

<b>Title</b>	<b>Demonstrate employment and interrelationship foundation skills in a manufacturing operation</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: describe organisational structures, systems, and employee rights and responsibilities; describe own role as part of the larger organisational structure; and work within a team and describe personal presentation and absences requirements, in a manufacturing operation.
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<b>Classification</b>	Manufacturing Skills > Manufacturing Processes
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation relevant to this unit standard include but are not limited to the: Health and Safety at Work Act 2015.  
Resource Management Act 1991 and subsequent amendments.
- 2 Definitions  
*Downstream and upstream processes* refer to the location of a particular process or function within the entire production process. The closer to the end a user function is, the further downstream it is. Obtaining raw materials are elements considered to be upstream.  
*Workplace procedures* refer to procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, and procedures to comply with legislative and local body requirements.
- 3 Assessment information  
All activities and evidence must be in accordance with workplace procedures.

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### Outcomes and performance criteria

#### Outcome 1

Describe organisational structures and systems in a manufacturing operation.

#### Performance criteria

- 1.1 The purpose of operational and support functions is described.
- Range functions may include but are not limited to – production, quality, maintenance, human resources, information technology, health and safety, contractors, leadership; evidence of five is required.
- 1.2 Management levels and their relevance to the organisational structure of the manufacturing operation are described.
- 1.3 Personnel management systems are described and the relevant organisational staff in the manufacturing operation are identified.
- Range systems may include but are not limited to – timekeeping, pay, performance management, training, leave, induction.

## Outcome 2

Describe employee rights and responsibilities in a manufacturing operation.

### Performance criteria

- 2.1 Benefits of written employment agreements between employers and employees are described.
- Range at least two benefits are stated for each of employer and employee.
- 2.2 Types of employment agreements are described.
- Range agreements – individual, collective.
- 2.3 Rights and responsibilities of participants in establishing and maintaining an employment agreement are described.
- Range includes but is not limited to – terms and conditions of employment, employer and employee representatives, mediation, personal grievance procedures.

## Outcome 3

Describe own role as part of the larger organisational structure in a manufacturing operation.

### Performance criteria

- 3.1 The contribution that the candidate's role makes to the achievement of organisational goals is described.
- Range may include but is not limited to – company mission statement, site supply chain, production targets, quality, waste, customer requirements, safety.

- 3.2 The impact of upstream processes on the candidate's role, and the impact of the candidate's role on downstream processes are described.

#### Outcome 4

Work within a team and describe personal presentation and absence requirements in a manufacturing operation.

#### Performance criteria

- 4.1 Personal behaviour that can lead to performance management action is described.

Range may include but is not limited to – theft, assault, fighting, intoxication, damage to property, harassment, inappropriate language.

- 4.2 Work is commenced and recommenced within agreed times.

Range beginning of daily work period, following all meal and work breaks.

- 4.3 Tasks are completed to required standards on time and to downstream operational requirements.

- 4.4 Process for notification of absences is described.

- 4.5 Company personal presentation requirements are described.

<b>Planned review date</b>	31 December 2025
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 January 2016	31 December 2020
Revision	2	15 June 2017	31 December 2023
Review	3	26 August 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
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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 Competenz [qualifications@competenz.org.nz](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.