

Title	Receive, store, and dispatch seed, and reconcile stock records		
Level	4	Credits	10

Purpose	People credited with this unit standard are able to: receive a seed lot into a store; describe seed storage; select storage for seed lots; store containers of seed; dispatch seed; complete data entry and data management for receiving storing and despatching seed lots; and reconcile stock records relevant to seed processing
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Classification	Agriculture > Seed Dressing
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Available grade	Achieved
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Guidance Information

- Legislation relevant to this unit standard includes but is not limited to:
 - Health and Safety at Work Act 2015; and any subsequent amendments.
- Definitions

Contaminants – other crop seeds and inert material.

Seeds – brassicas, pulses, cereals, and vegetables or grasses.

Workplace procedures refer to instructions to staff on policy and procedures which are communicated in verbal or written form. These requirements may include but are not limited to – manufacturers' instructions, company safety requirements, and industry codes of practice and standards. Workplace procedures must include legislative requirements.
- Quality standards may be standards required by any one, or a combination, of the following:
 - seed processing company;
 - buyer;
 - exporter;
 - country seed is to be exported to;
 - owner of the seed;
 - purity standards listed in AsureQuality Seed Production Standards, available from www.asurequality.com.
- Where seed is to be certified, performance criteria must meet the requirements of workplace procedures and AsureQuality, available from www.asurequality.com.
- All evidence presented in this unit standard must be in accordance with workplace procedures.

Outcomes and performance criteria

Outcome 1

Receive a seed lot into a store.

Performance criteria

- 1.1 Label and describe a seed lot entering the store.
- 1.2 Label bins or storage areas where the seed lot is placed.
- 1.3 Keep records of the seed lot entering the store.
- 1.4 Take representative sample of the seed lot.
- 1.5 Describe, record and notify supervisor of potential problems with the seed lot entering the store.
 - Range potential problems may include but are not limited to – type of contaminants, level of contamination, moisture levels and insects; evidence of three potential problems is required.

Outcome 2

Describe seed storage.

Performance criteria

- 2.1 Describe storage hygiene and pest control practices.
- 2.2 Describe moisture levels for long and short term storage for different storage methods and different seeds.
 - Range storage methods – shed, silo, pit, drums, boxes, wrapped, bagged; seeds; evidence of two grain seeds, two pulse seeds, and four small seed crops is required.
- 2.3 Describe the effect humidity of storage area has on seed germination viability and packed seed weights.
- 2.4 Describe temperature monitoring procedures.

Outcome 3

Select storage for seed lots.

Range storage may include but is not limited to – shed, silo, pit, drums, boxes, wrapped, bagged;
evidence of seed lots – two grain crops, two pulse crops and four small seed crops, before and after processing is required.

Performance criteria

- 3.1 Select storage consistent with seed's storage requirements, seed lot volume, and processing plan.
- 3.2 Select storage that is free from vermin and weatherproof.
- 3.3 Select storage to allow seed lot to be sampled.
- 3.4 Select storage to maximise storage space.
- 3.5 Select storage to allow separation of different varieties and grades.
- 3.6 Select storage to ensure quality of seed is maintained.

Outcome 4

Store containers of seed.

Range containers may include but are not limited to – bags, boxes, pallets of bags, silos;
evidence of two types of containers is required.

Performance criteria

- 4.1 Store seed to avoid deterioration over the planned storage time.

Range deterioration due to – temperature, temperature variation, moisture, contamination by vermin and pests.
- 4.2 Monitor seed during storage and take steps to maintain crop quality.

Range storage – short term, long term, before processing, after processing.
- 4.3 Store containers safely and securely.
- 4.4 Check seed is not damaged or unnecessarily wasted during handling.

Range damage – bruised, cracked.
- 4.5 Check stored seed containers to avoid cross contamination with other seed lots.

Outcome 5

Dispatch seed.

Performance criteria

- 5.1 Check dispatched seed matches' order.
- 5.2 Check seed dispatch documents are included with consignment.
- 5.3 Record seed dispatch.

Outcome 6

Complete data entry and data management for receiving, storing and despatching seed lots.

Performance criteria

- 6.1 Enter text and data relevant to the seed lot operation into company software system.

Range database, spreadsheet.
- 6.2 Save text and data to file.
- 6.3 Access text and data from a saved file and print in accordance with software procedures.

Outcome 7

Calculate stock records relevant to seed processing.

Performance criteria

- 7.1 Calculate proportions of blends of seeds to achieve required percentage in end product.
- 7.2 Calculate seed mixes based on sowing rates.
- 7.3 Calculate batch quantities for dispatch orders.
- 7.4 Calculate dressing loss between inward weight and finished product rate.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 November 1998	31 December 2024
Revision	2	14 August 2002	31 December 2024
Review	3	19 May 2006	31 December 2024
Review	4	24 March 2022	N/A

Consent and Moderation Requirements (CMR) reference

0052

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Muka Tangata - People, Food and Fibre Workforce Development Council qualifications@mukatangata.nz if you wish to suggest changes to the content of this unit standard.