

Evidence Guide

Unit 3274: Carry out station duties Level 3 Credit 2 Version 4

This document can be used by learners and assessors, and provides an outline of the requirements of the unit standard, and what would be expected to be assessed.

- It provides a guide for the collection of evidence to meet the requirements of 3274. It is not the assessment
- As an assessor it is essential that you are familiar with the unit standard
- Learners should only take this assessment when they feel they have had adequate time to prepare, and feel confident in their ability to meet the requirements
- While this resource describes the evidence that is required to meet the requirements of 3274, there may be other methods for gaining the required evidence, e.g. oral discussions, attestations, logbooks, observations from actual events, or simulated training. Any records and/or relevant information should be given to the assessor prior to the assessment, for their consideration. If evidence is gained from other sources it should be attached to the assessment
- This unit standard carries a credit value of 2, which means that without any prior knowledge or experience, it will require approximately 20 hours of learning, practice, and assessment in order to be fully familiar with the requirements involved
- If at the time of assessment there is a difference in views between the assessor and learner with regard to the assessor's decision, this should be discussed between the assessor and learner. Further information regarding the appeals procedure is provided on the FRSITO website www.frsito.org.nz.

Entry information:

- Prerequisite: Unit Standard 497, *Demonstrate knowledge of workplace health and safety requirements* or demonstrate equivalent knowledge and skills.



Special Notes

- Compliance with the fire and rescue service provider's Health and Safety policy and procedures is mandatory.
- Definition
Fire and rescue service provider's requirements refer to policies and procedures on safety and operation set down by each fire and rescue service employer or host organisation.
- Assessment against this unit standard may take place under real or practical simulated conditions.
- The term depot can be substituted for the term station in this unit standard

Assessment Conditions

- This assessment will involve practical demonstrations carried out while the learner is completing their daily work tasks.
- The assessment may be conducted from general observations during the learner's normal work day or as a formal assessment as part of simulated tasks.
- The assessor will need an in depth knowledge of the organisational requirements, processes and policies in order to assess this unit standard

Unit 3274: Carry out station duties
Level 3 Credit 2 Version 4

EVIDENCE CRITERIA
<u>General station duties</u>
<p>The following are demonstrated:</p> <ul style="list-style-type: none"> • Inventory checks conducted • Maintenance of PPE and fire and rescue equipment • Station maintenance as required
<u>Emergency call outs</u>
<p>The following are demonstrated:</p> <ul style="list-style-type: none"> • Call out clothing is worn to requirements • Calls out activities comply with organisational requirements. Activities are: <ul style="list-style-type: none"> ○ Mount ○ Dismount ○ Seating ○ notification
<u>Public relation duties</u>
<p>The following are demonstrated:</p> <ul style="list-style-type: none"> • Off station visits meet workplace requirements • Media requests and station visitors are treated according to organisational requirements
<u>Recording and reporting duties</u>
<p>The following are demonstrated:</p> <ul style="list-style-type: none"> • Documentation for the following station duties is completed correctly <ul style="list-style-type: none"> ○ Deficiencies ○ Damage ○ health and safety issues ○ routine station administration
<p>Actions occur in accordance with the fire and rescue provider's requirements</p>