

3008 Contribute to cross functional team work in a food business		
SQA Unit Code		H3GE 04
Level 3	SCQF Level 6	Credit value 4

Unit Summary

This unit is about the skills needed for you to contribute to a cross functional team in a food business. Work carried out in the food industry can require input from production, research and development, engineering, Human Resources in addition to other parts of the organisation. Cross functional working is integral to the successful implementation of new equipment, product, processes and to change management objectives. Cross functional working can take place within a single food business site or across sites situated nationally or globally.

You will need to be able to ensure organisational requirements for policies and procedures relating to behaviours, sharing of information and communication are adhered to. You must also be able to contribute to the establishment of a common purpose, specific objectives and timelines relating to the work of the cross functional group.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in contributing to a cross functional team in a food business.

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. Establish the remit and operating guidelines</p> <p>This means you:</p> <p>Establish a common purpose, objectives and timelines for the cross functional working group communicate the common purpose, objectives and timelines to relevant people using organisational methods and requirements</p> <p>Adhere to organisational requirements for the</p>	<p>Evidence of establishing the remit and operating guidelines as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>collating and sharing of information across the group</p>	
<p>2. Contribute to team working</p> <p>This means you:</p> <p>Ensure all points of view are communicated and understood by all members of the group secure commitment to action points and milestones</p> <p>Review action points and milestones Communicate results and outcomes to relevant people</p> <p>Support the evaluation of the success of cross functional working and feedback to relevant people</p>	<p>Evidence of contributing to team working as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

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. The importance of cross functional team work to the success and effectiveness of a food business
2. The organisational policies and procedures relating to cross functional working and why it is important to adhere to them
3. What the organisational standards of behaviour are when working with colleagues and why it is important to adhere to them
4. How to establish a common purpose, objectives and timelines for a cross functional working group and why it is important to do so
5. The organisational methods of communication and information technology and how to make best use of them
6. What the organisational requirements are for the collating and sharing of information and how to follow them
7. How to ensure all points of view in the group are recognised and understood and why it is important to do this
8. Why it is important to secure commitment to action points and milestones and how to do this
9. Why it is important to review action points and milestones against plans and how to do this
10. Which people internal or external to the food business must be informed of the outcomes of the working group and how to do this
11. How to evaluate the success of the cross-functional working and why it is important to do this

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