

## **ASSESSMENT GUIDELINES**

### **Unit 23714**

Demonstrate knowledge of a product safety programme in a postharvest operation.

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Level 4, Credit 8, Version 1

# Demonstrate knowledge of a product safety programme in a postharvest operation.

Unit standard 23714

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. 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 23714: Demonstrate knowledge of a product safety programme 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> Demonstrate knowledge of legislative requirements for a product safety programme relevant to the postharvest operation.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Explain the requirements of the relevant legislation for product safety programme in accordance with industry standards.</li> </ul>
<b>Element 2</b> Demonstrate knowledge of a product safety programme for a horticultural product relevant to the individual's workplace.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Describe the components required to gain approval as a horticultural product safety programme for a product, relevant to the your own workplace. Range: may include but are not limited to – HACCP, British Retail Consortium, Food Safety, industry operating procedures.</li> <li>▪ Describe product safety controls relevant to the particular product. Range: a minimum of two examples of product safety controls.</li> <li>▪ Identify hazards 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.</li> </ul>
<b>Element 3</b> Describe procedures for responding to occurrences of non-conformance in a postharvest operation.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Describe the procedures for responding to occurrences of non-conformance. Range: may include but is not limited to – communication in the workplace, workplace procedures, documentation, product traceability, recall procedures, rework.</li> </ul>
<b>Element 4</b> Describe procedures for continuous improvement of product safety procedures in a postharvest operation.	<b>Yes/No</b>	<ul style="list-style-type: none"> <li>▪ Describe the procedures for continuous improvement of the product safety programme in accordance with workplace procedures.</li> </ul>

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

is **Competent / Not yet competent** in Unit Standard 23714, version 1

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

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

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(Assessor copy)**

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

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**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 23714: Demonstrate knowledge of a product safety programme in a postharvest operation.**

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*(Name of Apprentice)*

**is Competent in Unit Standard 23714. (version 1)**

**Signed (Assessor):**

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

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