

622 Implement visual management systems in a food environment

SQA Unit Codes

H14A 04

Level 3

SCQF Level 6

SCQF Credit value 3

Unit Summary

This unit is about the skills needed to implement visual management systems as part of your organisation's drive to achieve 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. Understanding current operational practice is central to the implementation of change, improvement, new practice, targets and a performance driven culture.

You will need to show that you can agree the scope for the visual management system including the work area or activity it is to be implemented. You will also need to show how to implement the VSM into the selected work area or activity and monitor and maintain the effectiveness of the visual controls. You will need to comply with your company policy for improvement, take responsibility for your actions, and refer any issues outside of the limit of your authority to others.

This unit is for you if your role requires you to implement visual management systems to support the achieving excellence objectives in food and drink manufacture or supply. You may be a front line manager or supervisor and/or have responsibilities for all or part of the production/supply process.

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>1. Agree objectives</p> <p>This means you:</p> <p>Select a process or work area on which to carry out the visual management system</p> <p>Agree objectives with the relevant people</p> <p>Present and agree your plans for implementing a</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of agreeing objectives</p>

visual management system to the relevant people clearly and accurately	
<p>2. Implement visual management systems</p> <p>This means you:</p> <p>Complete a review of the visual controls in a planned and controlled manner</p> <p>Determine the measures of performance that best support the process or work area</p> <p>Co-ordinate the creation of visual management systems to support improvement</p> <p>Maintain effective communication with those affected by the system development</p> <p>Apply measurement techniques so that the visual management system communicates the visual controls for the process or work area</p> <p>Ensure that others are able to effectively interpret and use the visual controls</p> <p>Monitor and maintain the effectiveness of the visual controls and their application</p>	Evidence of visual management systems

<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 applying the visual management systems 2. Why visual management systems are necessary to food and drink processing activities 3. The benefits of an effective visual management system to deliver objectives within the achieving excellence strategy 4. The work area/processing activity where the visual management systems are to be implemented 5. The food/drink processing activity that the visual management systems are to support 6. The factors to be considered when selecting a visual management system 7. Where to find the information required to develop a visual management system 8. How to use visual management systems to create 'the visual factory'

9. How to differentiate between business performance measures and local performance measures
10. How to determine measures of performance in a lean business environment
11. How to apply the measurement techniques required for communicating the visual management within an area and to others who may use the information
12. How to ensure that others are able to interpret the visual management system
13. How visual management systems provide visual controls for work area/processing activity
14. How to monitor the effectiveness of visual management systems
15. The extent of your own authority, and to whom you should report in the event of problems that you cannot resolve

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