

Title	Supervise and provide instruction to staff working in a primary industry operation		
Level	4	Credits	10

Purpose	People credited with this unit standard are able to: plan a work programme for a primary industry operation; monitor staff, provide instruction on work requirements and feedback on performance; evaluate the success of the supervised work; and report on outcomes of supervised work.
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Classification	Primary Sector > Primary Sector Resources Management
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to:
 - Employment Relations Act 2015;
 - Health and Safety at Work Act 2015;
 - and any subsequent amendments.
- 2 Definition
Workplace procedures – the procedures and standards set by the employing organisation for staff supervision, motivation and direction, and work outcomes. Workplace procedures should reflect equipment manufacturer’s requirements, and current legislation.
- 3 For the purposes of assessment:
 - evidence for outcomes 2 and 3, the monitoring of staff performance and feedback provided may be conducted and presented in consultation with the trainee’s supervisor.
 - evidence must be presented in accordance with workplace procedures.

Outcomes and performance criteria

Outcome 1

Plan a work programme for a primary industry operation.

Performance criteria

- 1.1 Select a realistic time scale of work to be undertaken.
- 1.2 Identify plant, labour, equipment, and consumable resources for the required work.

1.3 Communicate work requirements and expectations to staff members.

Outcome 2

Monitor staff, provide instruction on work requirements and feedback on performance.

Performance criteria

2.1 Organise workflow to achieve minimal waste and delay.

2.2 Monitor staff performance and provide instruction and motivation.

Range includes but is not limited to – quality of work, timeliness.

2.3 Provide feedback to staff on performance and achievement in terms of achieving work outcomes.

Range constructive suggestions, encouragement for improving future.

Outcome 3

Evaluate the success of the supervised work.

Performance criteria

3.1 Evaluate success of supervised work in terms of meeting employer expectations for work outcomes.

Range employer expectations may include but are not limited to – leadership, communication, staff morale, settling minor disputes, identification of areas for improvement, completion time.

Outcome 4

Report on outcomes of supervised work.

Performance criteria

4.1 Complete a written report to address the extent to which work outcomes have been achieved and make recommendations regarding changes to processes and inputs.

4.2 Present the report verbally consistent with the subject and employer needs.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	4 August 1995	31 December 2019
Revision	2	4 August 1995	31 December 2019
Revision	3	16 September 1996	31 December 2019
Revision	4	10 December 1997	31 December 2019
Revision	5	8 June 1999	31 December 2019
Review	6	15 December 2000	31 December 2019
Revision	7	12 January 2006	31 December 2019
Review	8	17 October 2008	31 December 2019
Review	9	25 January 2018	31 December 2023
Review	10	24 June 2021	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 the Primary Industry Training Organisation standards@primaryito.ac.nz if you wish to suggest changes to the content of this unit standard.