

Title	Develop an order dispatch plan for a nursery, and manage its implementation and review		
Level	5	Credits	10

Purpose	People credited with this unit standard are able to: develop an order dispatch plan for a nursery to achieve production standards; manage the implementation of an order dispatch plan; review an order dispatch plan and make recommendations for improvement.
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Classification	Horticulture > Nursery Production
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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; and any subsequent amendments.
- 2 All evidence presented in this unit standard must be in accordance with workplace procedures.
- 3 The regional and territorial authorities throughout New Zealand may have differing regulatory requirements. Any plan developed in Outcome 1 must comply with regional or territorial regulatory requirements.
- 4 Definitions

Continuous improvement methods and tools may include the application of a flow chart, check sheet, control chart, histogram, fishbone diagram, Pareto chart, root cause, sampling, A4 story board, 5 Whys technique, PDCA (plan-do-check-act) cycle, The Five Ss method, value stream mapping.

Order dispatch plan refers to a document detailing steps for an aspect of the production. It must be consistent with the regulatory requirements and quality standards of the target customer and with health and safety legislation.

Standards may refer to requirements laid down in quality assurance documentation, industry standards, or workplace procedures.

Workplace procedures refer to verbal or written instructions to staff on procedures for implementing and monitoring crop plant management techniques. Workplace procedures must comply with health and safety legislation and be consistent with the workplace health and safety plan.

Outcomes and performance criteria

Outcome 1

Develop an order dispatch plan for a nursery to achieve production standards.

Performance criteria

- 1.1 Identify order dispatch standards for a nursery.
- 1.2 Identify procedures to monitor the order dispatch activities against the achievement of standards.
- 1.3 Identify appropriate order dispatch equipment and machinery required to meet order dispatch requirements, and plan for their readiness and availability.

1.4 Identify seasonal and/or permanent staff required for duration of dispatch activities and their training requirements.

1.5 Specify product types for dispatch and timing to meet nursery standards.

1.6 Identify contingencies that may affect order dispatch activities.

Range contingencies may include but are not limited to – equipment breakdown, weather events, labour availability, seasonal demand, consumables;
evidence of three contingencies is required.

1.7 Plan to identify continuous improvement opportunities using methods and/or tools for order dispatch for a nursery.

Range evidence of two methods and/or tools is required.

Outcome 2

Manage the implementation of an order dispatch plan.

Performance criteria

2.1 Monitor order dispatch progress against the plan.

2.2 Manage contingencies.

Range contingencies may include but are not limited to – equipment breakdown, weather events, labour availability, seasonal demand, consumables;
evidence of three contingencies is required.

2.3 Monitor the achievement of standards.

2.4 Manage procedures to rectify non-conformance of standards.

- 2.5 Apply continuous improvement methods and/or tools in the implementation of the order dispatch plan.

Outcome 3

Review an order dispatch plan and make recommendations for improvement.

Performance criteria

- 3.1 Analyse the order dispatch plan against achievement of the standards.
- 3.2 Make recommendations for improvements to the order dispatch plan.
- 3.3 Apply continuous improvement methods and/or tools in the review of the order dispatch plan.

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	16 February 2017	31 December 2023
Review	2	16 December 2021	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 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.