

Title	Communicate effectively and work cooperatively to complete production tasks in a manufacturing environment		
Level	2	Credits	5

Purpose	<p>This unit standard is designed for people in entry-level roles in a manufacturing operation.</p> <p>People credited with this unit standard are, in a manufacturing environment able to: communicate effectively and work cooperatively to complete production tasks.</p>
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Classification	Manufacturing Skills > Manufacturing Processes
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes:
Health and Safety at Work Act 2015.
- 2 Definitions

Accepted industry practice refers to the approved codes of practice and standardised procedures accepted by the wider manufacturing industry as examples of best practice.

Workplace procedures refer to procedures used a manufacturing organisation carrying out the work and applicable to the production tasks being carried out. Examples are – production schedule, 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.

Outcomes and performance criteria

Outcome 1

Communicate effectively to complete production tasks in a manufacturing environment.

Performance criteria

- 1.1 Communication with colleagues to ensure the safe completion of production tasks is demonstrated.
- Range content of communication may include but is not limited to – production information, production faults, safety information; communication may include but is not limited to – timeliness, proactivity.
- 1.2 Communication with the team leader to clarify instructions related to production tasks is demonstrated.
- Range content of communication may include but is not limited to – production information, production faults, safety information; communication may include but is not limited to – timeliness, proactivity, active listening.
- 1.3 Appropriate language and terminology are used to communicate in accordance with accepted industry practice and workplace procedures.

Outcome 2

Work cooperatively to complete production tasks in a manufacturing environment.

Performance criteria

- 2.1 Collaboration with colleagues to ensure the safe completion of production tasks is demonstrated.
- 2.2 Collaboration with colleagues and/or team leader to troubleshoot and/or report immediate production issues is demonstrated.
- 2.3 Production tasks are completed according to instructions.

Planned review date	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	10 December 2020	N/A

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.