

Title	Describe communication, self-management, and problem-solving skills used in a primary products food processing operation		
Level	2	Credits	5

Purpose	People credited with this unit standard are able to describe: communication methods and workplace procedures; processes used to work in a team; time management techniques; and problem solving, 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

- 1 Legislation relevant to this unit standard includes but is not limited to:
 - Health and Safety at Work Act 2015;
 - Privacy Act 1993;
 - and any subsequent amendments.
- 2 Definitions

Primary products food processing operation – includes meat, dairy, seafood, fruit and vegetable and honey processing, food and beverage manufacturing, and other related industries.

Workplace procedures refer to policies and procedures on safety and operation set down by the employer or host organisation when working on a meat processing operation.
- 3 All evidence presented in this unit standard must be in accordance with organisational requirements.

Outcomes and performance criteria

Outcome 1

Describe communication methods and workplace procedures relevant to a primary products food processing operation.

Performance criteria

- 1.1 Describe the workplace communication methods and procedures used in a primary products food processing job role.

Range may include – written, verbal, non-verbal; evidence of three is required; communication method includes but is not limited to – providing information, responding to enquiries, giving or clarifying instructions, engaging in meetings; evidence of two communication methods is required.

- 1.2 Describe the workplace procedures for recording information in a primary products food processing job role.

Outcome 2

Describe processes used to work in a team in a primary products food processing operation.

Performance criteria

- 2.1 Describe the way in which roles require teamwork to achieve team objectives in a primary products food processing operation.

Range evidence of two different roles is required.

- 2.2 Describe the factors that influence successful teamwork for meeting the team objectives.

Range evidence of two factors is required.

- 2.3 Describe the process required to operate in a team in a primary products food processing operation job role.

Outcome 3

Describe time management techniques used in a primary products food processing operation.

Performance criteria

- 3.1 Describe the types of time management techniques used in a primary products food processing operation.

Range evidence of two different time management techniques is required.

Outcome 4

Describe problem solving in a primary products food processing operation.

Performance criteria

4.1 Describe the types of workplace problems that arise in a primary products food processing operation.

Range evidence of at least two problems is required.

4.2 Describe the method used to solve the identified problem.

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 2024
Review	2	24 March 2022	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>.

Comments on this unit standard

Please contact the 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.