

627 Plan and agree targets for achieving excellence in a food environment

SQA Unit Code

H14E 04

Level 3

SCQF Level 6

SCQF Credit value 7

Unit Summary

This unit is about the skills needed for you to plan and agree targets for improvement during your organisation's drive to 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. Good planning and meaningful target setting is important where the implementation of change, improvement, new practice, and a performance driven culture creates challenges to individuals and the dynamic of teams.

You will need to show that you can take into account the requirements of your organisations achieving excellence strategy. You will need to comply with your company policy for planning and agreeing targets and take responsibility for your actions. It involves developing plans for targets, smart target setting and ensuring that targets are agreed. You will also need to provide and receive feedback on your contribution to the target setting process.

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, and are working with improvement activities in support of achieving excellence.

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. Scope the area where targets need to be developed</p> <p>This means you:</p> <p>Identify the requirements of the achieving excellence strategy</p> <p>Collate information and seek advice about the area where targets are intended</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of scoping the area where targets need to be developed</p>

<p>Confirm current performance outcomes and achievement of any existing targets</p> <p>Evaluate the planning and target setting needs for the area</p> <p>From the skills standard right hand side</p>	
<p>2. Plan for target setting</p> <p>This means you:</p> <p>Devise plans for area targets</p> <p>Consult with relevant colleagues about the objectiveness of target setting, aligned with achieving excellence</p> <p>Present information clearly, concisely, accurately and in ways that promote understanding</p> <p>Complete target setting plans</p>	<p>Evidence of planning for target setting</p>
<p>3. Agree achieving excellence targets</p> <p>This means you:</p> <p>Report and present your plans for targets</p> <p>Seek the agreement of relevant colleagues for targets</p> <p>Finalise smart targets in response to feedback and evaluation</p>	<p>Evidence of agreeing achieving excellence targets</p>
<p>4. Obtain and provide feedback on your contribution to target setting and agreement</p> <p>This means you:</p> <p>Seek feedback on the value of your contribution to target setting</p> <p>Check current progress towards the achievement of targets or performance indicators</p>	<p>Evidence of obtaining and providing feedback on your contribution to target setting and agreement</p>

Provide feedback on your contribution to target setting to the relevant person	
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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. Your organisation's achieving excellence vision, strategy, objectives and the reasons for improvement
2. Effective planning techniques
3. Theory and application of the change/performance curve
4. The importance of contingency planning and how to do so effectively
5. How to make critical decisions
6. How to establish current performance status of processes and improvement programmes
7. Stakeholder and line management expectations and how they influence the process of target setting
8. How to evaluate planning information and devise plans for targets
9. How to consult effectively with colleagues in setting and agreeing targets
10. The communication channels used to inform, both formal and informal
11. How to present and finalise information for the agreement of targets
12. What the arrangements are for the formal agreement of targets in your organisation
13. Your organisations current position in the sector compared with its main competitors, in respect of key performance targets
14. How to receive and provide feedback in respect of your contribution to target setting activities

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