

650 Principles of visual management systems in a food environment

SQA Unit Code

H164 04

Level 3

SCQF Level 6

SCQF Credit value 3

Unit Summary

This unit is about understanding the principles and processes of visual management 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 understand the principles of how 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 understand 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 understand the principles of how 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 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. How the health, safety and hygiene requirements of a work area can influence visual management systems
2. The criteria used to select an area/processing activity
3. The importance of understanding the food process/activity for which the visual management systems are being developed
4. The qualities of the food being processed and how these influence the selection of the visual management systems
5. The factors to be considered when selecting a visual management system
6. The information required to develop local visual management systems
7. How visual management systems are used to create 'the visual factory'
8. How business performance measures differentiates from local performance measures

9. The measures of performance in a lean business environment
10. The application of the measurement techniques required for communicating the visual management system
11. Why it is important to monitor and maintain the effectiveness of visual management systems
12. Levels of authority linked to problem resolution

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