

<b>Title</b>	<b>Explain managing and leading staff to meet objectives in a retail or wholesale meat operation</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>12</b>

<b>Purpose</b>	People credited with this unit standard are able to explain the purpose of legislation related to employing and managing staff in a retail or wholesale meat operation; and explain managing and leading staffing to meet objectives in a retail or wholesale meat operation.
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<b>Classification</b>	Meat Processing > Meat Retailing
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation and references  
Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:  
Consumer Guarantees Act 1993;  
Fair Trading Act 1986;  
Fair Trading Amendment Act 2013;  
Food Regulations 2015;  
Health and Safety at Work Act 2015;  
Contract and Commercial Law Act 2017;  
Weights and Measures Act 1987;  
Weights and Measures Regulations 1999;  
and any subsequent amendments.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definition  
*Workplace procedures* refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace, and are consistent with manufacturer's requirements. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the industry sector.

### 3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable workplace procedures and legislative requirements. This includes the knowledge and use of suitable tools and equipment.

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## Outcomes and performance criteria

### Outcome 1

Explain the purpose of legislation related to employing and managing staff in a retail or wholesale meat operation.

Range recruitment, contracts, privacy, health and safety.

#### Performance criteria

- 1.1 Legislation related to employing staff is explained.
- 1.2 Legislation related to managing staff in a retail or wholesale operation is explained.

### Outcome 2

Explain managing and leading staffing to meet objectives in a retail or wholesale meat operation.

#### Performance criteria

- 2.1 Methods of communicating work objectives and targets to staff are explained.
  - Range written (informal and formal), verbal, standard operating procedures, priority cutting list.
- 2.2 Workflow planning to achieve work objectives is explained.
- 2.3 Rostering to manage workplace labour requirements and objectives are explained.
  - Range consideration of employee personal requirements, sufficient and appropriate skilled staff, trading patterns.
- 2.4 Delegation of tasks and responsibilities to staff members is explained.
- 2.5 Staff performance monitoring is explained.
- 2.6 Methods of feedback for achieving objectives are explained.
  - Range coaching, constructive feedback, conflict resolution, personal development, effective communication.

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<b>Planned review date</b>	31 December 2029
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	27 February 2025	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact the Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council [info@hangaarorau.nz](mailto:info@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.