

Title	Describe workflow management in a horticulture operation		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to describe: workflow systems used in a horticulture workplace; procedures for the resolution of problems in workflow systems in a horticulture workplace; and workflow system documentation and/or software used in a horticulture workplace.
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Classification	Horticulture > Production Horticulture
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Available grade	Achieved
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Guidance Information

- 1 All evidence presented in this unit standard must be in accordance with workplace procedures.
- 2 Definitions

Workflow is the movement of work from one department or employee to another in a horticulture production cycle or post-harvest process.

Workflow systems are systems used to manage the efficient processing of work in a horticulture production cycle or post-harvest process.

Workplace procedures refer to policies and procedures on safety, operation, and production set down by the employer or host organisation for the use of workflow systems.

Outcomes and performance criteria

Outcome 1

Describe workflow systems used in a horticulture workplace.

Performance criteria

- 1.1 Describe workflow systems in terms of their features and applications.
- 1.2 Describe workflow systems in terms of the measurable benefits of their use.

Outcome 2

Describe procedures for the resolution of problems in workflow systems in a horticulture workplace.

Performance criteria

2.1 Describe a workflow system used in a horticulture workplace in terms of the sources of information used to assist in identifying problems.

2.2 Describe the formal and informal procedures for resolving problems.

Range formal procedures include but are not limited – written request; informal procedures include but are not limited to – discussion with peers or supervisor.

Outcome 3

Describe workflow system documentation and/or software used in a horticulture workplace.

Performance criteria

3.1 Describe features and applications of workflow system documentation and/or software in a horticulture workplace.

Replacement information	This unit standard replaced unit standard 23707.
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Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	27 January 2022	N/A

Consent and Moderation Requirements (CMR) reference	0052
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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 Muka Tangata - People, Food and Fibre Workforce Development Council qualifications@mukatangata.nz if you wish to suggest changes to the content of this unit standard.