

## 617 Assess teams and individuals in the achievement of excellence in a food environment

**SQA Unit Code**

**H141 04**

**Level 3**

**SCQF Level 6**

**SCQF Credit value 6**

### Unit Summary

This unit is about the skills needed for you to assess teams and individuals during the drive of your organisation to achieve excellence in food and drink manufacture and/or supply operations. Assessment of individuals and teams is key to the success of achieving excellence in the manufacture, processing and supply of food and drink within the food supply chain. It is also important to the support of learning and development programmes.

You will need to show that you can develop plans for assessing competence with candidates. You will need to be able to judge evidence against agreed standards to make assessment decisions. You will need to show that you can give candidates feedback and support about your assessment decisions.

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. Develop procedures to assess the competence of candidates

Evidence of developing procedures to assess the competence of candidates

This means you:

Agree an assessment plan with candidates that underpins your organisations drive to achieve excellence

Check the candidate understands the assessment process

Identify how to protect confidentiality and agree arrangements to deal with sensitive issues

<p>Agree how you will handle any difficulties and disputes Review and update assessment plans periodically</p>	
<p>2. Judge evidence against criteria to make assessment decisions</p> <p>This means you:</p> <p>Use agreed assessment methods to assess the candidates competence in line with achieving excellence objectives</p> <p>Ensure the evidence comes from the candidate's own work</p> <p>Collect evidence from other people involved in the assessment process</p> <p>Take the evidence relating to candidate's performance and knowledge from as many places as possible</p> <p>Record the outcomes of assessment by using the agreed recording system</p> <p>Defer to the appropriate person if there is a disagreement on your assessment or their performance</p>	<p>Evidence of judging evidence against criteria to make assessment decisions</p>
<p>3. Provide feedback and support to candidates on assessment decisions</p> <p>This means you:</p> <p>Deliver feedback at an appropriate time and place and in a constructive and encouraging way</p> <p>Give candidates advice on how to improve their skills, knowledge and evidence when they cannot prove their competence</p>	<p>Evidence of providing feedback and support to candidates on assessment decisions</p>

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. Your organisations achieving excellence strategy and objectives
2. How assessment is important in delivering the achieving excellence objectives
3. How to measure existing levels of competence
4. The importance of making and completing assessments of candidate's performance and knowledge in relation to your company's drive to achieve excellence
5. How to involve candidates in planning assessments
6. How to accurately assess performance against specific parts of a standard or learning outcomes
7. The importance of checking that the evidence is the candidates own work
8. How to give constructive feedback on existing levels of competence and what candidates need to do to be fully competent
9. How to use language which is appropriate to the competence of your candidate and does not discriminate against them
10. How to meet the assessment needs of different candidates
11. The importance of encouraging candidates to ask questions and get advice
12. Why it is important to maintain your own levels of competence in contributing to your organisations drive in achieving excellence and its importance to your companies drive in achieving excellence
13. How to update your knowledge on current assessment best practice

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