

# **ASSESSMENT GUIDELINES**

## **Unit 23704**

Write work instructions for a horticultural process.

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Level 4, Credit 5, Version 1

# Write work instructions for a horticultural process.

Unit standard 23704

Level 4, Credit 5, Version 1

## Level of performance required for this unit standard

This is a level 4 unit standard. At this level trainees are expected to demonstrate the following abilities when completing assessment tasks:

- To work under broad guidance, independently; with complete responsibility for the standards of the outcome achieved.
- To apply technical skills, knowledge, and innovation to complete the task to the specified standard, in a variety of familiar and unfamiliar contexts.
- To analyse and interpret information, and make an informed judgment.

## Workplace assessment:

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

## Special notes:

1. *Workplace procedures* refer to written or verbal policies and procedures on safety, operation and production set down by the employer or host organisation.
2. *Standards* refer to requirements laid down in quality assurance documentation and industry standards as supplied by an industry body, agent or exporting company.
3. Legislation relevant to this unit standard includes but is not limited to: Health and Safety in Employment Act 1992; Employment Relations Act 2000; Resource Management Act 1991; Privacy Act 1993; Hazardous Substances and New Organisms Act 1996, Occupational Safety and Health Codes of Practice.
4. *Work instructions* may include but is not limited to; procedures manuals, standard operating procedures Material Safety Data Sheets (MSDS) and Codes of Practice.
5. A horticultural operation may include horticultural production or postharvest operations.

**Unit 23704: Write work instructions for a horticultural process.  
(Apprentice copy)**

<b>ELEMENT</b>	<b>Competent</b>	<b>Range of evidence an assessor should consider</b>
<b>Element 1</b> Explain the benefits of written work instructions for a horticultural process.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Explain the benefits of work instructions are in terms of the company. Give evidence for at least three benefits, suggestions include: – consistent work practice, allocation of responsibility, training resource, auditable, safety, improved efficiency.</li> <li>▪ Explain the benefits of work instructions in terms of the employee. Give evidence for at least two benefits, suggestions include: – role clarity, responsibility, defined training, safety.</li> </ul>
<b>Element 2</b> Explain the planning process for writing work instructions for a horticultural process.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Explain the planning process in terms of the steps required to create a work instruction in accordance with workplace procedures. Range: may include but is not limited to – method used to collect information, break down of individual tasks, critical control points, performance criteria, health and safety requirements, legal requirements, published standards.</li> </ul>
<b>Element 3</b> Write a work instruction for a horticultural process.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Break the process down into its sequential steps in accordance with workplace procedures.</li> <li>▪ Specify what the performance criteria are, in terms of the outcomes required.</li> <li>▪ Ensure that the language, style and terminology that are used are appropriate for the target audience’s level of comprehension.</li> <li>▪ Include any corrective actions associated with the tasks in the work instruction.</li> <li>▪ Ensure that the content of the written work instruction conforms to company requirements. Range of company requirements may include but is not limited to – health and safety requirements, standards, reference to other workplace procedures.</li> </ul>
<b>Element 4</b> Validate a written work instruction for a horticultural process.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Ensure the written work instruction is consistent with the task performed.</li> <li>▪ Ensure the written work instruction meets company requirements.</li> </ul>

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

is **Competent / Not yet competent** in Unit Standard 23704, version 1

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

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

**Unit 23704: Write work instructions for a horticultural process.  
(Assessor copy)**

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<b>Element 2</b> Explain the planning process for writing work instructions for a horticultural process.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Explain the planning process in terms of the steps required to create a work instruction in accordance with workplace procedures. Range: may include but is not limited to – method used to collect information, break down of individual tasks, critical control points, performance criteria, health and safety requirements, legal requirements, published standards.</li> </ul>
<b>Element 3</b> Write a work instruction for a horticultural process.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Break the process down into its sequential steps in accordance with workplace procedures.</li> <li>▪ Specify what the performance criteria are, in terms of the outcomes required.</li> <li>▪ Ensure that the language, style and terminology that are used are appropriate for the target audience’s level of comprehension.</li> <li>▪ Include any corrective actions associated with the tasks in the work instruction.</li> <li>▪ Ensure that the content of the written work instruction conforms to company requirements. Range of company requirements may include but is not limited to – health and safety requirements, standards, reference to other workplace procedures.</li> </ul>
<b>Element 4</b> Validate a written work instruction for a horticultural process.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Ensure the written work instruction is consistent with the task performed.</li> <li>▪ Ensure the written work instruction meets company requirements.</li> </ul>

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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.

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*(Name of Apprentice)*

**is Competent in Unit Standard 23704.** (version 1)

**Signed (Assessor):**

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

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