

Title	Describe and write work instructions for a seafood task		
Level	4	Credits	5

Purpose	<p>This unit standard is for people working in a seafood operation.</p> <p>People credited with this unit standard are able to describe: the benefits of written work instructions for a seafood task; and the planning process for written work instructions for a seafood task. They are also able to write and confirm a work instruction for a seafood task.</p>
----------------	--

Classification	Seafood > Seafood Processing
-----------------------	------------------------------

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 All evidence presented in this unit standard must be in accordance with:
 - Workplace procedures;
 - Animal Products Act 1999;
 - Food Act 2014;
 - Health and Safety at Work 2015; and any subsequent amendments.
- 2 Definition

Workplace procedures refer to the policies and procedures set out in a verbal or written form by the employer or organisation. Procedures must be consistent with current legislative requirements and manufacturer's recommendations or instructions where relevant.

Outcomes and performance criteria

Outcome 1

Describe the benefits of written work instructions for a seafood task.

Performance criteria

- 1.1 Describe the benefits to the company of written work instructions.

Range evidence of three benefits is required.

1.2 Describe the benefits to the employee of written work instructions.

Range evidence of two benefits is required.

Outcome 2

Describe the planning process for written work instructions for a seafood task.

Performance criteria

2.1 Describe the steps required to write the work instruction.

Range steps may include – preparation, gathering evidence, drafting, consultation, issue, confirmation.

2.2 Describe the sources of information that can be used to develop written work instructions.

Range sources of information include but are not limited to – legislation, industry standards; evidence of four sources is required.

Outcome 3

Write a work instruction for a seafood task.

Performance criteria

3.1 Write the work instruction to outline the sequential steps required to complete the task.

3.2 Write the work instruction to identify the key task roles and responsibilities of the person performing the task.

3.3 Write the work instruction clearly and concisely to meet workplace formatting, language and content requirements.

3.4 Write the work instruction to include safe work practices and hygienic requirements that relate specifically to the task.

Outcome 4

Confirm the written work instruction for a seafood task.

Performance criteria

4.1 Check to confirm the written work instruction is consistent with the task.

4.2 Correct any inconsistencies identified as part of the reality check.

Planned review date	31 December 2028
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 1999	31 December 2020
Review	2	12 June 2001	31 December 2020
Review	3	23 January 2009	31 December 2020
Review	4	24 January 2019	N/A
Rollover	5	29 February 2024	N/A

Consent and Moderation Requirements (CMR) reference	0123
--	------

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

Comments on this unit standard

Please contact the 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.