

2021/447 Contribute to continuous improvement for achieving excellence in a food environment

SQA Unit Code

H136 04

Level 2

SCQF Level 5

SCQF Credit value 4

Unit Summary

This unit is about identifying opportunities for improving food and drink manufacture and/or supply operations. This is important to the productivity and success of manufacture, processing and supply of food and drink within the food supply chain.

It includes working in teams and groups; applying problem solving techniques; communicating ideas and making presentations and handling questions and clarifying potential problems. You will need to identify achieving excellence in improvement opportunities by suggesting ideas and contributing to the development of an action plan.

This unit is for you if you work in food and drink manufacture and/or supply operations. You may have responsibilities for maintaining quality in the workplace.

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:
<p>Identify improvements in the workplace</p> <p>This means you: Identify and make positive suggestions about areas for improvement Gather accurate information about potential improvements Check that your suggestions for improvement can be justified and are realistic</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of identifying improvements in the workplace</p>
<p>Share and communicate your ideas for improvement</p> <p>This means you: Share your ideas for improvement with the relevant people and react positively to feedback you receive Communicate your finalised ideas in sufficient detail to enable further action to be agreed</p>	<p>Evidence of sharing and communicating your ideas for improvement</p>

<p>Agree, test and evaluate plan for improvements</p> <p>This means you:</p> <p>Work with others to agree an effective action plan for putting improvement ideas into action</p> <p>Make a positive contribution to putting the plan into action</p> <p>Test and accurately check improvements to find out how effective they are before recommending further action</p> <p>Evaluate the effectiveness of improvements that have been introduced</p>	<p>Evidence of agreeing, testing and evaluating plans for improvements</p>
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<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. The health, safety and hygiene requirements of the area in which you are carrying out the continuous improvement activity 2. Why continuous improvement is necessary and what the benefits are 3. The work area/processing activity where continuous improvement is to be implemented 4. The food processing activity under review 5. The required production rate for a processing activity 6. The resources required by the processing activity 7. Potential sources of waste associated with the food processing activity which is being applied in the work area. 8. The measures available to control waste 9. How to identify problems and opportunities for solving them 10. The importance of planning improvements 11. How to carry out a continuous improvement activity to support measurable improvements 12. How your knowledge and experience can add value to the improvement process 13. How to support the identification of potential improvements 14. How improvements are communicated in your work area 15. The improvement targets and objectives set for the work area 16. How to provide information to support the evaluation of improvement activities 17. The role of standard operating procedures and specifications 18. How improvements are communicated in the work area 19. How to contribute to discussions and respond to possible disagreements in a positive and constructive manner 20. The extent of your own authority, and to whom you should report to in the event of problems that you cannot resolve <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