

Title	Demonstrate knowledge of and implement workplace planning in a primary products food processing operation		
Level	4	Credits	10

Purpose	People credited with this unit standard are able to: demonstrate knowledge of workplace planning; and implement a workplace plan, in a primary products food processing operation.
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Classification	Primary Products Food Processing > Primary Products Food Processing - Core Skills
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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;
 - Employment Relations Act 2000;
 - Health and Safety in Employment (General Risk and Workplace Management) Regulations 1995;
 - Human Rights Act 1993;
 - Privacy Act 1993;
 and any subsequent amendments.
- 2 Definition
Organisational requirements – instructions to staff on policies and procedures which are documented in memo, electronic or manual format and are available in the workplace.
- 3 Evidence for the practical components of this unit standard must be supplied from the workplace.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of workplace planning in a primary products food processing operation.

Performance criteria

- 1.1 Describe processes for planning work allocation in relation to roles and responsibilities in accordance with organisational requirements.

- 1.2 Explain the importance of workplace planning and the implications for the work area if planning is not carried out to organisational requirements.
- 1.3 Describe the process for communicating workplace plan and any changes to the workplace plan to the relevant personnel in accordance with organisational requirements.
- 1.4 Identify and describe the implications of staff absences on the workplace plan in terms of the effects on work production.

 Range staff absences include but are not limited to – scheduled leave (annual leave, time in lieu), unscheduled leave (sick leave, bereavement leave, domestic leave).

Outcome 2

Implement a workplace plan in a primary products food processing operation.

Performance criteria

- 2.1 Implement shift changes in accordance with organisational requirements.
- 2.2 Follow up operational issues arising from the previous shift in accordance with organisational requirements.
- 2.3 Attend shift meetings and report any issues in accordance with organisational requirements.
- 2.4 Monitor work performance of personnel against key performance indicators and planned outcomes making required adjustments to ensure outcomes are achieved.
- 2.5 Report operational issues to relevant personnel in accordance with organisational requirements.

 Range may include but are not limited to – failing key competencies and organisational behaviours, unclear organisational direction, team culture, poor communication, failing quality assurance targets and failing production targets.

Replacement information	This unit standard replaced unit standard 20015.
Planned review date	31 December 2024

Last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 June 2015	31 December 2021
Review	2	24 October 2019	N/A

Consent and Moderation Requirements (CMR) reference

0022

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 if you wish to suggest changes to the content of this unit standard.