

Produce and evaluate labour recovery reports for a production department in the clothing industry

Level 4

Credits 3

Purpose People credited with this unit standard are able to produce labour recovery reports, and evaluate labour variance or recovery reports.

Subfield Clothing Manufacture

Domain Apparel Work Study

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation and visit by NZQA and industry.

Standard setting body (SSB) Competenz

Accreditation and Moderation Action Plan (AMAP) reference 0030

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 This unit standard is for departmental managers, supervisors, and company owners.
- 2 **Definition**
Workplace procedures refer to the verbal or documented procedures for performing work activities and include health and safety, operational, environmental, and quality management requirements. They may refer to manuals, manufacturer's specifications, codes of practice, or policy statements.

Elements and performance criteria

Element 1

Produce labour recovery reports for a production department in the clothing industry.

Range weekly, year to date.

Performance criteria

- 1.1 The components of labour recovery reports are identified and compiled in accordance with workplace procedures.
- Range output or off-line figures, standard labour costs, quality, labour recovery figure.
- 1.2 Total labour recovery and directed wage bill are calculated for each production department.
- 1.3 Labour variance is calculated in dollars and percentages in accordance with workplace procedures.
- 1.4 All calculations meet requirements of standard calculation procedures.

Element 2

Evaluate labour variance or recovery reports for a production department in the clothing industry.

Performance criteria

- 2.1 Under and over-recovery and labour budget figures are identified, and are documented in accordance with workplace procedures.
- 2.2 Options for action are outlined when labour budget is over or under-recovered, and presented in accordance with workplace procedures.
- 2.3 The year to date variance is identified as within or outside acceptable limits in accordance with workplace procedures.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact [Competenz info@competenz.org.nz](mailto:Competenz.info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.