

## **ASSESSMENT GUIDELINES**

### **Unit 20565**

**Pack and dispatch pre-graded nursery products**

Level 3, Credit 5, version 2

# Pack and dispatch pre-graded nursery products

## Unit standard 20565

Level 3, Credit 5, version 2

### Level of performance required for this unit standard

This is a level 3 unit standard. At this level trainees are expected to demonstrate the following abilities when completing assessment tasks:

- To work under general supervision, with some independence; with significant responsibility for the standard of the outcome achieved.
- To apply technical skills and knowledge to complete the task to the specified standard, in a familiar context.
- To interpret available information, and use discretion and judgement.

### Assessors may consider linking the assessment of this unit standard with assessment for:

20573 *Grade nursery produce*

20564 *Carry out post harvest care of nursery produce*

### Workplace assessment:

For guidelines on Workplace Assessment, please refer to the NZHITO Workplace Assessors Manual, and for further information, please contact: NZHITO, PO Box 8638, Christchurch, Ph 03 9644 735, Fax 03 9644 737, Website: [www.hortito.org.nz](http://www.hortito.org.nz)

### Special notes:

This unit standard replaces unit standard 12403.

*Workplace procedures* refers to verbal or written instructions to staff on procedures for the worksite and equipment.

Legislation relevant to this unit standard includes, but is not limited to, the Health and Safety in Employment Act 1992, the Resource Management Act 1991, and their subsequent amendments.

Work may involve exposure to chemical, dangerous or hazardous substances. Safety procedures are observed in accordance with NZS 8409:2004, *Management of Agrichemicals*. This is available from Standards New Zealand <http://www.standards.co.nz> or the NZ Agrichemical Education Trust [www.growsafe.co.nz](http://www.growsafe.co.nz)

**Unit 20565: Pack and dispatch pre-graded nursery products  
(Apprentice copy)**

<b>ELEMENT</b>	<b>Competent</b>	<b>Range of evidence an assessor should consider</b>
<b>Element 1</b> Identify a range of packaging methods and prepare appropriate supplies.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>Identify packaging methods and supplies that are commonly used. They may include: pallets, crates, loose packed in transport, cartons, multiwall or plastic bags, sleeves, promotional pre-packs.</li> <li>Select and prepare packaging that is suitable for the plants, its destination and transport method. Two suitable packs or packaging methods are to be assembled and prepared for use according to suppliers instructions.</li> <li>For the two packaging methods selected, state how well it protects the produce and how convenient it is to handle.</li> </ul>
<b>Element 2</b> Pack the product	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>Check produce numbers and remove any out of grade items, in accordance with practices used on the property.</li> <li>Add labels and any other promotional material.</li> <li>Pack produce according to practices used on the property.</li> </ul>
<b>Element 3</b> Close and stack packed containers	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>Close and secure or seal the container according to practices used on the property.</li> <li>Complete the labels and attach them to the container.</li> <li>Stack or store containers prior to dispatch according to manufacturers specifications and according to practices used on the property.</li> <li>Pallets (or other packaging methods) are strapped or shrink-wrapped as required in according to practices used on the property.</li> </ul>
<b>Element 4</b> Complete documentation and dispatch	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>Complete documentation for the consignment, attached, filed, or dispatched as required, according to transport specifications and in accordance with practices used on the property.</li> <li>Explain the function of each copy of the completed documentation.</li> <li>Make dispatch arrangements in accordance with practices used on the property.</li> </ul>
<b>Element 5</b> Maintain an inventory of packaging supplies	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>Stock-take numbers of packaging supplies to determine the number available for use.</li> <li>Compare crop estimates to quantity of packaging on hand and report any shortfall.</li> <li>Order pallets or crates as required according to practices used on the property.</li> <li>Check packaging supplies received to make sure they meet quality and quality requirements.</li> <li>Identify packaging supplies and store them so that all types are easily accessible.</li> </ul>

\_\_\_\_\_ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 20565 (version 2)

**Signed (Assessor):** \_\_\_\_\_

WPA Registration Number: \_\_\_\_\_ Date: \_\_\_\_\_

## Unit 20565: Pack and dispatch pre-graded nursery products (Assessor copy)

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**Signed (Assessor):** \_\_\_\_\_

WPA Registration Number: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this page to your NZHITO Regional Manager, who will forward it to National Office to register the credits on your NZQA Record of Learning.

## **Unit 20565: Pack and dispatch pre-graded nursery products**

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*(Name of Apprentice)*

**is Competent in Unit Standard 20565** (version 2)

**Signed (Assessor):**

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WPA Registration Number: \_\_\_\_\_

Date: \_\_\_\_\_