



The New Zealand Certificates in Cellar Operations

Programme handbook for employers and learners

Competenz
SKILLS FOR INDUSTRY



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The New Zealand Certificates in Cellar Operations

Building skills, careers and businesses

If you're reading this booklet, it's likely you're about to make a big decision. You may be a company investing in your people and your business by building skills in the workplace, or an employee wanting to gain more skills and knowledge in cellar operations.

In both cases, the New Zealand Certificates in Cellar Operations will help make your decision a wise one. That's because members of your industry have designed these qualifications. They understand the skills employers and employees need to work productively and safely. They also understand that learners are looking to gain skills that will help build a rewarding career.

The resulting qualifications are flexible, practical and designed with the future in mind.

Read on to understand the skills and knowledge these qualifications deliver, the training options available to study towards them, and how Competenz will help you build skills, careers and businesses in cellar operations.

Competenz thanks the Cellar Operations Sector Advisory Group and members of the industry who contributed their time and expertise to develop these qualifications.

Representatives from 28 companies have recommended the structure and content of these qualifications.



About the qualifications and how to work towards them

The purpose of the cellar operations qualifications

There are three cellar operations qualifications, and together they provide the wine industry with people who have the skills and knowledge to process grapes once they are picked, and produce wine to the highest quality standards ready for bottling. Specifically:

- **Level 3** – graduates are able to carry out basic cellarhand tasks safely and efficiently under supervision
- **Level 4** – graduates are able to work independently as a cellarhand, processing grapes, managing vintage operations and carrying out wine production processes
- **Level 5** – graduates are able to work in senior roles, managing winemaking processes, ensuring winery production and quality requirements are met, and providing technical support.

The three qualifications form a pathway of learning with a clear direction.

New Zealand Certificates in Cellar Operations



New Zealand Certificates: nationally recognised qualifications

These qualifications are New Zealand Certificates. New Zealand Certificates recognise skills and knowledge that meet nationally agreed standards for achievement. Employers recognise these qualifications because:

- they have been designed and endorsed by members of their industry; and
- the New Zealand Qualifications Authority (NZQA) has approved them and records learners' study towards them.

Who the qualifications are for

The cellar operations qualifications are for people already working in the industry. Specifically:

- **Level 3** – people currently working in entry level cellarhand roles in small or large commercial wine making operations, who are wanting to have their skills formally recognised;
- **Level 4** – people currently working as intermediate or experienced cellarhands with an overall understanding of cellar operations, who are now ready to gain further knowledge in the more technical aspects of cellar operations.
- **Level 5** – people currently working as experienced cellarhands with a broad knowledge of cellar operations and winemaking, who are now ready to gain further knowledge in the operational management of cellar operations.

How the cellar operations qualifications work

Learners enrol in a Competenz training programme to complete their qualification, and are assessed against unit standards. Unit standards specify what learners need to know and be able to do, for a range of activities (e.g. carry out tank mixing in a commercial wine cellar operation).

The programme contains compulsory unit standards that all learners must complete and a series of elective unit standards that provide a level of flexibility. The learner and employer select from the elective unit standards to complete the training programme.

When a learner completes a unit standard successfully, they receive credits which Competenz registers on their Record of Achievement (ROA) with NZQA. Each credit represents approximately ten hours of learning and assessment.

To complete the qualification, a learner must be assessed as competent against all the unit standards in their training programme.



How Competenz helps learners gain their qualifications

Training options available for working towards the qualifications

There are two options available:

- **A traineeship** - learners enrol with Competenz and develop their skills and knowledge by studying towards a qualification.
- **Assessment of prior learning (APL)** - people experienced in the industry can apply to have the skills, knowledge and understanding they've gained outside formal education or training recognised towards the *New Zealand Certificate in Cellar Operations Level 4*.

The process for a Traineeship

When learners enrol, we assign them a Competenz account manager. Our account managers understand the cellar operations sector and the challenges learners and businesses face. They play a vital role in helping learners learn and complete their qualifications in the allocated time.

1. Signing a training agreement

The learner, company and account manager sign a training agreement. This agreement outlines what each person or organisation is responsible for during training. It also makes Government funding available to subsidise a learner's training, and ensures that NZQA records the learner's training achievements.

2. Enrolling learners in a training programme

The learner, their company and account manager agree a training plan that sets out the unit standards the learner needs to complete, and when and how they will do this.

3. Supporting learners as they work towards their qualification

Competenz account managers visit companies to support their learning and review progress.

▪ On-job learning and assessment

Learners do their practical learning in the workplace. They receive assessment guides which explain the 'evidence' they need to gather to show that they have gained the required skills from the jobs they have done, and how they will be assessed. This evidence may include things like photographs, training records, and test results.

Registered workplace assessors or contract assessors assess the evidence collected to determine whether the learner has met the required standard. Workplace trainers and assessors are supported by a 'Coach's Guide'.

▪ Off-job learning and assessment

Off-job learning takes place outside the workplace. There are two types:

- **eLearning.** Learners log on to an on-line portal to access interactive learning materials to study and complete online tasks. Printed workbooks containing practical activities support the on-line learning, and assessment takes place via a printed assessment.
- **Public courses.** This may include training like first aid courses or working at heights, and is delivered and assessed by a local provider. It is the employer's responsibility to arrange this training. Your account manager can help you with this.

The process for Assessment of Prior Learning (APL)

NOTE: APL is only available for the New Zealand Certificate in Cellar Operations Level 4.

1. Submitting an application and portfolio of evidence

Applicants put together a portfolio of evidence illustrating their experience, skills and knowledge in cellar operations.

2. Evaluating the application and evidence

An accredited APL assessor evaluates the evidence against the same standards and within the same moderation systems as the Competenz training programme, and identifies any gaps in skills or knowledge.

3. Supporting applicants to complete their qualification

Our account managers support applicants to meet any gaps in skills or knowledge identified. Once all of the requirements are met, the applicant is awarded the New Zealand Certificate in Cellar Operations Level 4.

To be eligible to apply for APL, you must have been working in the cellar operations sector continually for at least the last five years. For more information or an Application Form, contact your account manager or our customer services team on 0800 526 1800.

Related qualifications to help learners build their skills

Competenz applies an 'enterprise-wide' approach to satisfy a company's commercial training needs beyond the technical-training footprint. While our enterprise-wide approach is still in its infancy, we are already seeing outstanding results.

Our facilitated learning programmes cater for all aspects of a business from Occupational Health and Safety, to Sales, Distribution, Quality, Competitive Systems and Practices (Competitive Manufacturing), Business Management and Administration.

Our training plans are tailored to your company's needs, focusing on the broader business goals and increasingly supporting on-the-job career development for every level.

For more information on the 'enterprise-wide' approach or specific learning programmes, ask your account manager or contact our customer services team on **0800 526 1800**.

More information

If your company has a Competenz account manager, you can contact them directly for more information. Alternatively, please call our customer services team on **0800 526 1800** or visit our website: www.competenz.org.nz



Competenz training programmes

for Cellar Operations

New Zealand Certificate in Cellar Operations – Level 3

Credits: 65 credits

Duration: 12 months

Skills and knowledge

Graduates will be able to:

- apply an understanding of the wine industry, wine making processes, and plant and equipment used, to all aspects of their role
- apply knowledge of legislation, regulatory, food safety, and workplace and personal health and safety requirements to work within food, health and safety, and quality processes
- work effectively in a cellar team when transferring wine to meet production requirements
- complete routine cellar operation tasks.

Compulsory units to be completed

Graduates will be able to...	Unit standard	Level	Credits	Delivery
Demonstrate knowledge of the New Zealand wine industry and New Zealand wines	29239	3	6	eLearning
Demonstrate knowledge of winemaking processes and procedures	29240	3	6	
Demonstrate knowledge of equipment, gasses, and chemicals used in a commercial wine cellar operation	29241	3	8	
Demonstrate knowledge of hazards, legislation, and personal safety in commercial wine cellar operations	29242	3	6	
Make additions and add finings to wine and/or juice in a commercial wine cellar operation	29246	3	8	On job
Transfer wine in a commercial wine cellar operation	29245	3	10	
Work effectively within a team in a commercial wine cellar operation	29244	3	5	

Elective units to be selected

Graduates will be able to...	Unit standard	Level	Credits	Delivery
Select a minimum of 9 credits from the following unit standards. A minimum of 5 credits must be at level 3 or above				
Explain safe work practices for working at heights	17600	3	3	eLearning
Demonstrate knowledge of safety observer responsibilities in the workplace	17596	3	8	
Provide first aid	6401	2	1	Provider*
Provide basic life support	6402	1	1	

Graduates will be able to... (continued)	Unit standard	Level	Credits	Delivery
Demonstrate knowledge of hazards associated with confined spaces	18426	3	4	Provider*
Plan a confined space entry	17599	4	5	
Describe types of elevating work platforms (EWPs), and legislative requirements for their use	23966	3	2	
Assess the worksite, prepare and operate a vertical lift elevating work platform (EWP)	23964	3	2	
Employ height safety equipment in the workplace	25045	3	4	
Store and handle workplace chemicals	21467	3	8	On job or Provider*
Handle and store hazardous substances in the workplace	11961	3	4	
Demonstrate knowledge of safe storage and handling of hazardous substances in the workplace	20733	3	4	
Demonstrate and apply knowledge of safe manual handling practices in the workplace	17459	2	3	On job
Lockout and reinstate machinery in the workplace	25043	2	4	
Carry out tank rescues in a commercial wine cellar operation	29243	3	5	
Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely	25510	3	4	
Apply for, accept, and carry out work according to a work permit in the workplace	17588	3	4	
Issue worksite specific work permits	17590	3	6	

* Employer to organise provider

Elective units to be selected

Graduates will be able to...	Unit standard	Level	Credits	Delivery
Select a minimum of 7 credits from the following unit standards				
Perform basic fermentation operations in a commercial wine cellar operation	29252	3	5	On job
Carry out barrel hall operations in a commercial wine cellar operation	29249	3	10	
Adjust wine temperature using heat exchange equipment in a commercial wine cellar operation	29251	3	5	
Carry out tank mixing in a commercial wine cellar operation	29248	3	5	
Receive and despatch bulk wine	29247	3	5	
Demonstrate knowledge of and apply productivity improvement principles in a commercial wine cellar operation	29250	3	8	

New Zealand Certificate in Cellar Operations – Level 4

Credits: 121 credits

Duration: 20 months

Skills and knowledge

Graduates will be able to:

- carry out basic wine analysis
- apply an understanding of technical principles that relate to cellar operations, to all aspects of their work
- process grapes and carry out vintage operations
- carry out wine production processes
- coordinate cellar operations to ensure relevant regulatory requirements are met.

Compulsory units to be completed

Graduates will be able to...	Unit standard	Level	Credits	Delivery
Carry out crushing operations in a commercial wine cellar operation	29261	4	8	On job
Carry out pressing operations in a commercial wine cellar operation	29260	4	8	
Conduct routine tests on wine in a commercial wine cellar operation	29253	4	10	
Demonstrate knowledge of the processes used to make additions to wine in a commercial wine cellar operation	29257	4	5	eLearning
Clarify juice in a commercial wine cellar operation	29263	4	5	On job
Carry out fermentation operations in a commercial wine cellar operation	29262	4	10	
Demonstrate knowledge of filtration methods used in winemaking	29255	4	5	eLearning
Explain sustainable waste management practices used in a commercial wine cellar operation	29256	4	5	
Carry out basic wine evaluation in a commercial wine cellar operation	29254	4	10	On job

Elective units to be selected

Graduates will be able to...	Unit standard	Level	Credits	Delivery
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Select one of the following unit standards.

Demonstrate knowledge of processes used in the preparation and bottling of wine in a commercial wine cellar operation	29258	4	5	eLearning
Research and report on emerging wine technologies and their use in a commercial wine cellar operation	29259	4	5	eLearning

Graduates will be able to...	Unit standard	Level	Credits	Delivery
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Select a minimum of 30 credits from the following unit standards

Receive dry goods in a commercial wine cellar operation	29267	3	4	On job
Carry out and supervise barrel hall operations in a commercial wine cellar operation	29265	4	12	On job
Filter wine in a commercial wine cellar operation	29266	4	10	On job
Prepare wine for bottling in a commercial wine cellar operation	29268	4	10	On job
Implement competitive systems and practices	21517	4	10	On job
Facilitate and improve implementation of 5S in an organisation using competitive systems and practices	21523	4	5	On job
Facilitate breakthrough improvements in an organisation using competitive systems and practices	24783	4	5	Provider*
Ensure process improvements are sustained in an organisation using competitive systems and practices	21518	4	10	On job

* Employer to organise provider

Graduates will be able to...	Unit standard	Level	Credits	Delivery
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Select a minimum of 20 credits from the following unit standards

Apply hazard identification and risk assessment procedures in the workplace	17602	3	4	On job
Produce an occupational health and safety incident investigation	17601	4	6	On job
Manage hazard identification and control on plant and machinery	18410	4	4	On job
Explain the requirements of the Health and Safety in Employment (HSE) Act 1992	19521	4	5	On job
Describe the requirements of the HSNO Act 1996 relevant to approved handlers	20645	3	3	On job
Monitor and control tanks and supervise tank operations in a commercial wine cellar operation	29269	4	12	On job

New Zealand Certificate in Cellar Operations – Level 5

Credits: 92 credits

Duration: 16 months

Skills and knowledge

Graduates will be able to:

- evaluate wine and participate in cellar wine trials
- carry out continuous improvement and quality assurance activities to meet production and quality targets
- manage wine making processes
- provide technical support to a commercial wine cellar operation.

Compulsory Units to be completed

Graduates will be able to...	Unit standard	Level	Credits	Delivery
Carry out laboratory processes in a commercial wine cellar operation	29333	5	20	On job
Administer quality assurance processes in a commercial wine cellar operation	29329	5	10	
Manage fermentation in a commercial wine cellar operation	29330	5	15	
Evaluate wine in a commercial wine cellar operation	29328	5	25	

Elective units to be selected

Graduates will be able to...	Unit standard	Level	Credits	Delivery
Select one of the following unit standards.				
Demonstrate knowledge required for quality auditing	8086	4	4	Provider*
Undertake process capability improvements in an organisation using competitive systems and practices	21524	4	10	
Analyse and map a value stream in an organisation using competitive systems and practices	21530	5	10	

* Employer to organise provider

Graduates will be able to...	Unit standard	Level	Credits	Delivery
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Select one of the following unit standards.

Demonstrate knowledge of finings and additions used in a commercial wine cellar operation	29332	5	10	eLearning
Supervise vintage staff in a commercial wine cellar operation	29264	4	15	On job
Coordinate the preparation of wine for bottling in a commercial wine cellar operation	29331	5	10	

Graduates will be able to...	Unit standard	Level	Credits	Delivery
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Select a minimum of 8 credits from the following unit standards.

Monitor and troubleshoot the refrigeration system in a commercial wine cellar operation	29334	5	15	On job
Undertake proactive maintenance analyses in an organisation using competitive systems and practices	21528	5	8	Provider*
Support proactive maintenance in an organisation using competitive systems and practices	24785	4	5	

* Employer to organise provider



About Competenz

Competenz is the industry training organisation (ITO) for the cellar operations sector. We work with businesses and learners across New Zealand to grow skills, careers and businesses.



For more information about Competenz training in Cellar Operations please contact us:
www.competenz.org.nz 0800 526 1800

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