

## 651 Principles of analysing and selecting areas for achieving excellence in a food environment

**SQA Unit Code**

**H165 04**

**Level 3**

**SCQF Level 5**

**SCQF Credit value 2**

### Unit Summary

This unit is about understanding the principles of analysing and selecting areas for achieving excellence. You will involve the analysis of data to identify and produce resource teams and determine improvement opportunities 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 using organisation criteria such as product specifications and standard operating procedures used to manufacture product, and the manufacturing/supply process used. You will need to comply with your company policy for improvement and quality assurance procedures, 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 analyse and select work areas and/or activity 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 the process of analysis
2. The information required to conduct the activity
3. Graphical data presentation and its analysis
4. The principles of analysis
5. The techniques used to communicate information and results
6. Bar graphs/histograms, their creation and analysis
7. The difference between lead time and cycle time
8. How the bill of materials (BOM) structure is configured for each of the representative areas

9. The origin/source of the resources within the chosen area
10. Principles of evaluation linked to the selection of representative resources for the chosen area
11. How root cause analysis can support problem solving
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