

632 measure and collect data for achieving excellence in a food environment

SQA Unit Code

H152 04

Level 3

SCQF Level 5

SCQF Credit value 2

Unit Summary

This unit is about the skills needed to make measurements and collect data for the review or analysis of the performance of improvement activities 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.

You need to show you can measure and record key performance statistics which result from processes and indicators like consumption and waste resulting from improvement activities. You will need to collect and maintain data, and report the data to inform the future implementation of improvements in support of achieving excellence. You will need to comply with your company policy for measurement and data collection of improvements and take responsibility for your actions.

This unit is recommended for you if you have responsibility for contributing to business improvement through the review of improvement activities within a food or drink manufacturing or supply business

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. Plan for the measurement and recording of improvements

Evidence of planning for the measurement and recording of improvements

This means you:

Select an improvement activity to be measured as required by the achieving excellence strategy

Develop and agree the measurement objectives and plan with the relevant people

Present your plans for measurement of

| | |
|---|---|
| <p>improvement activities clearly and accurately</p> <p>Obtain the resources necessary for the measurement activity</p> | |
| <p>2. Measure and record improvements</p> <p>This means you:</p> <p>Familiarise yourself with detail of improvement activity</p> <p>Gather reliable, relevant and valid evidence to further your understanding of the improvement activity</p> <p>Utilise your knowledge of operations monitoring, trends and developments to objectively carry out measurements</p> <p>Effectively co-ordinate the activities which are necessary to obtain measurements and maintain effective communication with those involved</p> <p>Accurately record and log your measurements</p> | <p>Evidence of measuring and recording improvements</p> |
| <p>3. Collect and report improvement data</p> <p>This means you:</p> <p>Collect and update data from the relevant sources Remove out of date or irrelevant data promptly</p> <p>Collate data in a format which supports the achieving excellence requirements</p> <p>Report and present your data to the relevant people at an appropriate level and pace, giving opportunities for them to feedback</p> <p>Report in a way which is aligned to the achievement of the organisation's vision, aims and objectives for achieving excellence</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 organisation's achieving excellence vision, strategy, objectives and the reasons for improvement
2. Organisational improvement activities and their implementation
3. The importance of review to improvement activities
4. Why measurements and data are needed and how they will be used
5. Where to find existing data and who is responsible for this
6. The importance of collecting and recording data accurately
7. Methods of making valid measurements and recording data
8. Gather reliable, relevant and valid evidence to inform measurements and data
9. How to record and log measurements correctly using paper and electronic systems
10. How to use your organisations data recording systems
11. Your organisations requirements and protocols for controlling and manipulating data
12. How to report/present data to relevant people
13. To whom you need to report/present
14. What the organisational arrangements are for managing change and improvements
15. How to communicate measurements and data in way which assists understanding and is adapted to meet the needs of different situations
16. The limits of your own authority, and reporting arrangements in the event of problems with measurements and data 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