

Title	Demonstrate employment and interrelationship foundation skills in a wood manufacturing operation		
Level	2	Credits	10

Purpose	People credited with this unit standard are able to, in a wood manufacturing operation: describe organisational structures and systems; describe employee rights and responsibilities; demonstrate knowledge of budgeting principles for personal financial management; determine career paths available and determine a training plan; describe own role as part of the larger organisational structure; work collaboratively within a team; and develop working relationships with members of other teams.
----------------	--

Classification	Wood Manufacturing - Generic Skills > Wood Manufacturing Foundation Skills
-----------------------	--

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

Guidance Information

1 Definitions

Accepted industry practice refers to approved codes of practice and standardised procedures accepted by the wider wood manufacturing industry as examples of best practice.

Wood manufacturing operation refers to any operation or organisation involved in the conversion of any wood materials to saleable products.

Workplace procedures refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor’s instructions, and procedures to comply with legislative and local body requirements relevant to the wood manufacturing sector.

2 Assessment information

All activities and evidence must meet workplace procedures and accepted industry practice.

Outcomes and performance criteria

Outcome 1

Describe organisational structures and systems in a wood manufacturing operation.

Performance criteria

- 1.1 Purpose of operational and support functions in a wood manufacturing operation are described.
- Range functions may include but are not limited to – production, quality, maintenance, human resources, information technology, health and safety, contractors, team leader; evidence of five is required.
- 1.2 The organisational structure is described, and the candidate's role within the structure is identified.
- 1.3 Management levels and their relevance to the organisational structure are described.
- 1.4 Personnel management systems are described, and the organisational staff responsible for these systems are identified.
- Range systems may include but are not limited to – timekeeping, pay, performance management, training, leave, induction, health and safety.

Outcome 2

Describe employee rights and responsibilities in a wood manufacturing operation.

Performance criteria

- 2.1 Benefits of written employment agreements between employers and employees are described.
- Range at least two benefits are stated for each of employer and employee.
- 2.2 Employment agreements are described in terms of their consequences for the employment relationship.
- Range agreements – individual, collective.
- 2.3 Rights and responsibilities of participants in establishing and maintaining an employment agreement are described with reference to statutory provisions.
- Range terms and conditions of employment, employer and employee representatives, mediation, personal grievance procedures.

Outcome 3

Demonstrate knowledge of budgeting principles for personal financial management.

Performance criteria

- 3.1 Gross and nett income shown on a payslip are identified.
- 3.2 Fixed and variable personal expenses are identified.
- 3.3 Disposable income available is calculated.
- 3.4 One potential source of support for any identified budgeting issue is stated.

Outcome 4

Determine career paths available in a wood manufacturing operation and determine a training plan.

Performance criteria

- 4.1 One career option available within the candidate's organisation is identified.

Range options may include – senior operator, team leader, technical support, quality specialist, production scheduler, process or area supervisor.
- 4.2 One career option available within the wider wood manufacturing industry is identified.
- 4.3 A proposed career pathway is mapped, and any relevant New Zealand qualification is identified.

Outcome 5

Describe own role as part of the larger organisational structure in a wood manufacturing operation.

Performance criteria

- 5.1 Candidate's role is described in terms of the contribution it makes to the achievement of organisational goals.

Range two of – company mission statement, site supply chain, production targets, quality, waste, customer requirements.
- 5.2 The impact of upstream processes on the candidate's role, and the impact of the candidate's role on downstream processes are explained.

Range a minimum of two upstream and two downstream processes.

Outcome 6

Work collaboratively within a team in a wood manufacturing operation.

Performance criteria

6.1 Personal behaviour that is free from conduct that can lead to performance management action is followed.

Range conduct includes but is not limited to – theft, assault, fighting, intoxication, damage to property, harassment.

6.2 Accepted language standards are applied when communicating with supervisors, co-workers, and any customers or visitors.

6.3 Work is commenced and recommenced within agreed times.

Range beginning of daily work period, following all meal and work breaks.

6.4 Absences are notified as early as possible.

6.5 Tasks are completed to required standards on time and to downstream operational requirements.

Outcome 7

Develop working relationships with members of other teams in a wood manufacturing operation.

Performance criteria

7.1 Key personnel in other teams are identified by name and position.

Range evidence of two personnel is required.

7.2 Communications with identified key personal are regular and frequent to develop working relationships.

Range includes – verbal communications, written communications, electronic communications.

7.3 Behaviours which develop good working relationships with other team members are identified.

Range evidence of a minimum of two behaviours is required.

Planned review date	31 December 2024
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 December 2006	31 December 2020
Revision	2	18 September 2009	N/A
Review	3	28 May 2020	N/A

Consent and Moderation Requirements (CMR) reference

0013

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

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.