the forest company/manager.

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



### Assessor

This question supports PC 4.3.

### Judgement statements

- The candidate identifies which career goal they would most like to do.
- The candidate explains **one** practical skill that would be required to do the identified job well.
- The candidate explains **one** area of knowledge required to do the identified job well.

### Example answers

- a. What career option (job) from question 3 and 4 would you most like to do?  
Machine operator or loading logs.
- b. What is **one** practical skill you would need to gain to do that job well?  
I would need to learn how to operate the excavator.
- c. What knowledge you will need to gain to do that job well? Give **one** example.  
I would need to know about machine maintenance.

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



### Assessor

This question supports PC 4.4.

### Judgement statement

- The candidate correctly explains what experience would be needed for the job chosen in question 4.

### Example answer

I would need to have worked on a landing where logs are being loaded so I would also understand the flow of logs and the hazards associated with working around log loaders. I need to get practice driving the excavator.

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



**Assessor**

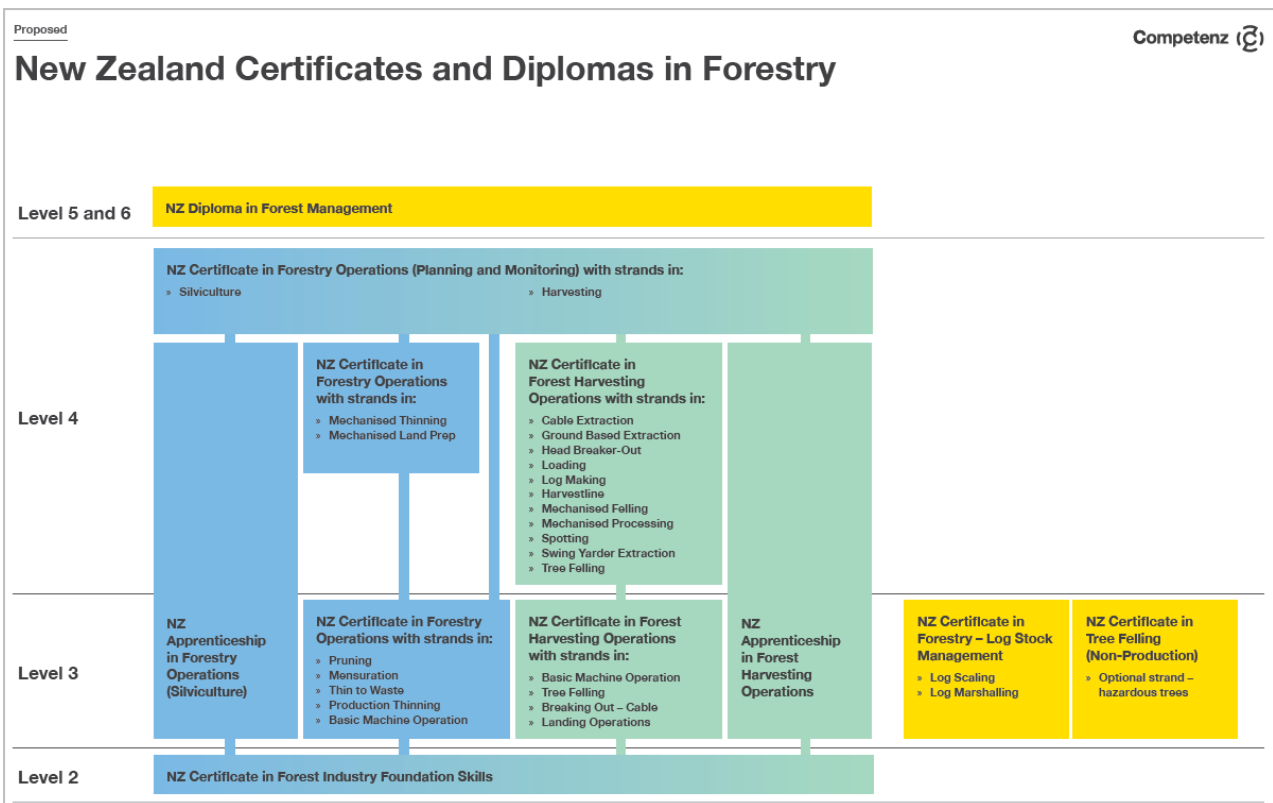
This question supports PC 4.4.

**Judgement statements**

- The candidate identifies **one** qualification they would need to do the job chosen in question 5.
- The candidate identifies the approximate time-frame required to complete the identified qualification.

**Example answers**

- a. Which of the qualifications in the diagram below would you need to do the job you chose in question 5?  
 NZ certificate in Forestry Harvesting Operations.
- b. How long would it take to train in this qualification?  
 It would take about 18 months to complete this qualification.



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

<b>These answers were written by:</b>	<input type="checkbox"/> Candidate	<input type="checkbox"/> Assessor
---------------------------------------	------------------------------------	-----------------------------------