

Title	Plan for the recruitment, selection, and induction of staff in an agribusiness		
Level	5	Credits	8

Purpose	<p>This unit standard is for people who are, or are intending to be, responsible for staff in an agribusiness.</p> <p>People credited with this unit standard are able to: establish human resource requirements, and develop a human resources plan for an agribusiness; plan for the recruitment of staff in an agribusiness; describe the procedures for selection and employment of staff for an agribusiness; and describe the induction programme for new staff in an agribusiness.</p>
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Classification	Agriculture > Agribusiness 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:
 Holidays Act 2003
 Health and Safety in Employment Act 1992
 Human Rights Act 1993
 Employment Relations Act 2000
 Privacy Act 1993
 Income Tax Act 2007
 Sharemilking Agreements Act 1937
 Sharemilking Agreements Order 2001
 Contracts (Privity) Act 1982.
- 2 Definition
Staff includes sharefarmers.
- 3 Assessment
 Trainees may utilise expertise from other key people within or outside the agribusiness, such as external consultants or recruitment agencies when they plan for the recruitment and selection.

Outcomes and performance criteria

Outcome 1

Establish human resource requirements, and develop a human resources plan for an agribusiness.

Performance criteria

- 1.1 The organisational structure for an agribusiness to achieve its objectives is described in relation to the functions and activities of the operation(s), and links with the overall agribusiness strategy.
- 1.2 The existing staff skills, abilities, and personality mix are assessed against the optimal staff skills, abilities, and personalities, and any deficiencies are identified.
- 1.3 A plan to address the identified deficiencies in existing staff skills, abilities, and personality mix includes recommendations regarding organisational structure, staff promotion and training, and staff recruitment.
- 1.4 Alternatives for staffing the operation(s) are described in terms of their ability to meet agribusiness needs.
- Range may include but is not limited to – owner(s), partner(s), family member(s), full-time staff, part-time staff, paid and unpaid staff, contract worker(s), contractors, sharefarmers, trainee(s); evidence is required for at least three.
- 1.5 The plan is supported by costings which are within budgetary guidelines of the agribusiness.

Outcome 2

Plan for the recruitment of staff in an agribusiness.

Performance criteria

- 2.1 Recruitment needs are identified in accordance with the human resources plan.
- 2.2 Position description, person specifications, and selection criteria are developed consistent with identified needs.
- 2.3 Written advertisement for the identified position avoids partiality or bias, reflects the job activity and responsibility, does not artificially exclude applicants, and is in accordance with legislative requirements.
- 2.4 Recruitment media options are identified relevant to the type of position to be filled, and accessibility to suitably qualified candidates.
- 2.5 Barriers to equal employment opportunities in the recruitment process are identified, and methods to avoid barriers are described.

Outcome 3

Describe the procedures for selection and employment of staff for an agribusiness.

Performance criteria

- 3.1 Selection procedures described for identifying, reference check, screening, short listing, ranking, preliminary and final interviewing comply with identified legal, equal employment, and agribusiness requirements.
- 3.2 Procedures described include the provision of prompt and accurate information on selection decisions to successful and unsuccessful candidates at the completion of each stage of the selection process.
- 3.3 Barriers to equal employment opportunities in the selection process are identified and methods to avoid barriers are described.
- 3.4 Negotiation of terms of employment or engagement with the selected candidate is described in accordance with agribusiness needs and legislative requirements.

Range term – fixed, permanent; timeframe, remuneration including non-cash benefits, work conditions.
- 3.5 Documentation relating to selection and employment of staff is described in accordance with agribusiness and legislative requirements.

Outcome 4

Describe the induction programme for new staff in an agribusiness.

Performance criteria

- 4.1 The induction programme described includes timing and procedures to introduce new staff to the organisation.

Range may include but is not limited to – rules, procedures, safety requirements, hazard identification; management and reporting structure, staff, culture; employee tasks, current skill level, training; work environment, layout and facilities.

Replacement information	This unit standard, unit standard 21395, and unit standard 21397 replaced unit standard 16657.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 April 2005	31 December 2022
Review	2	18 March 2011	31 December 2022
Review	3	22 October 2020	31 December 2022
Rollover	4	30 September 2021	31 December 2023

Consent and Moderation Requirements (CMR) reference

0052

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