

624 Analyse and select areas for achieving excellence in a food environment

SQA Unit Code

H1AR 04

Level 3

SCQF Level 5

SCQF Credit value 2

Unit Summary

This unit is about the skills needed to analyse and select 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 show that you can use 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 must be able to:	You need to show: Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i>
<p>1. Prepare for analysis</p> <p>This means you:</p> <p>Confirm and agree the defined scope of analysis</p> <p>Obtain information, documentation and necessary to support analysis</p>	<p>Evidence of preparing for analysis</p>

<p>2. Undertake analysis to identify improvement opportunities</p> <p>This means you:</p> <p>Analyse and evaluate data to determine improvement opportunities for resources within product range or area</p> <p>Accurately present findings of analysis showing representative resources for product range or area</p> <p>Specify improvement opportunities and targets Select resources and areas for improvement according to analysis</p>	<p>Evidence of undertaking analysis to identify improvement opportunities</p>
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<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 food hygiene requirements of the work area in which you are conducting the activity 2. How to prepare for the process of analysis 3. The information required by the analysis 4. How and from where/who to collect the information required to conduct the activity 5. How to present findings graphically 6. The process of analysis using graphical data 7. How to communicate the information and results gained 8. How to create and present data using bar graphs/histograms 9. How to differentiate between lead time and cycle time 10. How to configure the bill of materials (BOM) structure for each of the representative areas 11. How to identify the origin/source of the resources within the chosen area 12. How to evaluate information, in order to select the representative resources for the chosen area 13. How to identify problems and opportunities for solving them 14. The extent of your own authority, and to whom you should report in the event of problems that you cannot resolve 	
<p>Evidence of performance may employ examples of the following assessment:</p> <ul style="list-style-type: none"> • 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 	

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