

Hardcopy Assessments

EXAMPLE ONE- Best Practice

Photos are pasted directly into the assessment book to match up with the relevant activity.

Activity log B

Information about the job	Date
Describe the timber structure.	Retaining Wall
What are the dimensions of the timber structure to be built? ²	Length: 4.5m Width: 2.5m Depth: 1m
Describe the materials you are using for building the timber structure, and the reasons why that timber is being used.	Radial Pine long lasting - durable weatherable & readily available
Is the timber treated? If so, what kind of safety precautions should you take?	NO Yes
Are stains, paints or finishes required? If so, describe what you are using.	NO
Describe two fastenings and fixings that you are using, and why you chose these for this timber structure.	1. 100mm Galvan ^{Galvan} Screws - Suitable for quick & aggressive drilling in heavy timbers - Galvanised offers great protection 2. 160mm Washer head Spax screws - Reduced screwing in torque and spinning effect - High load traction force

Build timber structure		
Safety	Preparation	Build
<input checked="" type="checkbox"/> Safe work practices.	<input checked="" type="checkbox"/> Review job plans. <input checked="" type="checkbox"/> Tool and material selection. <input checked="" type="checkbox"/> Measure and prepare for build.	<input checked="" type="checkbox"/> Build, and finish feature according to plans. <input checked="" type="checkbox"/> Clean tools, equipment, and work site.

Evidence to be attached
<ul style="list-style-type: none"> A copy of the landscape plan or job brief that refers to the timber structure. Photographs.

Photo evidence

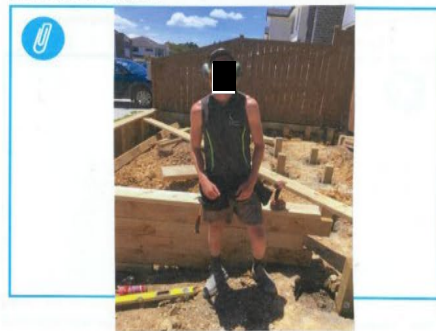
Progress photo

Photo of you working safely in the same area as others.



Progress photo

Photo of you wearing PPE.



²If you choose a timber fence as your timber structure, it must be at least 6 m in length.

Photo evidence

Photo of planting area before you have prepared it for planting.

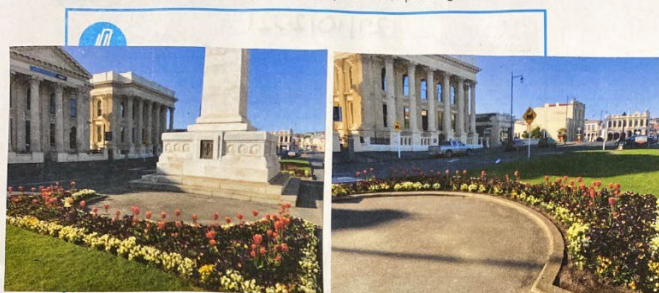
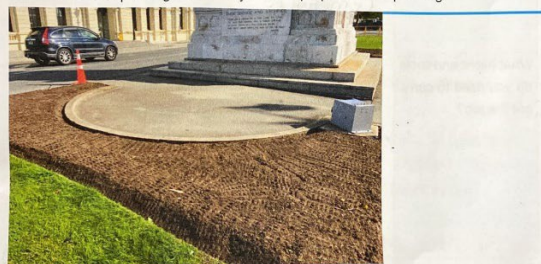


Photo of planting area after you have prepared it for planting.



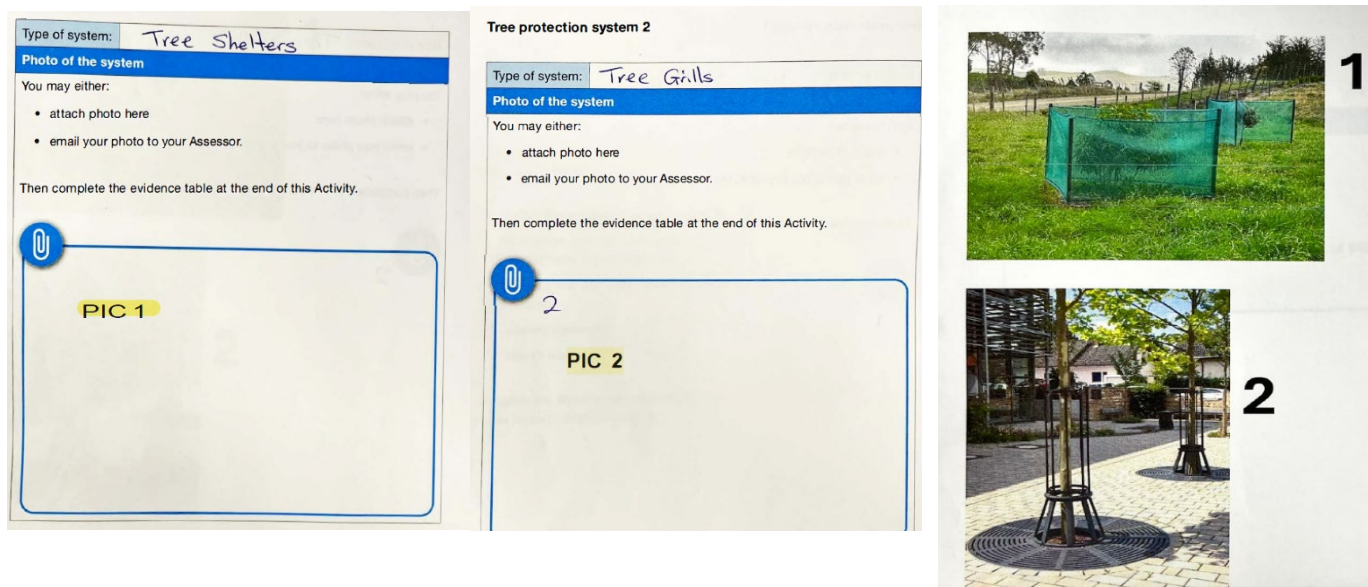
Before & After photos are clearly shown and stuck into the assessment booklet under the right activity headings

EXAMPLE 2

Photos can also be printed out on paper and attached at the end of the Assessment booklet – If you choose to do this please type on or write next to the photo:

1. what task the learner is doing
2. The activity/question number or page number the photo relates to in the assessment.

EXAMPLE 3 - This would be considered a minimum in terms of satisfactory practice because there is no description of the photo and what tasks were done: In this example, Photo numbers are written in the Assessment Book e.g. Pic 1, Pic 2 which correspond to a set of numbered photos on a separate document.



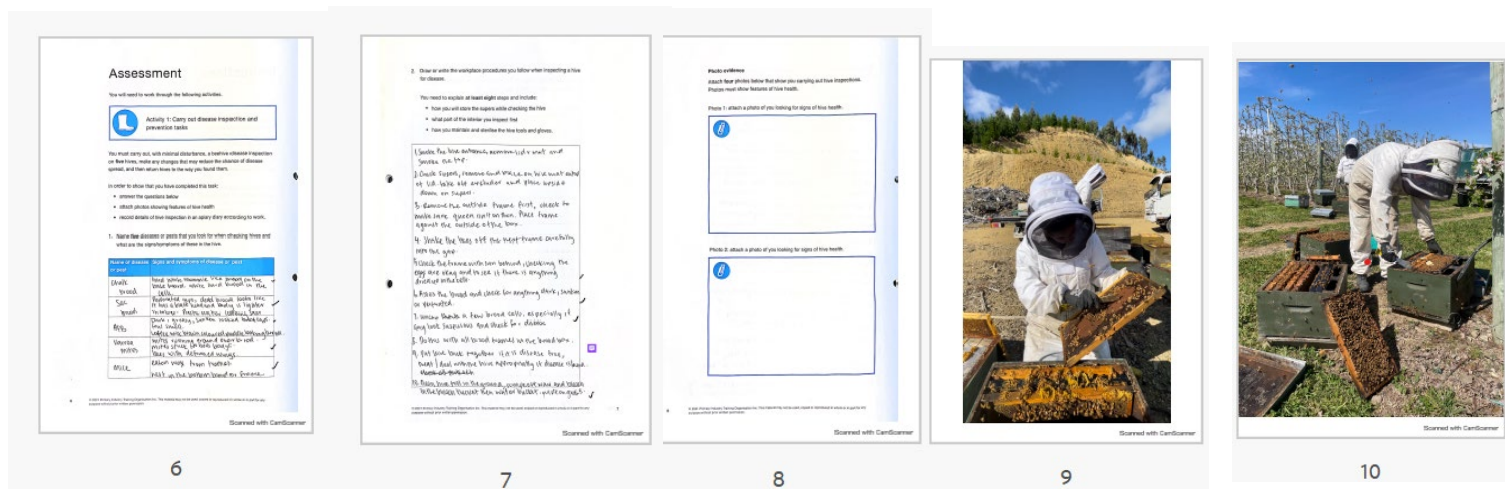
EXAMPLE 4

Photo evidence may be supplied separately as electronic files such as Jpeg or PNG files. Please see information under the scanned assessments section on how to label and caption these photos.

Photo Evidence for Scanned Assessments

EXAMPLE ONE – Photos are part of the Assessment

The photos are included within the assessment and slotted into correct places throughout the assessment when it is scanned as shown below:






EXAMPLE Two – Photos are scanned and attached at the end of the Assessment

In this case please be sure to **label each photo with the task / activity and the page number** it relates to in the assessment.




Where photos cannot easily be included as part of the scanned assessment document, photos should be scanned separately, labelled and saved as photo files.

It is best practice to **label each photo** with the **Unit standard number, Learner initials, the task or activity No. and the page number** it relates to in the assessment. See examples below:




Best Practice Example

	31115 TA site safety pg21.jpg
	31115 TA, excavation pg17.jpg
	31115 TA, laser Pg17.jpg

Great example

	17261 Pg14 Brushwood stacked.jpg
	17261 Pg14 Setup & site secured.jpg
	17261 Pg15 Site clean up after work.jpg

Other Acceptable Examples of labelling files are below:

	activity 2 checking plants for mites in the base.jpg
	activity 2 removing leaves with spray.jpg
	activity 2 removing pests with spray.jpg

In this example, the accompanying photo file names have been written on the relevant evidence page in the assessment (on the left):

Evidence

Attach a copy of the crop protection plan used (or relevant sections).






 Attach evidence here or write where it is.
Page 4 has more information.

Photo a) PHI Chart (Aungmye)

Photo b) PHI Chart (Pesticide)

Photo c) Cropsure Harvest Certificate

Photo d) Pest Control plan

	Photo A-Crop protection plan.pdf
	Photo B-Crop protection plan.pdf
	Photo C- Cropsure Harvest Cert.jpg
	Photo D- Pest Control Plan.pdf

- Keep photo file sizes to a maximum of 2 MB
- Use Jpeg, PNG, Gif, Tiff file formats. We cannot always open photos with an HEIC file extension.
- Store learner photos in a secure company file location so they are accessible for moderation.
- Include the Learners Driver's License in photos where possible to show authenticity.
- You can share multiple photo files using SharePoint, One drive, Google or Dropbox

Captioning Photos

EXAMPLE ONE

If the photo files are not labelled with the description of tasks/activities as shown in previous examples on page three, then it is very helpful to add the description and activity as a caption on the photo itself. See examples below:



Cultural practices to remove grey mould affected foliage, dead flowers and insect damaged leaves.



UNIT 29823
REMOVAL OF
DEADWOOD
PAGE 16



Removing plant growth affected by sclerotinia



Clean plants with better airflow



Unit 31115 Page17
Using Digger to excavate and back fill with hardfill

EXAMPLE TWO

Photos can also be pasted into a separate Word or Google document and **labelled with the learner initials, the Unit Standard and the activity number or Page number** as shown here:



17261RJ Setup & site secured Pg14.jpg



17261 RJ Brushwood stacked Pg14.jpg



17261 RJ Site clean up after work Pg15.jpg

Another excellent example of photos presented using a word document:

PHOTO EVIDENCE Unit 31185 Learner JB

JB Knot 3: Fisherman's
31185 Activity Two



Knot 4: JB Bowline
31185 Activity Two



JB descending Elm
31185 Activity Three



JB ascending for Aerial Tree Rescue
31185 Activity Four



EXAMPLE: Presenting Plant Identification Evidence:



Learner John Smith

Year 2 Herbarium

Botanical Name: *Fraxinus angustifolia*

Common name: Narrow leafed Ash

Family: Oleaceae

Deciduous, Exotic

Endemic to central and southern Europe, northwest Africa, and southwest Asia.

Identifying features:

Oval/round form

Height: 20-30m when mature

Fast growing

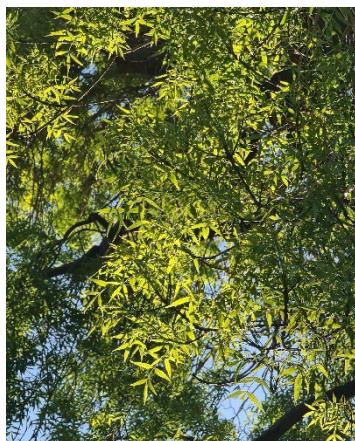
The buds are pale brown, which readily distinguishes it from the related *Fraxinus excelsior* (black buds) even in winter. The leaves are in opposite pairs or whorls of three, pinnate, 15–25 cm long, with 3–13 leaflets; the leaflets being distinctively slender, 3–8 cm long and 1–1.5 cm broad.

Cultural requirements:

Full sun/partial shade, tolerant of dry soil.

Shade and Avenue tree. In Sicily, it is cultivated as a source of a plant sap product called manna.

Location: Racecourse Road Ashburton



Another Acceptable Example:

This handwritten example shows the botanical plant name, learner's name, date & location photo was taken for a weed identification unit US 27210

Trapaecolum majus
Location: Wai [redacted] Netball Carpark
Date: 22/4/21
Jes. [redacted]

