

Title	Collect and convey workplace information in a primary products food processing operation		
Level	4	Credits	5

Purpose	People credited with this unit standard are able to: demonstrate knowledge of communication processes used in a primary products food processing operation; collect and convey workplace information; and develop a workplace communication matrix, 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 All performance criteria in this unit standard must be in accordance with organisational requirements.
- 3 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.
- 4 Evidence for the practical components of this unit standard must be gathered from the workplace.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of communication processes used in a primary products food processing operation.

Performance criteria

1.1 Identify and describe communication processes.

Range communication processes may include but are not limited to – consultative and group processes, data collection and analysis techniques as required, meeting procedures, presentation techniques, employee feedback and counselling procedures; evidence of two communication processes is required.

1.2 Describe methods used to collect, store, retrieve and convey information throughout the workplace.

Outcome 2

Collect and convey workplace information in a primary products food processing operation.

Performance criteria

2.1 Collect and communicate relevant information in the workplace.

Range includes communication across – relevant areas of the workplace, individuals, groups; evidence of two communication techniques is required.

Outcome 3

Develop a workplace communication matrix in a primary products food processing operation.

Performance criteria

3.1 Develop a workplace communication matrix to outline how instructions and workplace information is distributed throughout workplace departments.

Range development includes but is not limited to – preparation, gathering evidence, drafting, consultation, issue, validate.

Replacement information	This unit standard replaced unit standard 19965.
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Planned review date	31 December 2024
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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
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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 the Primary Industry Training Organisation standards@primaryito.ac.nz if you wish to suggest changes to the content of this unit standard.