

2020/446 Organise and improve work activities for achieving excellence in food environment

SQA Unit Code

H135 04

Level 2

SCQF Level 5

SCQF Credit value 7

Unit Summary

This unit is about planning and organising your own work activities. This is important to the productivity and success of manufacture, processing and supply of food and drink within the food supply chain.

You will need to plan the actions you need to take to meet your work activities and check that the resources you require are available. You need to work efficiently and safely, recognise the need for achieving excellence in improvement, support improvement and communicate the need for excellence to others.

This unit is for you if you work in the manufacture or supply of food and drink.

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 <i>bold italics</i>
<p>Organise your own work activities</p> <p>This means you:</p> <ul style="list-style-type: none"> Check that you understand your work objectives Plan the actions you need to take in order to meet your work objectives Prioritise your work activities Check that the resources you require are available and suitable for your use and take action if there is a problem Organise your workplace to ensure efficient work activity 	<p>Evidence of organising your own work activities</p>
<p>Work effectively</p> <p>This means you:</p> <ul style="list-style-type: none"> Work efficiently and safely according to standard operating procedures and visual controls Use shared resources efficiently and ensure that 	<p>Evidence of working effectively</p>

<p>they are left in a fit state for others to use</p> <p>Identify where information, resources or equipment is missing or is in surplus, and where improvements to work activities can be made</p> <p>Work effectively to support the implementation of improvements</p> <p>Effectively maintain workplace organisation</p> <p>Maintain accurate, complete and up to date records</p>	
<p>Communicate with others</p> <p>This means you:</p> <p>Keep your colleagues up to date and accurately informed on progress of work</p> <p>Make suggestions on ways to improve your work activities</p> <p>Support the maintenance of accurate visual controls</p> <p>Inform the appropriate person as soon as possible about any difficulties which may prevent or delay you from completing your work objectives</p>	<p>Evidence of communicating with others</p>

<p>You need to know and understand:</p> <p>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.</p>
<ol style="list-style-type: none"> 1. Your own work objectives and how they fit with team objectives 2. Why it is important to have a clear plan of what to do before starting work 3. How to read and interpret work instructions and standard operating procedures 4. How to plan, organise and prioritise your work activities 5. How to organise the workplace according to recognised techniques 6. Where information is stored in the workplace 7. Why it is important to work efficiently and safely according to standard operating procedures 8. How to use visual controls 9. How to monitor performance and identify opportunities for improvement 10. How improvements can impact on performance 11. How to communicate effectively with others 12. Why it is important to keep accurate, complete and up to date records
<p>Evidence of performance may employ examples of the following assessment:</p> <ul style="list-style-type: none"> • 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