

2346 Cut fresh produce by hand		
SQA Unit Code		H3FX 04
Level 2	SCQF Level 5	Credit value 5

Unit Summary

This unit is about the skills needed for you to cut items of fresh produce using hand tools in food and drink manufacture and/or supply operations. It covers the use of knives and other cutting equipment, to undertake activities such as produce trimming, peeling, dividing and cutting produce to size. The accurate cutting and correct handling of produce is essential to maintaining the quality of the final product.

You will need to be able to set-up and hand cut items of fresh produce. 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 hand cut fresh produce</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 process specification</p> <p>Prepare your work station to ensure conditions are suitable for hand cutting</p> <p>Obtain tools and equipment required to support planned processing operations</p>	<p>Evidence of preparing to hand cut fresh produce as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Sharpen cutting equipment into a condition suitable for achieving required process specification</p> <p>Obtain produce to meet required process specification</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p>	
<p>2. Hand cut fresh produce</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>Cut fresh produce to achieve required yield and quality requirements</p> <p>Trim products to achieve required appearance achieve required rate of production</p> <p>Handle and store products in a manner which maintains quality and condition</p> <p>Maintain condition of work station throughout the process</p> <p>Dispose of waste material according to organisational procedures</p> <p>Sharpen cutting equipment as required to maintain their effectiveness as a cutting tool</p> <p>Make sure the product is correctly transferred to the next stage in the process</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p>	<p>Evidence of hand cutting fresh produce in your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>3. Finish cutting 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>Deal correctly with materials that can be re-cycled or re-worked</p> <p>Dispose of waste material according to organisational procedures</p> <p>Make equipment and work station ready for future use, after the completion of the process</p> <p>Maintain effective communication</p> <p>Accurately complete all records</p>	<p>Evidence of finishing cutting fresh produce in your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<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. 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 personal protective clothing that is required to support hand cutting 3. The tools and equipment required to support hand cutting 4. How to sharpen, maintain and store cutting equipment 5. How to obtain and interpret the relevant process specifications 6. How to identify commonly processed fresh produce 7. How to prepare and maintain work stations in a condition suitable for hand cutting 8. How to cut efficiently using cutting equipment to achieve the required product specification 9. How to assess the quality of both whole and cut fresh produce 10. How to deal with product that is not fit for use 11. Common quality problems associated with hand cutting and their likely causes 12. The importance of accurate cutting linked to profitability 13. What action to take when the process specification is not met 14. What by-products from the process can be reworked and recycled 15. The importance of maintaining product control and traceability during cutting 16. How to dispose of waste according to organisational procedures

17. How inaccurate cutting can affect other processes in production, lead to wastage and potential customer complaints
18. How to deal with operating problems within limits of your own authority and competence and why it is important to work within those limits
19. 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