

3126 Monitor wrapping and labelling of products in a food environment

SQA Unit Code

H3KV 04

Level 3

SCQF Level 6

Credit value 5

Unit Summary

This unit is about the skills needed for you to monitor wrapping and labelling of products in food and drink manufacture and/or supply operations. Monitoring wrapping and labelling of products in a food environment is important to ensuring efficient production. It is also integral to stock control and despatch.

You will need to be able to monitor wrapping and labelling operation against production requirements.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in the planning, implementation and monitoring of wrapping and labelling operations of food and drink products. You may be a team leader, line manager or supervisor.

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. Monitor wrapping and labelling operation against production requirements</p> <p>This means you:</p> <p>Monitor consistently the progress against production targets</p> <p>Provide supervision and support to your team to resolve difficulties and ensure targets are met</p> <p>Report difficulties outside of your area of responsibility to relevant personnel</p> <p>Keep record of wrapping labelling operate accurate and complete, and store for easy retrieval</p> <p>Take prompt corrective action where technical or</p>	<p>Evidence of monitoring, wrapping and labelling operation against production requirements as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>material faults threaten the operation and achievement of targets Follow legal and standard operational requirements in wrapping and labelling operation</p> <p>Manage risk effectively and ensure the workplace is hazard free</p> <p>Monitor the wrapping and labelling of products and ensure that they are done correctly, using appropriate materials and methods for each product</p>	
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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. Key features of legal and operational requirements relating to wrapping and labelling operations
2. How to plan resources to meet planned and anticipated demand
3. How to estimate and allow for contingencies
4. Tools and equipment used for wrapping and labelling food and drink products and their safe use
5. Competences and development needs of personnel
6. Monitor wrapping and labelling operation against food and drink production
7. How to check on availability of materials
8. Technical information for relevant tools and equipment
9. Materials orders and delivery arrangements
10. Corrective actions within own area of responsibility
11. Quality records and their applicability to wrapping and labelling
12. How to manage control of work materials

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