Improve
food & drink sector skills council

614 Identify learning and skills needs for achieving excellence in a food environment

SQA Unit Code	H13X 04

Level 3	SCQF Level 6	SCQF Credit value 4

Unit Summary
This unit is about the skills needed to identify learning and skills needs essential to achieving excellence in food and drink manufacture and/or supply operations. Training and development of the individual, team and organisation is integral to the success of achieving excellence in the manufacture, processing and supply of food and drink within the food supply chain. The skills needs could apply to individuals, smaller teams or the whole organisation. The training needs and gaps could be very specific practical or knowledge gaps or could have a much broader content.

You need to need to show you can review training needs and resources.
You will show that you can assess and identify skills and knowledge gaps important to achieving excellence in your organisation. You will also need to address these skills needs, helping choose specific learning programmes in addition to managing and developing the training programme as a whole.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in team leadership, first line or middle management.

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. Review the current training needs This means you: Identify how learning and development contributes to achieving excellence in your organisation Collect information on the existing skills levels across your organisation including individual skills Determine the resources available to carry out	Evidence of reviewing the current training needs

learning and development in your organisation Evaluate how the future identified training needs may impact on your organisations ability to achieve its achieving excellence objectives	
2. Identify and develop training needs key to achieving excellence This means you: Identify training needs process, provide relevant information and include individual assessments to help determine individual learning needs and styles Identify learning opportunities inside and outside your organisation Identify how current skills could be shared between individuals and across the organisation Encourage the individuals within your organisation to engage with the training needs identification process. Provide individual assessments for the workforce, help in choosing training and individual learning and development programmes Determine the outcomes specific learning and development programmes need to achieve	Evidence of identifying and developing training needs key to achieving excellence

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.
From the Knowledge standard 1. Your organisations achieving excellence vision, strategy and objectives 2. The importance of learning and skills in delivering achieving excellence objectives 3. How to identify and respond to factors within an organisation that drive learning needs 4. How to identify factors that could influence which learning programmes individuals

choose
5. Why equality, diversity, equity and access are important influences in the identification and planning of learning and development
6. Why the needs of the individual including initial assessment, learning styles, learner needs and the language used in information you provide are important
7. Why it is important to promote learning programmes to individuals
8. How to use appropriate interviewing, questioning and review techniques to gather the information needed to identify training needs
9. How to identify individual learning needs and styles using appropriate types of initial assessment
10. What responses and objections to training and development you are likely to get and how to deal with these
11. Why it is important to have appropriate quality control and quality assurance systems in place when delivering learning and development
12. The importance of feedback to individuals, the workforce and other relevant people on the performance of training programmes

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