

ASSESSMENT GUIDELINES

Unit 23705

Demonstrate knowledge of human resource management in a horticultural operation.

Level 4, Credit 12, Version 1

Demonstrate knowledge of human resource management in a horticultural operation.

Unit standard 23705

Level 4, Credit 12, 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

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. A horticultural operation may include horticulture production or postharvest operations.

**Unit 23705: Demonstrate knowledge of human resource management in a horticultural operation.
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Describe employment obligations and responsibilities for a horticultural operation.</p>	Yes/No	<ul style="list-style-type: none"> ▪ Identify and describe the legislative requirements governing employment of staff, and employer obligations, in relation to employment conditions in the horticultural operation. Range of obligations may include but is not limited to – written employment agreements, written job descriptions, wages, holidays, leave, equal pay, hours of work, equal employment opportunities, training, ACC, PAYE, non cash benefits, probation or trial periods. ▪ Identify and describe the legislative requirements governing health and safety relevant to employees’ employment conditions in the postharvest operation. Range may include but is not limited to – personal protective clothing, hazard identification, hazardous substances, emergency procedures, training supervision, accident reporting.
<p>Element 2 Describe the types of employment agreements relevant to employees in a horticultural operation.</p>	Yes/No	<ul style="list-style-type: none"> ▪ Describe the types of employment agreements that may apply to employees in a horticultural operation. The range of agreements could include but are not limited to – individual employment contract, contract for services, seasonal contracts, employees – casual, part time permanent, full time permanent, fixed term.
<p>Element 3 Describe the procedures for recruitment of employees in a horticultural operation.</p>	Yes/No	<ul style="list-style-type: none"> ▪ Describe recruitment procedures ensuring you identify - recruitment needs, advertising, interviewing and reference checking, compliance with identified legal employment practices and workplace procedures. ▪ Describe the negotiation of the terms of employment with a selected candidate, in accordance with legislative requirements and workplace procedures. Range of employment terms could include: casual, part time permanent, full time permanent, fixed term, timeframe, remuneration including work conditions and non cash benefits. ▪ Describe the documentation relating to selection and employment of staff, in accordance with legislative requirements and workplace procedures.
<p>Element 4 Describe the induction programme for new staff in a horticultural operation.</p>	Yes/No	<ul style="list-style-type: none"> ▪ Describe the induction programme for new staff, including the procedures used to introduce them to the horticultural operation. Range: may include but not limited to – health and safety requirements, workplace procedures, training, facilities, management and reporting structure.

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 5 Describe performance management of staff in a horticultural operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Describe the procedures for evaluating staff performance, in terms of staff participation, feedback and coaching, the identification of training and development needs. Range of procedures for evaluation may include but not limited to – performance monitoring systems, feedback and coaching, training and development programmes, written and verbal feedback. ▪ Describe the procedures for managing personal grievance and employment disputes, in accordance with legal requirements and workplace procedures. Range of employment disputes and personal grievances may include but not limited to – harassment, performance, timeliness, hours of work, pay. ▪ Describe the procedures for termination in accordance with legislative requirements and workplace procedures. Range: legal requirements including terms and conditions of the employment agreement, Employment Relations Act 2000, misconduct, serious misconduct, abandonment of employment.

_____ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 23705, version 1

Signed (Assessor): _____

WPA Registration Number: _____ Date: _____

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ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 5 Describe performance management of staff in a horticultural operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Describe the procedures for evaluating staff performance, in terms of staff participation, feedback and coaching, the identification of training and development needs. Range of procedures for evaluation may include but not limited to – performance monitoring systems, feedback and coaching, training and development programmes, written and verbal feedback. ▪ Describe the procedures for managing personal grievance and employment disputes, in accordance with legal requirements and workplace procedures. Range of employment disputes and personal grievances may include but not limited to – harassment, performance, timeliness, hours of work, pay. ▪ Describe the procedures for termination in accordance with legislative requirements and workplace procedures. Range: legal requirements including terms and conditions of the employment agreement, Employment Relations Act 2000, misconduct, serious misconduct, abandonment of employment.

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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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