Improve

FOOD & DRINK SKILLS COUNCIL

3135 Arrange transport scheduling for delivery of livestock in food manufacture	
SQA Unit Code	**F2HC 04**
Level 3 **SCQF Level 6**	**SCQF Credit value 6**

Unit Summary
This unit is about producing transport scheduling plans, identifying the livestock and their locations for collection purposes and communicating the information to the relevant people. You will need to make and monitor transportation arrangements, provide delivery schedules, and recommend remedial action when difficulties are encountered.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You must be able to:	You need to show:
	Evidence must be work-based, simulation alone is only allowed where shown in **bold italics**
1. Gather information, produce and arrange transport schedule plans This means you: Produce transport scheduling plans for the collection of livestock in the required format and at the appropriate time, for agreement with the relevant person(s) Identify the livestock available for collection and their location, and collate and communicate the information to the relevant person(s) Arrange transport with relevant person(s) to meet operational requirements in a way which promotes goodwill and trust Provide accurate delivery schedules to the relevant person(s)	Evidence of gathering information, producing and arranging transport schedule plans in accordance with workplace procedures
2. Monitor processes and transport schedules This means you: Monitor deliveries received against the transport schedules and recommend relevant remedial	Evidence of monitoring processes and transport schedules in accordance with workplace procedures

actions where difficulties are encountered	
Develop transport vehicle cleaning schedules which are in line with safety and hygiene regulations and communicate these to the relevant person(s)	
Make sure that transport schedules are in line with legal requirements	
Complete the documentation accurately and clearly and make it available to the relevant person(s)	

You need to know and understand:

Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.

1. Why transport scheduling plans need to be produced for the collection of livestock
2. Why transport schedules need to be monitored and how to monitor them
3. Why delivery schedules need to be provided
4. Why cleaning schedules need to be developed for transport vehicles
5. How to develop cleaning schedules for transport vehicles which conform to health and safety and hygiene regulations
6. How to identify livestock for collection and their location and what may happen if they are not correctly identified
7. Why information about the collection of livestock needs to be collated and communicated
8. How to collate and communicate information concerning the collection of livestock
9. How to make transport arrangements
10. Who needs to agree or authorise the transport schedules
11. Who needs to know about the plans for the collection and location of livestock
12. Who needs to know about the transport arrangements
13. How to communicate cleaning schedules and who to communicate them to

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Evidence of performance may employ examples of the following assessment:
- observation
- written and oral questioning;
- evidence from company systems (e.g. Food Safety Management System)
- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written