

Title	Coordinate cross training to improve the competence of staff in a primary products food processing operation		
Level	5	Credits	10

Purpose	People credited with this unit standard are able to: coordinate cross training requirements to improve staff competence relating to a work area; and monitor staff competence against cross training needs, 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

- Legislation relevant to this unit standard includes but are not limited to:
 - Hazardous Substances and New Organisms Act 1996;
 - Health and Safety at Work Act 2015;
 - Resource Management Act 1991;
 - AS/NZS ISO 14001:2004, *Environmental management systems – Requirements with guidance for use*, available at <http://www.standards.co.nz>.
- All evidence presented in this unit standard must be in accordance with organisational requirements.
- Definitions

Cross training – skills and knowledge required to enable a person to carry out multiple tasks in a work area.

Organisational requirements – instructions to staff on policies and procedures which are documented in memo, electronic or manual format and are available in the workplace. These include but are not limited to site-specific and company standard operating procedures, food safety and quality management requirements.

Primary products food processing operation – covers meat, dairy, seafood, fruit, vegetable and honey processing, food and beverage manufacturing, or other related industries.
- Evidence for the practical components of this unit standard must be supplied from the workplace.

Outcomes and performance criteria

Outcome 1

Coordinate cross training requirements to improve staff competence relating to a work area in a primary products food processing operation.

Performance criteria

- 1.1 Analyse work tasks to determine staff cross training needs for a specific work area.
- 1.2 Determine and record current staff knowledge and skills.
- 1.3 Identify areas for development and match against cross training needs.
- 1.4 Identify options for development and confirm with staff.
- 1.5 Organise cross training and communicate to relevant staff.

Outcome 2

Monitor staff competence against cross training needs in a primary products food processing operation.

Performance criteria

- 2.1 Review staff performance to identify improvements for staff competence.
- 2.2 Match cross training needs against staff performance to determine whether cross training needs have been met.
- 2.3 Identify, record and communicate any improvements required for the cross training programme to relevant personnel.

Planned review date	31 December 2026
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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 2024
Review	2	28 April 2022	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 Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.