

457 Principles of workplace organisation techniques in a food environment

SQA Unit Code

H13G 04

Level 2

SCQF Level 6

SCQF Credit value 6

Unit Summary

This unit is about understanding the principles of workplace organisation to support achieving excellence in 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.

You will need to understand the techniques used to improve workplace organisation and workplace activity. You need to understand business processes used to monitor, measure and evaluate workplace organisation.

This unit is for you if you work in the manufacture or supply of food and drink and are involved in operational practice. This could be either as an autonomous and focused operational role or as part of another food manufacturing/processing or supply role which includes operational activities.

In order to be assessed as competent in this understanding you must demonstrate to your assessor that you understand the requirements set out below in the context of performance in the workplace.

You need to know and understand:

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

1. The techniques used to organise work and work areas
2. The processes used to monitor performance and identify opportunities for improvement
3. How the properties of a food product can influence improvement opportunities
4. Labelling for rapid identification processes and how to access the related resources or equipment
5. The purpose of standard operating procedures (SOP) and other approved documentation
6. The process used to evaluate and prioritise the improvements for the workplace
7. The process used to score and audit the workplace organisation
8. The role of visual controls in workplace organisation
9. The techniques required to communicate information using visual controls
10. The levels of authority linked to workplace organisation and problem solving

Evidence of knowledge and understanding may employ examples of the following assessment methods:

- observation
- written and oral questioning;
- evidence from using company systems (e.g. Standard Operating Procedures)

- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written