

613 Contribute to the development of an achieving excellence strategy in a food environment

SQA Unit Code

H13T 04

Level 3

SCQF Level 6

SCQF Credit value 4

Unit Summary

This unit is about the skills needed for you to contribute to developing an achieving excellence strategy in food and drink manufacture and/or supply operations. It is vital that an achieving excellence strategy is driving the vision, change and improvement goals of your organisation. This is important to the productivity and success of manufacture, processing and supply of food and drink within the food supply chain. Contribution is typically provided through working in a team, although this does not exclude individual contributions from outside of close working teams.

You will need to show that you can contribute systematically to the development of the achieving excellence strategy. You also need to show that you can identify opportunities for improvement, communicate effectively, consult with others, make objective observations about improvement and progress in relation to your role and your organisation. You will need to comply with your company policy for contributing to strategy development, take responsibility for your contribution, and refer any issues outside of the limit of your authority to others.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in operational or management practice sufficiently to be able to make a valued contribution to the achieving excellence strategy. This could be either in an autonomous and focused role or as part of another food manufacturing/processing or supply role which may include some operational responsibilities. This unit will also be applicable to consultants assisting food and drink organisations with an achieving excellence strategy.

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.

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| <p>You must be able to:</p> | <p>You need to show: Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> |
| <p>1. Contribute to identifying improvement opportunities</p> <p>This means you:</p> <p>Consider organisational performance data to determine the potential for improvement</p> | <p>Evidence of contributing to identifying improvement opportunities</p> |

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| <p>Discuss improvement targets with colleagues Identify potential benefits to the organisation that can be achieved through improvement activities</p> <p>Suggest potential opportunities for improvement for your organisation</p> <p>Identify potential barriers to the implementation of improvement programmes</p> | |
| <p>2. Contribute to strategy to development</p> <p>This means you:</p> <p>Respond to requests for information, advice and comment on the emerging vision and strategy for achieving excellence</p> <p>Suggest mechanisms to overcome barriers to the strategy and its implementation</p> <p>Assist in planning arrangements for the strategy consultation process and promotion of the vision</p> <p>Help to identify what monitoring and review arrangements are necessary</p> | <p>Evidence of contributing to strategy development</p> |
| <p>3. Support the consultation of the strategy</p> <p>This means you:</p> <p>Inform others about the importance of change and improvement to your organisation</p> <p>Provide guidance to colleagues on the benefits of an achieving excellence strategy and its implementation</p> <p>Provide feedback about your and colleagues concerns and comments about content of the strategy</p> <p>Promote the achieving excellence vision and its</p> | <p>Evidence of supporting the consultation of the strategy</p> |

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| key objectives | |
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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. What the purpose and objectives of an achieving excellence strategy are
2. The current state of organisational progress with or development of an achieving excellence strategy
3. Who is leading, managing and implementing achieving excellence in your organisation
4. What the process is and arrangements for involvement in strategy building within your organisation
5. What the outline risks and benefits associated with implementation of organisational change and improvement are
6. How the actions of others within the supply chain can influence improvement opportunities
7. The importance of targets for improvement including the use of benchmarking
8. What types of improvement opportunities exist within your organisation
9. What the typical barriers to change and improvement are
10. How to make observations about potential improvements and opportunities for improvement
11. How to provide information and comment in a supportive and positive way
12. What type and arrangements are appropriate for effective strategy consultation within your organisation
13. Stakeholder and line management expectations and how they influence the process
14. How to promote and inform others about the importance of the vision and strategy
15. The communication channels used to inform, both formal and informal
16. The range of information sources available to support achieving excellence
17. How to give and receive feedback about the organisational change management process in support of achieving excellence

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

