

National Certificate in Food and Related Products Processing (Level 2)

Level 2

Credits 48

This qualification has been **reviewed**. The last date to meet the requirements is 31 December 2018.

Transition Arrangements

This qualification was republished in August 2016 to extend the last date for entry to 31 December 2017. This qualification has been reviewed and replaced by the New Zealand Certificate in Food or Beverage Processing (Level 2) [Ref: 2735].

Last date for entry into programmes leading to the replaced qualification is 31 December 2017.

The last date to meet the requirements is 31 December 2018.

It is recommended that candidates currently enrolled in the replaced qualification who will be unable to complete the qualification by the 31 December 2018 transfer to the New Zealand Certificate listed above.

It is anticipated that no existing candidates will be disadvantaged by these transition arrangements. However, anyone who feels that they have been disadvantaged may appeal to Competenz at the address below. Appeals will be considered on a case by case basis.

For detailed information see [Review Summaries](#) on the NZQA website.

This qualification contains expiring standards 15953 and 15956 for which no replacement standards have been registered. Candidates wishing to be assessed against the expiring standards should complete all assessment prior to 31 December 2015, the last date for assessment.

This qualification contains expiring classifications in the Elective that have been replaced. The qualification remains achievable through the other classifications and standards specified in the Elective. For the purposes of this qualification, people who have gained credit for the replacement classifications are exempt from the requirement to gain credit for the expiring classifications.

Credit from the replacement classification	Treated as credit from the replaced classification
<i>Community and Social Services > Health, Disability, and Aged Support > Core Health</i>	<i>Health > Health Studies > Core Health</i>

<i>Manufacturing > Meat Processing > Meat Manufacturing</i>	<i>Manufacturing > Meat Processing > Smallgoods</i>
<i>Manufacturing > Meat Processing > Boning Operations</i>	
<i>Manufacturing > Manufacturing Skills > Competitive Systems and Practices</i>	<i>Manufacturing > Manufacturing Skills > Competitive Manufacturing</i>

NZQF National Qualification Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	June 1997	December 1999
Revision	2	June 1997	December 1999
Review	3	March 1999	December 2013
Review	4	March 2002	December 2013
Review	5	February 2009	December 2013
Revision	6	July 2009	December 2018
Revision	7	April 2010	December 2018
Republished	7	June 2010	December 2018
Revision	8	September 2010	December 2018
Review	9	June 2015	December 2018
Republication	9	August 2016	December 2018

Standard Setting Body

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National Certificate in Food and Related Products Processing (Level 2)

Level	2
Credits	48

Purpose

This qualification is the first in a series of three qualifications designed for people employed in the processing of food, beverages, and related products. As an introductory qualification, it covers entry-level skills and knowledge, preparing people to play productive operational, services and storage roles in the food and related products processing industry. It would typically be completed in the first year of employment.

The qualification contains a compulsory, an elective, and an optional section.

The compulsory section covers:

- food safety and hygiene
- food processing skills
- health and safety
- numeracy and communication skills relevant to food processing
- quality in food processing.

The elective section allows candidates to choose from a range of additional standards to suit the nature of their particular work and includes competitive manufacturing, core health, core skills, dairy manufacturing, food and related products processing, food safety, manufacturing processes, materials management, numbers, occupational health and safety, powered industrial lift trucks, Retail Produce and Retail and Distribution Core Skills.

The optional standards allow additional communication skills to be included in the trainee's programme where this is needed in the context of their employment situation or to assist the achievement of the compulsory and elective standards.

This qualification leads to the National Certificate in Food and Related Products Processing (Level 3) [Ref: 0343] for experienced process workers, and the National Certificate in Food and Related Products Processing (Level 4) [Ref: 0344] for team leaders or supervisors.

This qualification is also suitable for use in enterprises which are applying competitive manufacturing principles, and for this purpose the elective section includes standards from the *Competitive Manufacturing* domain. Candidates who have achieved this qualification are well prepared to continue with the National Certificate in Competitive Manufacturing with strands in Introductory Application, and Technical Application [Ref: 1215].

Credit Range

	Compulsory	Elective
Level 1 credits	3	0-5
Level 2 credits or above	18	22-27
Minimum totals	21	27

Requirements for Award of Qualification

Award of NZQF National Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided on the New Zealand Qualifications Authority (NZQA) website: <http://www.nzqa.govt.nz/qualifications-standards/standards/standards-exclusion-list/>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards
- Elective – A minimum of 27 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Health > Occupational Health and Safety > Occupational Health and Safety Practice

ID	Title	Level	Credit
497	Demonstrate knowledge of workplace health and safety requirements	1	3
17593	Apply safe work practices in the workplace	2	4

Manufacturing > Food and Related Products Processing > Food and Related Product Production

ID	Title	Level	Credit
24527	Communicate in the food and related product processing industry	2	3
24528	Demonstrate knowledge of food processing industry workplace hygiene and food safety requirements	2	3

Manufacturing > Food and Related Products Processing > Food and Related Product Production Line Operation

ID	Title	Level	Credit
7758	Identify product and/or packaging faults on food or related products production lines	2	3

Manufacturing > Food and Related Products Processing > Food and Related Product Quality

ID	Title	Level	Credit
24529	Demonstrate knowledge of the basic food and/or related products processing quality requirements	2	3

Manufacturing > Manufacturing Skills > Manufacturing Processes

ID	Title	Level	Credit
21330	Perform calculations for manufacturing production processes	2	2

Elective

A minimum of 27 credits

- Of which a minimum of 22 credits at Level 2 or above

Community and Social Services > Community and Workplace Fire and Emergency Management > Workplace Fire and Emergency Response

ID	Title	Level	Credit
3271	Suppress fire with hand extinguishers and fixed hose reels	2	1
4647	Explain principles of fire science	2	1

Core Generic > Core Generic > Self-Management

ID	Title	Level	Credit
7123	Apply a problem solving method to a problem	2	2

Core Generic > Core Generic > Work and Study Skills

ID	Title	Level	Credit
4248	Describe requirements and expectations faced by employees within the workplace	1	3
4249	Demonstrate care and timeliness as an employee	1	4
12382	Describe the significance of one's work within an employing organisation	1	2

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
3483	Fill in a form	1	2
3490	Complete an incident report	1	2

Sciences > Mathematics > Number

ID	Title	Level	Credit
8491	Read and interpret information presented in tables and graphs	1	2

Service Sector > Retail, Distribution, and Sales > Retail and Distribution Core Skills

ID	Title	Level	Credit
24997	Demonstrate knowledge of theft and fraud in a retail or distribution environment	2	5

Service Sector > Retail, Distribution, and Sales > Retail Produce

ID	Title	Level	Credit
15953	Refresh retail produce	2	3
15956	Set up and maintain retail produce merchandising displays	2	4

Service Sector > Service Sector Skills > Service Sector - Core Skills

ID	Title	Level	Credit
56	Attend to customer enquiries face-to-face and on the telephone	1	2
57	Provide customer service	2	2
62	Maintain personal presentation and a positive attitude in a workplace involving customer contact	2	3

Field	Subfield	Domain
Health	Health Studies	Core Health
	Occupational Health and Safety	Occupational Health and Safety Practice
Manufacturing	Dairy Manufacturing	Any
	Food and Related Products Processing	Any
	Manufacturing Skills	Competitive Manufacturing Manufacturing Processes
	Meat Processing	Smallgoods
	Supply Chain Management	Materials Management
Service Sector	Hospitality	Food Safety
	Lifting Equipment	Powered Industrial Lift Trucks

Optional standards

The following standards are optional

Sciences > Mathematics > Number

ID	Title	Level	Credit
8489	Solve problems which require calculation with whole numbers	1	2

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1277	Communicate information in a specified workplace	2	3
3501	Demonstrate knowledge of and apply listening techniques	1	3
10790	Converse with others	1	2

Humanities > Communication Skills > Reading

ID	Title	Level	Credit
2989	Select, assess, and read texts to gain knowledge	2	3
25060	Independently read texts for practical purposes and to gain knowledge	1	6

Transition Arrangements

Version 8

Version 8 was issued following a revision.

Changes to structure and content

- Standards 4248, 7123, 12382, 15953, 15956 and 24997 have been added to the elective set.

For detailed information see [Review Summaries](#) on the NZQA website.

There are no transition consequences resulting from the revision. Candidates enrolled on programmes leading to versions 6 or 7 may transfer to version 8 if they wish.

This qualification contains standards that replace earlier standards. For the purposes of this qualification, people who have gained credit for the expiring standards are exempt from the requirement to gain credit for the replacement standards – see table below.

Credit for	Exempt from
2977	25060

It is not intended that anyone is disadvantaged by this review, and the above arrangements have been designed for a smooth transition. However, anyone who feels they have been disadvantaged may appeal to Competenz at the address below.

Previous versions of the qualification

Version 7 was issued following a revision. The overall credit value increased to 48 credits. Standards 3271, 3490, 4249, and 4647 were added to the elective set. Standard 3483 was removed from the optional standards and added to the elective set.

Version 6 was issued following a revision of the qualification. The domain Smallgoods was added to the Elective list. Expiring standard 2977 was replaced by standard 25060 in the optional standards.

Version 5 was issued following the review of standards and qualifications in the Food and Related Products Processing domain. The total credit was reduced from 60 to 43 credits; standard 7755 was removed from the compulsory section; standard 62 was moved to the elective section and standards 2989, 8489 and 10790 were moved to the new optional section; standards 7758, 17593, 21330, 24527, 24528, and 24529 were added to the compulsory section; List A and List B were removed from the elective section and standards 56, 57, and 8491 and the following subfields - *Dairy Manufacturing* and *Food and Related Products Processing* and the following domains - *Competitive Manufacturing*, *Core Health*, *Food Safety Manufacturing Processes*, *Materials Management*, *Occupational Health and Safety Practise* and *Powered Industrial Lift Trucks* were added to the elective section; and standards 1277, 2977, 3483 and 3501 were added to the new optional section.

Version 4 was issued to update the purpose statement and add new components to the elective section. The subfield *Food and Related Products Processing* in List A was expanded to cover all domains; standards 4809 and 4810 were added to List A; domains *Self-management*, *Social and Cooperative Skills*, and *Work and Study Skills* were added to List B; subfield *Retail, Distribution, and Sales* was added to Elective B; sections 5.3 and 5.4 were removed.

Version 3 was issued to take into account the review of the communication skills standards. Expiring standards were replaced; total credit requirement decreased from 66 to 60 credits; compulsory credits decreased from 32 to 13 credits; minimum elective credit requirements increased from 34 to 47 credits; minimum credits at level 2 or above specified for both Elective Lists A and B; the subfield *Distribution* was replaced by the subfield *Storekeeping and Warehousing*; standard 167 was deleted from the compulsory section and replaced by the domain of *food safety* in Elective List A.

Version 2 was issued to enhance people's opportunity to meet the qualifications requirements.

Other standard setting bodies whose standards are included in the qualification

Fire and Rescue Services Industry Training Organisation
New Zealand Industry Training Organisation

NZQA
Retail Institute

Certification

This certificate will display the logos of NZQA, Competenz and the organisation that has been granted consent to assess against standards that meet the requirements of the qualification (accredited).

Classification

This qualification is classified according to the classification system listed on the Directory of Assessment Standards (DAS) and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

DAS Classification		NZSCED	
Code	Description	Code	Description
315	Manufacturing > Food and Related Products Processing	030307	Engineering and Related Technologies > Process and Resources Engineering > Food (excluding Seafood) Processing Technology

Quality Management Systems

Providers and Industry Training Organisations must be granted consent to assess by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.