

# **ASSESSMENT GUIDELINES**

## **Unit 23708**

Design and conduct a workplace procedure review in a horticultural operation

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Level 4, Credit 8, Version 1

# Design and conduct a workplace review in a horticultural operation.

Unit standard 23708

Level 4, Credit 8, 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. A horticultural operation may include horticultural production or postharvest operations.

**Unit 23708: Design and conduct a workplace procedure review  
in a horticultural operation  
(Apprentice copy)**

<b>ELEMENT</b>	<b>Competent</b>	<b>Range of evidence an assessor should consider</b>
<p><b>Element 1</b> Design a plan to review a workplace procedure in a horticultural operation.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Clearly define a plan to review a workplace procedure in accordance with workplace procedures. Range: may include but is not limited to – standards involved in the procedure, specific horticultural practices.</li> <li>▪ Ensure the review plan meets organisational requirements. Range: may include but is not limited to – review template, checklists to guide the review, occupational safety and health, food safety, best practice, workplace procedures, standards.</li> <li>▪ Ensure the performance criteria are specified for the workplace procedure in terms of the outcomes required.</li> <li>▪ Ensure the language, format and terminology of the review plan are appropriate for the target audience’s level of comprehension.</li> </ul>
<p><b>Element 2</b> Conduct a workplace procedure review in a horticultural operation and document the outcome.</p>	<p><b>Yes/No</b></p>	<ul style="list-style-type: none"> <li>▪ Carry out the review checking for conformance to requirements and validating inputs, processes and outputs against workplace procedures. Range: may include but is not limited to – workplace procedures, customer requirements, technical standards.</li> <li>▪ Complete the review using language, format and terminology appropriate for the target audience’s level of comprehension. Range: may include but is a not limited to – effective questioning, listening and feedback, observation, validation checks.</li> <li>▪ Document the review in accordance with workplace procedures.</li> <li>▪ Recommend any changes to the operating procedure in accordance with workplace procedures and the integration of on-job training and assessment.</li> </ul>

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

is **Competent / Not yet competent** in Unit Standard 23708, version 1

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

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

**Unit 23708: Design and conduct a workplace procedure review  
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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 23708: Design and conduct a workplace procedure review in a horticultural operation.**

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*(Name of Apprentice)*

**is Competent in Unit Standard 23708. (version 1)**

**Signed (Assessor):**

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

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