

Title	Write and validate work instructions for a horticultural process		
Level	4	Credits	5

Purpose	People credited with this unit standard are able to, for a horticultural process: describe the benefits of written work instructions; describe the planning process for writing work instructions; write a work instruction; and validate a written work instruction.
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Classification	Horticulture > Production Horticulture
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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:
 - Health and Safety at Work Act 2015;
 - Resource Management Act 1991;
 - Employment Relation Act 2000;
 - Privacy Act 2020;
 - Hazardous Substances and New Organisms Act 1996; and any subsequent amendments.
- 2 All evidence presented in this unit standard must be in accordance with workplace procedures.
- 3 *Workplace procedures* refer to written or verbal policies and procedures on safety, operation and production set down by the employer or host organisation.
- 4 Work instructions may include but is not limited to – procedures manuals, standard operating procedures, Safety Data Sheets (SDS) and Codes of Practice.
- 5 A horticultural process may include horticultural production or post-harvest operations.

Outcomes and performance criteria

Outcome 1

Describe the benefits of written work instructions for a horticultural process.

Performance criteria

1.1 Describe the benefits of work instructions in terms of a horticultural operation.

Range benefits may include but are not limited to – consistent work practice, allocation of responsibility, training resource, auditable, safety, improved efficiency; evidence of three benefits is required.

1.2 Describe how work instructions benefit the employee in terms of a horticultural operation.

Range benefits may include but are not limited to – role clarity, responsibility, defined training, safety; evidence of two benefits is required.

Outcome 2

Describe the planning process for writing work instructions for a horticultural process.

Performance criteria

2.1 Describe the planning process in terms of the steps required to create a work instruction.

Range steps may include but are not limited to – method used to collect information, break down of individual tasks, control points, performance criteria, health and safety requirements, legal requirements, published standards; evidence of five steps is required.

Outcome 3

Write a work instruction for a horticultural process.

Performance criteria

3.1 Break down the process into sequential steps.

3.2 Specify performance criteria in terms of the outcomes required.

3.3 Use language, style and terminology for the target audience's level of comprehension.

Range comprehension levels may include but are not limit to – language differences, literacy issues, technical ability; evidence of one comprehension level is required.

3.4 Include corrective actions associated with the tasks in the work instruction.

3.5 Write work instruction content to conform to operational requirements.

Range content may include but is not limited to – health and safety requirements, standards, reference to other workplace procedures;
evidence of two examples of work instruction content is required.

Outcome 4

Validate a written work instruction for a horticultural process.

Performance criteria

4.1 Validate written work instruction to check consistency with the task performed and if it meets operational requirements.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 June 2007	31 December 2024
Review	2	27 January 2022	N/A

Consent and Moderation Requirements (CMR) reference	0032
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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 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.