

## **ASSESSMENT GUIDELINES**

### **Unit 23706**

Demonstrate knowledge of inventory management and manage and inventory in a postharvest operation.

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Level 4, Credit 12, Version 1

# Demonstrate knowledge of inventory management and manage an inventory in a post harvest operation.

Unit standard 23706

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](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. Inventory may include but is not limited to – fruit, vegetables and flowers.

**Unit 23706: Demonstrate knowledge of inventory management and manage an inventory in a postharvest operation.**  
(Apprentice copy)

<b>ELEMENT</b>	<b>Competent</b>	<b>Range of evidence an assessor should consider</b>
<b>Element 1</b> Describe inventory management techniques in a postharvest operation.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Explain the management of inwards inventory in accordance with workplace procedures. Range of management tools may include but is not limited to – identification, documentation, storage location, systems used within the postharvest operation.</li> <li>▪ Explain the storage requirements in accordance with workplace procedures. Range of requirement: storage conditions, correct location, damaged produce, systems to minimise inventory losses.</li> <li>▪ Explain the dispatch systems in accordance with workplace procedures.</li> </ul>
<b>Element 2</b> Describe inventory recording techniques in a postharvest operation.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Explain inventory recording requirements in accordance with workplace procedures. Range of recording requirements may include but is not limited to – records of product movement, volume, methods of calculations, product classifications, physical identification of inventory.</li> </ul>
<b>Element 3</b> Demonstrate knowledge of preventing wastage of inventory during storage in a postharvest operation.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Describe the factors causing wastage of inventory according to the product. Range of wastage may include but is not limited to – product damage, storage conditions, handling, stock rotation, deterioration, monitoring frequency.</li> <li>▪ Describe the methods used to limit inventory losses according to workplace practices. Range of methods may include but is not limited to – repositioning of inventory, storage condition changes, condition checking, repacking, FIFO (first in first out).</li> </ul>
<b>Element 4</b> Manage an inventory management system in a postharvest operation.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Manage inwards inventory in accordance with workplace procedures. Range: may include but is not limited to – identification, documentation, storage location, operating systems.</li> <li>▪ Manage the storage requirements in accordance with workplace procedures. Range: may include but is not limited to – storage conditions, correct location, damaged produce, systems to minimise produce losses.</li> <li>▪ Manage the dispatch systems in accordance with workplace procedures.</li> <li>▪ Manage the inventory recording systems in accordance with workplace procedures.</li> <li>▪ Manage the inventory to minimise wastage. Range: may include but is not limited to – inventory management, storage condition management, condition checking, repacking, FIFO (first in first out).</li> </ul>

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

is **Competent / Not yet competent** in Unit Standard 23706, version 1

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

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

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<b>Element 2</b> Describe inventory recording techniques in a postharvest operation.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Explain inventory recording requirements in accordance with workplace procedures. Range of recording requirements may include but is not limited to – records of product movement, volume, methods of calculations, product classifications, physical identification of inventory.</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.

## **Unit 23706: Demonstrate knowledge of inventory management and manage an inventory in a postharvest operation.**

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*(Name of Apprentice)*

**is Competent in Unit Standard 23706. (version 1)**

**Signed (Assessor):**

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

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