

2345 Grade fresh produce by hand

SQA Unit Code

H3FW 04

Level 2

SCQF Level 5

Credit value 5

Unit Summary

This unit is about the skills needed for you to hand grade fresh produce in food and drink manufacture and/or supply operations. Accurate grading according to appearance, size, ripeness and condition is essential if the quality of the final product is to be maintained.

You will need to be able to set-up work areas and grade fresh produce accurately according to requirements of the grading specification. It is also about working to organisational product specifications and production schedules.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in production operations.

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 to grade fresh produce by hand</p> <p>This means you:</p> <p>Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Confirm grading specification</p> <p>Prepare the work area into a condition suitable for receiving produce</p> <p>Confirm raw material suitability according to grading specification</p>	<p>Evidence of preparing to grade fresh produce by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Take effective action in response to operating problems</p> <p>Maintain effective communications</p>	
<p>2. Grade fresh produce by hand</p> <p>This means you:</p> <p>Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Grade fresh produce according to requirements of grading specification</p> <p>Maintain required rate of grading</p> <p>Handle produce in a manner which maintains quality and condition</p> <p>Maintain condition of work area throughout the grading process</p> <p>Transfer graded fresh produce to the next stage in the production process</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p>	<p>Evidence of grading fresh produce by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>3. Finish hand grading operations</p> <p>This means you:</p> <p>Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Dispose of waste according to organisational procedures</p>	<p>Evidence of finishing grading fresh produce by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

Make equipment and work area ready for future use after the completion of the process

Maintain effective communication

Accurately complete all records

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. What the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed
2. The facilities and equipment required to grade fresh produce by hand
3. How to obtain and interpret grading specifications
4. How to identify fresh produce
5. How to prepare and maintain work areas used for grading
6. How to grade by size
7. How to assess and grade the quality of fresh produce
8. Common quality problems and their likely causes
9. Handling methods that maintain the quality and condition
10. The importance of accurate grading linked to profitability
11. How to deal with fresh produce that is not fit for use
12. What action to take when the grading specification is not met
13. How to dispose of waste correctly why it is important to do so
14. The importance of maintaining product control and traceability during grading operations
15. How ineffective grading can lead to wastage and potential customer complaints
16. How to deal with operating problems within limits of your own authority and competence and why it is important to work within those limits
17. What recording, reporting and communication is needed, how to carry this out correctly and the reasons why it is important to do so

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