

ASSESSMENT GUIDELINES

Unit 23711

Develop and implement a product safety programme in a postharvest operation.

Level 4, Credit 12, Version 1

Develop and implement a product safety programme in a postharvest operation.

Unit standard 23711

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. Produce may include fruit, vegetables and flowers.
5. *Product safety programme* is a document containing or otherwise referencing the policies and procedures relating to the management of product safety. These may include Hazard Analysis and Critical Control Point (HACCP) methods, British Retail Consortium, Food Safety or industry operating procedures.

**Unit 23711: Develop and implement a product safety programme in a postharvest operation.
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Demonstrate knowledge of legislative requirements for a product safety programme, relevant to the postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Explain the requirements of the relevant legislation for product safety programmes in accordance with industry standards.
<p>Element 2 Develop a product safety programme for a horticultural product relevant to the individual's workplace.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Ensure the programme includes the components required to gain approval as a horticultural product safety programme for a product relevant to the individual's workplace. Range: may include but are not limited to – HACCP, British Retail Consortium, Food Safety, industry operating procedures. ▪ Ensure the programme includes product safety controls relevant to the particular product. Range: a minimum of two examples of product safety controls are required. ▪ Ensure the programme includes hazards identified in accordance with the HACCP method of hazard analysis and control. Range: for at least one type of product safety hazard, the critical control point/s, the control measures to be applied, and the monitoring requirements and corrective action are identified.
<p>Element 3 Implement a product safety programme in a postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Communicate the product safety requirements and procedures to others in the workplace in accordance with workplace procedures. ▪ Provide training and coaching support, to support individuals and/or groups to implement the product safety procedures. ▪ Monitor the implementation of the product safety procedures to ensure it meets workplace procedures. Range: may include but is not limited to – control procedures, problem solving techniques, technical process knowledge.
<p>Element 4 Respond to occurrences of non-conformance in a postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Implement procedures for dealing with non-conformance in accordance with workplace procedures. Range: may include but is not limited to – product traceability, recall procedures, rework. ▪ Identify and report causes of non-conformance in accordance with workplace procedures. ▪ Implement control measures in accordance with workplace procedures.

ELEMENT	Competent	Range of evidence an assessor should consider
Element 5 Contribute to continuous improvement of product safety procedures in a postharvest operation.	Yes/No	<ul style="list-style-type: none"> ▪ Identify and report potential product safety in accordance with workplace procedures. ▪ Review the adequacy of existing control methods in accordance with workplace procedures. ▪ Record product safety information in accordance with workplace procedures.

_____ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 23711, version 1

Signed (Assessor): _____

WPA Registration Number: _____ Date: _____

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(Assessor copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Demonstrate knowledge of legislative requirements for a product safety programme, relevant to the postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Explain the requirements of the relevant legislation for product safety programmes in accordance with industry standards.
<p>Element 2 Develop a product safety programme for a horticultural product relevant to the individual's workplace.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Ensure the programme includes the components required to gain approval as a horticultural product safety programme for a product relevant to the individual's workplace. Range: may include but are not limited to – HACCP, British Retail Consortium, Food Safety, industry operating procedures. ▪ Ensure the programme includes product safety controls relevant to the particular product. Range: a minimum of two examples of product safety controls are required. ▪ Ensure the programme includes hazards identified in accordance with the HACCP method of hazard analysis and control. Range: for at least one type of product safety hazard, the critical control point/s, the control measures to be applied, and the monitoring requirements and corrective action are identified.
<p>Element 3 Implement a product safety programme in a postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Communicate the product safety requirements and procedures to others in the workplace in accordance with workplace procedures. ▪ Provide training and coaching support, to support individuals and/or groups to implement the product safety procedures. ▪ Monitor the implementation of the product safety procedures to ensure it meets workplace procedures. Range: may include but is not limited to – control procedures, problem solving techniques, technical process knowledge.
<p>Element 4 Respond to occurrences of non-conformance in a postharvest operation.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Implement procedures for dealing with non-conformance in accordance with workplace procedures. Range: may include but is not limited to – product traceability, recall procedures, rework. ▪ Identify and report causes of non-conformance in accordance with workplace procedures. ▪ Implement control measures in accordance with workplace procedures.

ELEMENT	Competent	Range of evidence an assessor should consider
Element 5 Contribute to continuous improvement of product safety procedures in a postharvest operation.	Yes/No	<ul style="list-style-type: none"> ▪ Identify and report potential product safety in accordance with workplace procedures. ▪ Review the adequacy of existing control methods in accordance with workplace procedures. ▪ Record product safety information in accordance with workplace procedures.

_____ *(Name of Apprentice)*

is **Competent / Not yet competent** in Unit Standard 23711, 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.

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(Name of Apprentice)

is Competent in Unit Standard 23711. (version 1)

Signed (Assessor):

WPA Registration Number: _____

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