

Title	Demonstrate knowledge of the electronic certification system used in a primary products food processing operation		
Level	4	Credits	3

Purpose	<p>This theory-based unit standard is for experienced people who are required to complete E-cert documentation for exporting primary food products overseas.</p> <p>People credited with this unit standard are able to demonstrate knowledge of: the responsibilities associated with the certification operator's role; the E-cert system; and E-cert documentation requirements, in a primary products food processing operation.</p>
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Classification	Primary Products Food Processing > Primary Products Food Processing - Operational Skills
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Available grade	Achieved
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Explanatory notes

- 1 Legislation and publications relevant to this unit standard may include but is not limited to – Animal Products Act 1999, Manual 12 *Overseas Requirements and Certification*; and the *Official Assurances Programme*, available at Ministry for Primary Industries at <http://www.foodsafety.govt.nz/industry/sectors/meat-ostrich-emu-game/meatman/is9/index.htm>, depending on the candidate's work sector.
- 2 Definitions

E-cert – Ministry of Primary Industries' Electronic Certification System for the processing of eligibility declarations, eligibility documents and electronic export certificates.

Organisational requirements – instructions to staff on policies and procedures which are documented in memo, electronic or manual format and are available in the workplace.

Primary products food processing operation – covers a meat processing, dairy processing, seafood or baking yeasts manufacturing operation.

Outcomes and evidence requirements

Outcome 1

Demonstrate knowledge of the responsibilities associated with the certification operator's role in a primary products food processing operation.

Range responsibilities include but are not limited to – E-cert security, organisational requirements, ethical requirements.

Evidence requirements

- 1.1 The role of certification in international trade is described.
- 1.2 The potential impact to New Zealand of inaccurate and fraudulent certification is described.
- 1.3 The responsibilities of the certification operator are explained in terms of the legislative requirements.

Outcome 2

Demonstrate knowledge of the E-cert system in a primary products food processing operation.

Evidence requirements

- 2.1 The legal requirements that apply to certification are outlined.
- 2.2 The rules associated with accessing the E-cert system are explained.
- 2.3 The terms associated with E-cert are outlined.
- 2.4 The record keeping process is described in terms of organisational and legislative requirements.

Outcome 3

Demonstrate knowledge of E-cert documentation requirements in a primary products food processing operation.

Evidence requirements

- 3.1 The process for entering and submitting data is explained in terms of organisational and legislative requirements.
- 3.2 Information to support product eligibility is identified, and records required to be kept are described in terms of organisational and legislative requirements.
- 3.3 The process of responding to consignor inspector requests, in relation to E-cert documents, is explained in a terms of organisational requirements.
- 3.4 The process for obtaining approval for a submitted E-cert is explained in terms of organisational and legislative requirements.
- 3.5 The importance of maintaining record keeping is explained in terms of organisational and legislative requirements.

Planned review date	31 December 2020
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 September 2015	N/A

Consent and Moderation Requirements (CMR) reference	0033
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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.