

Learning Assessment Guide

Unit Standard 20364 – Version 1

Demonstrate knowledge of and inspect packaged goods for compliance with the Weights and Measures Act

Level 6 – 10 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Assessment results that your assessor will use to assess your competence.
- Verification forms for completion by your assessor or a person approved by your assessor.

The assessment tasks are designed to show your assessor that you can:

- Explain the compliance requirements for packaged goods according to the Weights and Measures Act 1987 and the Weights and Measures Regulations 1999.
- Inspect packaged goods for compliance with the weights and measures legislation.
- Analyse results and conclude an inspection.

Assessment Resources:

- Compliance and Enforcement Policy Guide.
- Weights and Measures Act and Regulations.
- OIML R87.

General Instructions:

- You will need to meet with your assessor to decide whether you will supply each piece of information required in writing or respond to the assessor asking you oral questions. You can agree on a combination of the two. In some cases the assessment task makes it clear a document is required.
- Answer the written questions.
- Carry out the practical tests. These may be verified by your assessor or a person approved by your assessor.
- You may include results from other tests you have conducted to amplify and confirm competency.

- Your assessor may wish to ask you further oral questions to confirm your understanding and possibly supplement other evidence provided.

Please review the unit standard before starting this assessment. The special notes section contains useful definitions and reference to resources.

All activities relating to this unit standard must comply with any policies, procedures and requirements of the Ministry of Consumer Affairs, Measurement and Product Safety Service.

Legislation relevant to this unit standard will include the Weights and Measures Act 1987, Weights and Measures Regulations 1999 and any subsequent amendments.

What do I do now?

- Read through all the information contained in this Learning Assessment Guide
- Familiarise yourself with each task, and the instructions
- Contact your assessor if necessary to clarify anything you are unsure of
- Complete the assessment task as agreed on with your assessor
- Contact your assessors when you have finished
- Make sure you keep a written copy of your completed assessment task if you are sending the original copy to your assessor.

Assessment Task One – Element 1

Introduction

This assessment task is designed to assess your ability to explain the compliance requirements for packaged goods according to the Weights and Measures Act 1987 and Weights and Measures Regulations 1999.

Task One Questions

1. State how the following terms relating to packaged goods are defined according to legislative and regulatory requirements:
 - (a) Catchweight goods
 - (b) Dessicating goods
 - (c) Inadequate package
 - (d) Non standard package
 - (e) Lot of packages
 - (f) Package

2.
 - (a) Identify the sections of the Weights and Measures Act that apply to packaged goods.
 - (b) Give an explanation of the purpose of each one.
 - (c) Identify the regulations of the Weights and Measures Regulations that apply to packaged goods.
 - (d) Give an explanation of the purpose of each one.

Assessment Task Two – Element 2

Introduction

This assessment task is designed to assess your ability to inspect packaged goods for compliance with the weights and measures legislation.

Task Two Questions

1. Explain how you would select packaged goods for:
 - (a) a catchweight goods inspection.
 - (b) an Average Quantity System (AQS) inspection.
2.
 - (a) State the workplace health and safety, environmental and organisational requirements that should be considered when handling product.
 - (b) State the workplace health and safety, environmental and organisational disposal requirements.
3. Select the correct test procedure to be employed for the following tests and explain these procedures.
 - (a) Catchweight goods inspection.
 - (b) AQS inspection.
 - (c) Inspection of goods sold by volume.
 - (d) Inspection of frozen fruits and vegetables.
 - (e) Inspection of glazed seafood.
 - (f) Inspection of frozen shrimp and crab meat.
4. List the test equipment you would select for the following inspections:
 - (a) Catchweight goods sold by weight.
 - (b) AQS inspection for goods sold by weight.
 - (c) AQS inspection for goods sold by volume.
 - (d) AQS inspection for goods sold by length.
 - (e) AQS inspection of frozen fruits and vegetables.
 - (f) AQS inspection of glazed seafood.
 - (g) AQS inspection of frozen shrimp and crab meat.
5. State how you would confirm the accuracy of your test equipment.

Assessment Task Three – Element 3

Introduction

This assessment is designed to assess your ability to inspect packaged goods, analyse the results of the inspection and conclude the inspection.

Task Three Instructions

1. Carry out the 6 inspections listed below in the presence of your assessor or a person approved by your assessor.
 - 2 inspections of catch weight goods
 - 2 average quantity inspections of packaged goods sold by weight.
 - 2 average quantity inspections of packaged goods sold by volume.
2. Completed verification forms confirming that the inspections were completed successfully must be handed to your assessor.
3. Complete all documentation. If a spreadsheet is approved to be used a manual worksheet must also be completed. Copies of all inspection documentation must be handed to your assessor.

Verification Form – Catchweight Goods

Unit 20364 version 1: Demonstrate knowledge of and inspect packaged goods for compliance with Weights and Measures Act.

The verifier can be your assessor or another person approved by your assessor.

Name of Learner:

The learner is currently being assessed against this unit standard. Part of the assessment includes ensuring that the learner can demonstrate how packaged goods are checked, analyse inspection results and conclude an inspection to determine compliance with the weights and measures legislation.

You have been asked to provide evidence in relation to this. The assessor may wish to contact you to clarify your responses.

Thank you for your help.

Name of verifier:

Position in relation to the learner:

Contact phone:

Email:

I can verify the following:

1. The learner selected packaged goods for testing in accordance with the requirements of the weights and measures legislation and MAPSS requirements.

Comments:

-
2. The learner handled and disposed of product in accordance with workplace health and safety requirements, environment and MAPSS requirements.

Comments:

-
-
3. The learner selected and used the correct test procedure.

Comments:

-
-
-
4. The learner selected and used the correct test equipment.

Comments:

-
-
-
-
5. The learner confirmed the accuracy of the test equipment.

Comments:

-
-
-
-
-
6. The learner checked the packaged goods to determine compliance with the weights and measures legislation.

Comments:

7. The learner confirmed that the labelling on the packaged goods complied with the weights and measures legislation.

Comments:

8. The learner recorded all examination results in accordance with MAPSS requirements.

Comments:

9. The learner correctly analysed the results of the inspection and advised the trader of the results.

Comments:

10. The learner discussed and recorded the trader's enquiries and concerns.

Comments:

11. The learner correctly identified the section/regulation breached and clearly explained the legal requirements and obligations to the trader.

Or if packages complied

The learner correctly explained to me what section/regulation would have been breached and what he would have said to the trader had non-compliance been detected.

Comments:

12. The learner correctly decided what action was required to remedy non-compliance and applied this action in accordance with MAPSS requirements.

Or if packages complied

The learner correctly explained to me the remedial action he/she would have taken had non-compliance been detected.

Comments:

13. The learner advised the trader the possible outcomes of any breaches detected in accordance with MAPSS requirements.

Or if no breaches were detected

The learner explained to me what the possible outcomes of any breach would have been.

Comments:

14. The learner recorded all inspection documents in accordance with MAPSS requirements. This may include spreadsheets, inspection reports, breach reports, warning letters and infringement offence notices.

Comments:

15. The learner planned the follow up action to be taken in accordance with MAPSS requirements.

Or If no follow up action is required

The learner explained the action he/she would have taken if the inspection had revealed a problem.

Comments:

Signed:

Date:

Verification Form – AQS inspections of goods sold by weight

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Contact phone:

Email:

I can verify the following:

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Comments:

2. The learner handled and disposed of product in accordance with workplace health and safety requirements, environment and MAPSS requirements.

Comments:

3. The learner selected and used the correct test procedure.

Comments:

4. The learner selected and used the correct test equipment.

Comments:

5. The learner confirmed the accuracy of the test equipment.

Comments:

6. The learner checked the packaged goods to determine compliance with the weights and measures legislation.

Comments:

7. The learner confirmed that the labelling on the packaged goods complied with the weights and measures legislation.

Comments:

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Comments:

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Comments:

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Or If no follow up action is required

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Comments:

Signed:

Date:

Verification Form – AQS inspections of goods sold by volume

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Comments:

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Comments:

15. The learner planned the follow up action to be taken in accordance with MAPSS requirements.

Or If no follow up action is required

The learner explained the action he/she would have taken if the inspection had revealed a problem.

Comments:

Signed:

Date:

Assessment Results

These are the judgements that your assessor will use to assess you:

Can the learner explain the compliance requirements for packaged goods according to the Weights and Measures Act 1987 and the Weights and Measures Regulations 1999 as follows?	Yes	No
Have packaged goods been defined according to legislative and regulatory requirements?	Yes	No
Have the legislative requirements that apply to packaged been identified and explained?	Yes	No
Can the learner inspect packaged goods for compliance with the weights and Measures Act 1987 and the Weights and Measures Regulations 1999 as follows?	Yes	No
Have packaged goods been selected in accordance with according the requirements of weights and measures legislation and organisational requirements?	Yes	No
Has product handling and disposal been assessed in accordance with work place health and safety, environment and organisational requirements?	Yes	No
Has the correct test procedure been chosen and explained?	Yes	No
Has test equipment been selected in accordance with organisational requirements?	Yes	No
Has the accuracy of the test equipment been confirmed?	Yes	No
Have packaged goods been checked to determine compliance with the weights and measures legislation?	Yes	No
Have examination results been recorded in accordance with organisational requirements?	Yes	No
Can the learner analyse results and conclude an inspection as follows?	Yes	No
Were inspection results analysed and the trader advised?	Yes	No
Were the trader's enquiries and concerns discussed?	Yes	No
Where appropriate, were legal requirements and obligations explained to the trader?	Yes	No
Was action required to remedy any non compliance determined and applied according to organisational requirements?	Yes	No

Was the trader advised of the possible outcomes of any breaches detected according to organisational requirements?	Yes	No
Has all inspection documentation been completed in accordance with organisational requirements?	Yes	No
Have follow up activities been planned if required in accordance with organisational requirements?	Yes	No