

<b>Title</b>	<b>Describe and apply operating procedures and the code of conduct to a work role in a primary industry organisation</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to demonstrate understanding of, and apply, standard operating procedures and the code of conduct relevant to a work role in a primary industry organisation.
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<b>Classification</b>	Agriculture > General Agriculture
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<b>Available grade</b>	Achieved
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### Guidance Information

- Performance criteria must be consistent with procedures and legislation including, but not limited to:  
Biosecurity Act 1993  
Food Act 2016  
Workplace procedures  
Health and Safety at Work Act 2015.
- Definitions  
*Code of conduct* may include but is not limited to – mission, values, expectations, objectives, outcomes, guidelines for behaviour.  
*Understanding* means that there should be evidence of a learner's thorough comprehension of a topic. A learner with a good understanding of a topic should have applied, or should be able to apply what they have learnt to a workplace situation and will be able to alter their practices to the different contexts they are applying their learning to. Assessors should be confident that the learner's understanding is embedded in their practices and behaviour.  
*Standard operating procedures* are the documented procedures applicable across an organisation that set out the procedure for undertaking specific tasks.  
*Workplace procedures* refer to the policies and procedures set by the employer or organisation on workplace safety, procedures, and conduct.  
*Work role* – refers to working in a primary industry business.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate understanding of standard operating procedures and the code of conduct relevant to a work role in a primary industry organisation.

**Performance criteria**

- 1.1 Describe standard operating procedures relevant to the candidate's work role.
- 1.2 Describe code of conduct requirements relevant to the candidate's work role.
- 1.3 Describe the consequences of non-compliance with relevant standard operating procedures and the code of conduct for the organisation and candidate.

**Outcome 2**

Apply standard operating procedures and code of conduct relevant to a work role in a primary industry organisation.

**Performance criteria**

- 2.1 Comply with standard operating procedures.
- Range minimum of two procedures.
- 2.2 Comply with code of conduct requirements.
- Range a minimum of two code of conduct requirements over five consecutive working days.

<b>Planned review date</b>	31 December 2023
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	31 May 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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 Primary Industry Training Organisation [standards@primaryito.ac.nz](mailto:standards@primaryito.ac.nz) if you wish to suggest changes to the content of this unit standard.