

National Certificate in Food and Related Products Processing (Level 4)

Level 4

Credits 66

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 will be discontinued without replacement. Last date for entry into programmes leading to this qualification is **31 December 2017**.

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

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 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 > Manufacturing Skills > Competitive Systems and Practices</i>	<i>Manufacturing > Manufacturing Skills > Competitive Manufacturing</i>

NZQF Registration Information

Process	Version	Date	Last Date for Assessment
Registration	1	June 1997	December 1999
Revision	2	June 1997	December 2001
Review	3	March 1999	December 2013
Review	4	February 2009	December 2018

Review	5	June 2015	December 2018
Republication	5	August 2016	December 2018

Reviewed

Standard Setting Body

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Reviewed

National Certificate in Food and Related Products Processing (Level 4)

Level	4
Credits	66

Purpose

This qualification is the third in a series of three qualifications designed for people employed in the processing of food, beverages, and related products. It builds on the National Certificate in Food and Related Products Processing (Level 2) [Ref: 0342], and the National Certificate in Food and Related Products Processing (Level 3) [Ref: 0343], and is intended for team leaders or supervisors. The qualification would typically be achieved in the third or fourth year of employment.

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

The compulsory section covers:

- compliance and regulatory control
- food line production skills
- health and safety
- communication skills
- management skills
- quality management skills.

The elective section allows candidates to select from:

- training and assessing in the workplace
- occupational health and safety
- additional standards to suit the work environment.

As there are business standards included in the compulsory and elective section of this qualification it may lead on to qualifications in the Business field such as the National Diploma in Business (Level 5) [Ref: 0783].

This qualification is also suitable for use in enterprises that apply competitive manufacturing principles, and for this purpose the elective section includes standards from the *Competitive Manufacturing* domain. Candidates who have achieved this qualification will be well prepared to continue with any of the qualifications in the *Competitive Manufacturing* domain.

Special Notes

It is expected that candidates in a typical supervisory role in this industry would acquire first line management skills from a qualification such as the National Certificate in Business (First Line Management) (Level 3) [Ref: 0743] to underpin this qualification.

Credit Range

	Compulsory	Elective
Level 1 credits	-	-
Level 2 credits	-	-
Level 3 credits	25	-
Level 4 credits or above	18	22
Minimum totals	43	22

Requirements for Award of Qualification

Award of NQF 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 in section 7 of the New Zealand Qualifications Authority (NZQA) Rules and Procedures publications available at <http://www.nzqa.govt.nz/ncea/acrp/index.html>.

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 22 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Business > Business Operations and Development > People Development and Coordination

ID	Title	Level	Credit
8498	Demonstrate and apply knowledge of managing conflict in the workplace	5	6

Business > Business Operations and Development > Quality Management

ID	Title	Level	Credit
8081	Collect data for a specified purpose	3	8
8087	Use core quality management tools	3	5

Humanities > Communication Skills > Interpersonal Communications

ID	Title	Level	Credit
1307	Speak to a specified audience in a predictable situation	3	3
9696	Apply problem-solving techniques	4	4

Humanities > Communication Skills > Writing

ID	Title	Level	Credit
1279	Write in plain English	3	3

Law and Security > Compliance and Law Enforcement > Compliance and Regulatory Control

ID	Title	Level	Credit
10425	Apply the HSE Act 1992 as an employee in a compliance and/or regulatory control workplace	4	2

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

ID	Title	Level	Credit
1997	Oversee operations on food and/or related product production line	4	7
7759	Apply quality control practices on food or related product production lines	3	6

Elective

A minimum of 22 credits at Level 4 or above

Business > Business Operations and Development > Quality Management

ID	Title	Level	Credit
8085	Demonstrate knowledge of quality and its management	3	4

Education > Adult Education and Training > Delivery of Adult Education and Training

ID	Title	Level	Credit
7106	Provide guidance for individual adult trainees	4	5
7108	Deliver on-job training to adults	4	8
7115	Create and maintain a positive learning environment for adult learner groups	4	4

Education > Generic Education and Training > Assessment of Learning

ID	Title	Level	Credit
4098	Use standards to assess candidate performance	4	6
11281	Prepare candidate(s) for assessment against standards	4	3
11552	Design assessment	5	6
18203	Verify evidence for assessment for candidate	4	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
	Supply Chain Management	Materials Management
Service Sector	Hospitality	Food Safety
	Lifting Equipment	Powered Industrial Lift Trucks

Transition Arrangements

Version 4

Version 4 was issued following the review of standards and qualifications in the *Food and Related Products Processing* domain.

Changes to structure and content

- The total credit was reduced from 240 to 66
- Standards 1997, 7759, 8081, 8087, 8498, 9696, and 10425 were added to the compulsory section
- Standards 62, 497, 2989, 2990, 7755, 8489 and 10790 were removed from the compulsory section
- List A and List B were removed from the elective section and replaced by standards 4098, 7106, 7108, 7115, 8085, 11281, 11552, 18203; subfields Dairy Manufacturing and Food and Related Product Processing and domains Core Health, Occupational Health and Safety Practice, Competitive Manufacturing, Manufacturing Processes, Materials Management, Food Safety and Powered Industrial Lift Trucks.

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

All new trainees will be enrolled in programmes leading to the award of the new version.

People currently working towards version 3 of this qualification are encouraged to complete that version or transfer their credits to version 4.

Competenz has endeavoured to ensure that no person will be disadvantaged by the review of these qualifications. Anyone who thinks that they have been disadvantaged should, in the first instance, contact the ITO at the address below.

Previous versions of the qualification

Version 3 was issued to take into account the review of the *Communication Skills* standards. Expiring standards were deleted and replaced with new standards; the total credit requirement of the qualification increased from 239 to 240 credits; the number of credits in the compulsory section decreased from 58 to 22 credits; the elective credit requirements were adjusted and the minimum elective credit total increased; the subfield *Distribution* was replaced by the sub-field Storekeeping and Warehousing; standard 167, Produce safe food (since reviewed and retitled) was deleted; the domain *Food Safety* was added to the Hospitality sub-field in Elective List A.

Version 2 was issued to increase flexibility for users.

Other standard setting bodies whose standards are included in the qualification

ElectroTechnology Industry Training Organisation
 Forest Industries Training and Education Council
 Hospitality Standards Institute
 Local Government Industry Training Organisation
 New Zealand Industry Training Organisation
 NZQA

Certification

This certificate will display the logos of NZQA, Competenz and the accredited organisation.

Classification

This qualification is classified according to the NQF classification system 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 accredited 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.

Reviewed