

<b>Title</b>	<b>Describe personnel requirements in the seafood industry</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is for people working in a seafood operation.</p> <p>People credited with this unit standard are able to describe: recruitment requirements, the induction process, and ongoing training; and the company's performance review process, in the seafood industry.</p>
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<b>Classification</b>	Seafood > Seafood Processing
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All evidence presented in this unit standard must be in accordance with:
  - Workplace procedures;
  - Privacy Act 2020;
  - Human Rights Act 1993;
  - Employment Relations Act 2000;
  - 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.

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### Outcomes and performance criteria

#### Outcome 1

Describe recruitment requirements in the seafood industry.

#### Performance criteria

- 1.1 Describe the information required when recruiting personnel.

Range	includes but is not limited to – personal history, work experience, medical history, relevant qualifications.
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1.2 Describe the legislative requirements for recruitment.

Range evidence of two legislative requirements is required.

### Outcome 2

Describe the induction process in the seafood industry.

#### Performance criteria

2.1 Describe the induction process.

2.2 Describe the information required by a new employee for induction.

### Outcome 3

Describe ongoing training and the company's performance review process in the seafood industry.

#### Performance criteria

3.1 Describe the company's ongoing staff training policies.

3.2 Describe the company's performance review process.

3.3 Describe the company process for managing performance non-compliance.

<b>Planned review date</b>	31 December 2028
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 January 2001	31 December 2020
Review	2	23 January 2009	31 December 2020
Review	3	24 January 2019	N/A
Rollover and Revision	4	29 February 2024	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0123
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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](mailto:qualifications@mukatangata.nz) if you wish to suggest changes to the content of this unit standard.