

ASSESSMENT GUIDELINES

Unit 23707

Demonstrate knowledge of workflow management in a postharvest operation.

Level 3, Credit 5, Version 1

Demonstrate knowledge of workflow management in a postharvest operation.

Unit standard 23707

Level 3, Credit 5, Version 1

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 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. *Workflow systems* are systems used to manage the processing from inwards goods through to dispatch including resourcing, planning, processes and product.

**Unit 23707: Demonstrate knowledge of workflow management
in a postharvest operation.
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Demonstrate knowledge of workflow systems used in a postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Describe workflow systems in terms of their features and application, and identify any disadvantages they may have. Give evidence of at least two different workflow systems, suggested range of systems includes but is not limited to – just in time orders, packed inventory, inwards goods management, capacity planning, dispatch management; - disadvantages of the systems may include but are not limited to – labour constraints, volume, timeliness, product quality, profitability. ▪ Describe the outcomes of using workflow systems in terms of measurable benefits. Range: may include but are not limited to – lead times, work in progress, wastage, product quality, profitability, service.
<p>Element 2 Describe processes for the resolution of problems in workflow systems in a postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Ensure the description identifies the source of information that will assist in resolving problems within the workflow system. Range: may include but is not limited to – audit reports, process reports, quality control records. ▪ Ensure the description outlines the formal and informal processes for resolving problems. Range of processes may include but is not limited to – formal (internal audit, quality control, supervisor monitoring, computer reports); – informal (general observation, discussion with personnel). ▪ Ensure the description outlines the process for corrective action where a problem is identified. Range: may include but is not limited to – data collection, process review, action plan, measured outcome, changes to procedures to prevent recurrence and ongoing monitoring.
<p>Element 3 Demonstrate knowledge of a workflow system’s documentation and/or software as used in a postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Describe the documentation and/or software use in accordance with workplace procedures. Range of description includes: what is used, when used, where used and who the personnel involved are. ▪ Describe the documentation and/or software control procedures in accordance with workplace procedures. Range of controls may include but are not limited to – audit procedures, quality assurance requirements, product tracking.

_____ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 23707, version 1

Signed (Assessor): _____

WPA Registration Number: _____ Date: _____

**Unit 23707: Demonstrate knowledge of workflow management
in a postharvest operation.
(Assessor copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Demonstrate knowledge of workflow systems used in a postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Describe workflow systems in terms of their features and application, and identify any disadvantages they may have. Give evidence of at least two different workflow systems, suggested range of systems includes but is not limited to – just in time orders, packed inventory, inwards goods management, capacity planning, dispatch management; - disadvantages of the systems may include but are not limited to – labour constraints, volume, timeliness, product quality, profitability. ▪ Describe the outcomes of using workflow systems in terms of measurable benefits. Range: may include but are not limited to – lead times, work in progress, wastage, product quality, profitability, service.
<p>Element 2 Describe processes for the resolution of problems in workflow systems in a postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Ensure the description identifies the source of information that will assist in resolving problems within the workflow system. Range: may include but is not limited to – audit reports, process reports, quality control records. ▪ Ensure the description outlines the formal and informal processes for resolving problems. Range of processes may include but is not limited to – formal (internal audit, quality control, supervisor monitoring, computer reports); – informal (general observation, discussion with personnel). ▪ Ensure the description outlines the process for corrective action where a problem is identified. Range: may include but is not limited to – data collection, process review, action plan, measured outcome, changes to procedures to prevent recurrence and ongoing monitoring.
<p>Element 3 Demonstrate knowledge of a workflow system's documentation and/or software as used in a postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Describe the documentation and/or software use in accordance with workplace procedures. Range of description includes: what is used, when used, where used and who the personnel involved are. ▪ Describe the documentation and/or software control procedures in accordance with workplace procedures. Range of controls may include but are not limited to – audit procedures, quality assurance requirements, product tracking.

(Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 23707, version 1

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 23707: Demonstrate knowledge of workflow management in a postharvest operation.

(Name of Apprentice)

is Competent in Unit Standard 23707. (version 1)

Signed (Assessor):

WPA Registration Number: _____

Date: _____