

Assessment schedule: Skill Standard 40569

Learners do not need to complete a BCATS project to be awarded this skill standard. However, they must provide sufficient evidence as stated in the assessment resource.

The schedule below shows the evidence required for assessment criteria in the skill standard, guidance for the teacher and judgement statement/s.

Note: teacher observations and comments made in the assessment resource serve as key evidence requirements for each skill standard. All guidance below is intended to support the teacher's observations/comments.

Learning outcome	Evidence required	Teacher guidance (to be used in accordance with commentary in the Programme Guidance document)	Judgement statement
Contribute to a healthy and safe BCATS environment.	Completed <i>Progress record</i> templates, including how the learner looked after tools/equipment etc.	Progress records should provide detail on how tools, equipment and machinery were cleaned and maintained for all stages of the learner's project.	Evidence must meet the minimum of Achieved criteria as outlined in the Waihanga Ara Rau BCATS Programme Guidance document – SS 40569. Comments related to the award of higher grades must reflect commentary in the Programme Guidance.
	Health and safety induction documents with sign-off on understanding and acceptance highlighted.	Health and safety documents will be dependent on requirements at individual BCATS workplaces. This may include documents that summarise hazard and incident reporting processes, standard operating procedures, toolbox meetings, maintenance checks, emergency response.	
	Toolbox meeting notes with the learner's participation highlighted.	Meeting notes should include the date the meeting occurred and the people present. The learner must have attended and contributed to the discussion on matters related to safety.	
	Hazard register with notes about controls put in place and monitored.	Hazard register must include hazards that were identified as the learner worked on their project, the hazard control(s) they put in place and their observations on effectiveness of the controls once they were implemented. The register should reflect the processes at the learner's school/organisation.	
	Incident report with any incidents recorded (if needed).	If a report is provided, it must include details of the incident that occurred, who was involved, and how it was dealt with in the BCATS workplace.	
	Photos that clearly show the learner working safely in the BCATS workplace (if needed).	If required in addition to the teacher's observation, photos must clearly show the learner using appropriate PPE and any other necessary safety controls as they work on all stages of the project.	
	Copy of the project brief.	The project brief is to be provided as a means of seeing the intended project and comparing it with the result at the end of the construction process.	