

Title	Plan work allocation and working relationships, assess performance and training in an agribusiness		
Level	5	Credits	10

Purpose	<p>This unit standard is for people who are responsible for managing staff in an agribusiness.</p> <p>People credited with this unit standard are able to: develop strategies to establish productive working relationships with and between staff in an agribusiness; plan how work will be allocated and evaluated in an agribusiness; assess staff performance, and provide feedback to individual staff in an agribusiness; determine training requirements for agribusiness staff to address identified needs; and identify strategies to minimise potential and actual personal conflict in an agribusiness workplace.</p>
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Classification	Agriculture > Agribusiness Management
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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 in Employment Act 1992

Employment Relations Act 2000

Holidays Act 2003

Privacy Act 1993.

Outcomes and performance criteria

Outcome 1

Develop strategies to establish productive working relationships with and between staff in an agribusiness.

Performance criteria

- 1.1 Strategies involve staff in the development of agribusiness goals and objectives.
- 1.2 Strategies incorporate opportunities for staff to discuss work related matters and personal issues.
- 1.3 Strategies encourage staff to offer ideas and views.

- 1.4 Strategies require that feedback is given to staff in a positive and constructive manner, providing clear direction to staff where performance improvement is required.
- 1.5 Strategies ensure that staff are informed about changes in policy and workplace operations that may affect them.

Outcome 2

Plan how work will be allocated and evaluated in an agribusiness.

Performance criteria

- 2.1 The plan includes descriptions of required work activity, responsibilities of individuals and groups, and standards, and is in accordance with the objectives and resources of the agribusiness operation.
- 2.2 The plan takes into account staff requirements.
- Range plan – daily, weekly;
staff requirements – welfare, skills, experience, jobs to be completed, priority of jobs.
- 2.3 The plan includes mechanisms for enabling personnel to contribute their views on work evaluation and allocation in terms of the agribusiness operation.

Outcome 3

Assess staff performance, and provide feedback to individual staff in an agribusiness.

Performance criteria

- 3.1 Performance requirements of individuals are confirmed by review of documented job description, employment agreement, and policies and procedures of the agribusiness.
- Range requirements include but are not limited to – tasks, skills, knowledge, responsibilities, attitudes, attributes, activities, quality and quantity of work output.
- 3.2 Performance review identifies match of actual individual performance with documented requirements.
- 3.3 Opportunities are provided during performance review to allow individuals to provide feedback.
- Range feedback may include but is not limited to – areas of success, areas for improvement, constraints to performance, achievement of personal goals, training, development.

3.4 Feedback on results of performance review is provided to staff in a timely, and positive manner.

Range verbal, written.

3.5 Records maintained are accurate, current, stored in a secure environment, and available to individuals as requested.

Outcome 4

Determine training requirements for agribusiness staff to address identified needs.

Performance criteria

4.1 Training requirements are determined to upskill the individual against identified needs.

Range includes but is not limited to – results of performance review, feedback from induction process, feedback from managers or other staff.

4.2 Training methods and programmes are identified to match staff upskilling requirements.

Range may include but is not limited to – national qualifications, unit standards, courses, in-house training, supervision, mentoring, coaching.

4.3 Training methods are agreed with the individual and agribusiness manager.

Outcome 5

Identify strategies to minimise potential and actual personal conflict in an agribusiness workplace.

Performance criteria

5.1 Potential and actual conflicts are identified and strategies to deal with them are identified.

5.2 Strategies identified minimise personal conflict, and satisfy legal and organisational requirements.

5.3 Records of conflict and outcomes are completed accurately in accordance with organisational requirements, and confidentiality is maintained.

Replacement information	This unit standard, unit standard 21395, and unit standard 21396 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>.