

## 3053 Interpret and communicate information and data in food and drink operations

**SQA Unit Code**

**H3L0 04**

**Level 3**

**SCQF Level 6**

**Credit value 4**

### Unit Summary

This standard is about interpreting and communicating information and data in food and drink operations. You will be required to identify and source information and data and present information in suitable formats to suit different audiences.

The standard is suitable for all those involved in interpreting and communicating information and data in food and drink 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:
<p>1. Interpret and communicate information and data in food and drink operations</p> <p>This means you:</p> <p>Identify the information and data required</p> <p>Check what information and data is already available identify sources where information can be obtained ensure data is relevant, sufficient and complete</p> <p>Interpret information and data to ensure it can be easily understood by the audience</p> <p>Present information and data in a suitable format for the intended audience check that information and data is interpreted correctly</p> <p>Respond to questions on information and data</p> <p>Draw conclusions and make recommendations as appropriate</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b></p> <p>Evidence of interpreting and communicating information and data in food and drink operations 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. different methods of communication to present information and data
2. the use of electronic media in aiding presentation of information and data
3. how to respond positively to questions
4. the importance of presenting information in the appropriate format for the intended audience
5. data analysis techniques
6. the sources of information and data and how best to obtain information and data
7. the difference between data and information
8. how can data and information help lead to improvements

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