

<b>Title</b>	<b>Describe human resource management in a primary industry operation</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to: describe legislative requirements and their application in a primary industry operation; and demonstrate knowledge of employment agreements, legislative requirements, and documentation required to employ staff, and performance management of staff in a primary industry operation.
----------------	--

<b>Classification</b>	Primary Sector > Primary Sector Resources Management
-----------------------	--

<b>Available grade</b>	Achieved
------------------------	----------

---

### Guidance Information

- 1 All evidence presented in this unit standard must be in accordance with:
  - Workplace procedures;
  - WorkSafe NZ Codes of Practice;
  - Employment Relations Act 2000;
  - Hazardous Substances and New Organisms Act 1996;
  - Health and Safety at Work Act 2015;
  - Privacy Act 1993;
  - and any subsequent amendments.
- 2 Definition  
*Workplace procedures* refer to the policies and procedures set by the employer or organisation on workplace safety, conduct and human resource management.

---

### Outcomes and performance criteria

#### Outcome 1

Describe legislative requirements and their application in a primary industry operation.

#### Performance criteria

- 1.1 Describe legislative requirements governing employment of staff, and employer obligations in relation to employment conditions in a primary industry operation.

Range	must include – written employment agreements, written job descriptions, wages, holidays, leave, equal pay, hours of work, equal employment opportunities, training, PAYE, non-cash benefits, probation or trial periods.
-------	--

- 1.2 Describe the application of the legislative requirements relevant to a person conducting a business or undertaking (PCBU), officer and worker in a primary industry operation.

Range evidence for one application of a legislative requirement for – a PCBU, an officer, a worker is required.

## Outcome 2

Demonstrate knowledge of employment agreements, legislative requirements and documentation required to employ staff in a primary industry operation.

### Performance criteria

- 2.1 Describe the types of employment agreements relevant to employees in a primary industry operation.

Range evidence for three types of agreements is required.

- 2.2 Describe legislative requirements for interviewing and reference checking prospective candidates.

Range evidence for a minimum of two legislative requirements is required.

- 2.3 Describe legislative requirements for negotiation of terms of employment with the selected candidate.

Range must include – casual, part time permanent, full time permanent, fixed term, remuneration including work conditions and non-cash benefits.

- 2.4 Identify the documentation required by legislation and a primary industry operation relating to the selection and employment of staff.

## Outcome 3

Demonstrate knowledge of performance management of staff in a primary industry operation.

### Performance criteria

- 3.1 Describe the induction programme in terms of the procedures used to introduce new staff to the primary industry operation.

Range must include – health and safety requirements, operational procedures, facilities, management and reporting structure.

- 3.2 Describe workplace procedures for monitoring and improving staff performance in terms of staff participation, feedback and coaching, and the identification of training and development needs.

3.3 Describe legislative requirements for managing employment relationship problems and disputes.

Range evidence for two legal requirements is required.

3.4 Define misconduct, serious misconduct and abandonment of employment.

3.5 Describe a legislative requirement for disciplinary action.

Range must include – the legislative requirements for conducting an investigation.

<b>Planned review date</b>	31 December 2023
----------------------------	------------------

#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 June 2007	31 December 2020
Review	2	28 February 2019	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0052
--	------

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

#### Comments on this unit standard

Please contact the Primary Industry Training Organisation [standards@primaryito.ac.nz](mailto:standards@primaryito.ac.nz) if you wish to suggest changes to the content of this unit standard.