



# **Assessor's Guidelines for the SVQs in Food and Drink Operations SCQF levels 5 and 6**

Publication date: November 2016

Publication code: DB6240

*The information in this publication may be reproduced in support of SQA qualifications. If it is reproduced, SQA should be clearly acknowledged as the source. If it is to be used for any other purpose, then written permission must be obtained from the Support Materials Development Officer at SQA. It must not be reproduced for trade or commercial purposes.*

Published by the Scottish Qualifications Authority  
The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ  
Lowden, 24 Wester Shawfair, Dalkeith, Midlothian, EH22 1FD

**[www.sqa.org.uk](http://www.sqa.org.uk)**

© Scottish Qualifications Authority 2016

# Contents

About SVQs and the SCQF .....	2
How are standards defined in SVQs? .....	4
Who is involved in SVQs? .....	4
The steps involved in assessing a candidate for an SVQ .....	5
1 The SVQs in Food and Drink Operations SCQF levels 5 and 6 .....	6
Structure of the SVQs .....	6
An Assessment Strategy for the SVQ.....	81
Why would people be interested in the SVQ? .....	81
How do candidates begin? .....	82
Choosing the SVQ.....	82
2 Preparing to assess the SVQ .....	84
Your role and your candidate's role .....	84
Planning.....	85
Assessment plan .....	86
Selecting methods of assessment .....	88
Methods of assessment .....	89
Observation .....	89
Product evidence.....	89
Questioning .....	90
Other methods of assessment.....	91
Personal statements.....	91
Witness testimony .....	91
Simulation.....	92
Other sources of evidence.....	93
3 Generating evidence .....	94
Observation.....	95
Questions and candidate responses .....	98
Candidate's personal statement .....	100
Witness testimony .....	102
Filling the gaps.....	104
Guidance and support to candidates .....	104
Judging candidate evidence and making an assessment decision .....	104
Insufficient evidence .....	105
Authenticating candidates' evidence .....	105
4 Recording achievement.....	106
Completing the Unit progress record .....	107
Unit progress record.....	108
Using the index of evidence .....	109
Index of evidence .....	110
Completing the Element achievement record.....	111
Element achievement record.....	112
5 Further information .....	114
What else should I read? .....	114
Appendix 1: Blank recording forms .....	115

# About this guide

This guide provides some practical examples of how to assess your candidates for the **SVQs in Food and Drink Operations SCQF levels 5 and 6**. You may be able to think of other ways of assessing your candidates and recording your decisions about their competence.

Using assessments based on these examples does not guarantee successful verification — it is still your responsibility to ensure that internal quality assurance procedures are followed.

# Introduction

This introduction provides a brief overview of SVQs and how they are assessed in the workplace. If you are already familiar with the concept of SVQs, you may wish to go to the next section.

## About SVQs and the SCQF

Scottish Vocational Qualifications (SVQs) are work-based qualifications which set the level of occupational competence for each sector of the economy and are usually delivered in the workplace or in partnership with a college or other training provider. The qualifications have been designed by standards-setting bodies made up of experienced practitioners who represent employers, professional bodies, trade unions, education and voluntary organisations.

Each standards-setting body is responsible for developing national standards which define *what* employees (or potential employees) must be able to do, *how well*, and *in what circumstances*, to show that they are competent in their work.

Each SVQ which a standards-setting body develops has to fit into a broad framework which allows qualifications in the UK and throughout Europe to be compared.

There are SVQs for nearly all occupations in Scotland and they are available at SVQ levels 1–5. SVQs are currently notionally placed in the SCQF as the individual SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ. SVQs are a means of recognising the skills and knowledge people need in employment, ie job competence. Successful completion of an SVQ provides clear evidence that the learner works to nationally recognised occupational standards.

Each Unit defines one aspect of a job or work-role, and says what it is to be competent in that aspect of the job. To be awarded a full SVQ, candidates must achieve each of the SVQ Units which make it up by demonstrating that they are competent in that aspect of the job. The Units which make up the SVQ can also be taken as freestanding awards. Some SVQs or SVQ Units are incorporated into other awards or programmes including HNCs and Modern Apprenticeships.

## Explanation of levels

<b>SVQ1 (SCQF level 4)</b>	Competence involves the application of knowledge and skills in the performance of a range of varied work activities, most of which may be routine or predictable.
<b>SVQ2 (SCQF level 5)</b>	Competence involves the application of knowledge and skills in a significant range of varied work activities, performed in a variety of contexts. At this level, there will be activities, which are complex or non-routine and there is some individual responsibility and autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement.
<b>SVQ3 (either SCQF level 6 or 7)</b>	Competence involves the application of knowledge and skills in a broad range of varied work activities, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others is often present.
<b>SVQ4 (either SCQF level 8 or 9)</b>	Competence involves the application of knowledge and skills in a broad range of complex technical or professional work activities, performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present.
<b>SVQ5 (SCQF level 11)</b>	Competence involves the application of skills and a significant range of fundamental principles across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountability.

For further information on SCQF go to [www.scqf.org.uk](http://www.scqf.org.uk).

## How are standards defined in SVQs?

All SVQs consist of standards which can be broken down into various parts.

**Units** define the broad functions carried out in the sector, and are made up of a number of **Elements**. These **Elements** describe the activities which employees have to perform, and will require candidates to demonstrate certain skills or Knowledge and Understanding.

The quality of performance in what people must be able to do — how well they have to perform — is described by **Performance Criteria**. These may also be called **statements of competence** or **what candidates should do**.

The section on **Knowledge and Understanding** says what candidates must know and understand, and how this knowledge applies to their jobs.

You may also come across standards containing statements on **scope**. These statements could, for example, list the equipment that candidates are expected to be familiar with and use in their occupational area.

Increasingly, you may see changes to this format as standards become more user-friendly and are written in plain English. For example, there may be some standards containing **Range Statements** or **Evidence Requirements**, but over time these should disappear. You may, however, find that information on the context, nature and amount of evidence which is required to prove competence (which used to be given in Range Statements and Evidence Requirements) is now defined in the **assessment guidance** for the qualification. Assessment guidance is drawn up by the awarding body and is packaged along with the standards to form the SVQ.

## Who is involved in SVQs?

There are several roles:

- ◆ **the candidate** the person who wants to achieve the SVQ (eg an employee)
- ◆ **the assessor\*** the person who assesses the candidates and decides if they are competent (eg supervisor)
- ◆ **the internal verifier\*** an individual nominated by the centre (eg a company) who ensures that assessors apply the standards uniformly and consistently (eg supervisor's line manager)
- ◆ **the External Verifier\*** an individual appointed by SQA who ensures that standards are being applied uniformly and consistently across all centres offering the SVQ

\*Assessors and verifiers in centres will be asked by SQA to prove they have the appropriate occupational competence to assess and verify the SVQ. Occupational competence has been defined by the standards-setting body in the Assessment Strategy for this SVQ(s) — see SQA’s website: [www.sqa.org.uk](http://www.sqa.org.uk).

Assessors and verifiers are also expected to obtain an appropriate qualification in assessment and verification — this can be the Learning and Development Units (the national standards for assessment and verification), or an alternative qualification which SQA also recognises.

## **The steps involved in assessing a candidate for an SVQ**

In deciding whether a candidate should achieve an SVQ, you will go through these stages:

- ◆ planning for assessment
- ◆ generating and collecting evidence of the candidate’s competence in the Units
- ◆ judging the evidence of the candidate’s ability and making an assessment decision based on the evidence
- ◆ recording the assessment decision and the candidate’s achievement

# 1 The SVQ in Food and Drink Operations SCQF levels 5 and 6

The SVQs in Food and Drink Operations have been developed by Improve, the Sector Skills Council for the UK Food and Drink Operations manufacturing sector, and are intended for people working in this industry.

These people may be employed as operators, processors, supervisors or in management positions. In order to complete an SVQ, they will need to demonstrate skills and knowledge relating to their job role. Knowledge and understanding of hygiene, health and safety, HACCP, and the manufacturing process is also required.

The SVQs are designed to be assessed in the workplace, or in conditions of the workplace. Examples of the settings or centres in which the SVQs are likely to be delivered include bakeries, fish processors, dairy industry, confectioners, drinks manufacturers, colleges and private training providers.

## Structure of the SVQs

This section lists the Units which form the SVQs in Food and Drink Operations.

### SVQ in Food and Drink Operations SCQF level 5

There are ten pathways to the SVQ in Food and Drink Operations SCQF level 5. SQA certificates these as separate qualifications.

- ◆ SVQ in Food and Drink Operations (Automated Plant Bakery Skills)  
SCQF level 5 (GJ1L 22)
- ◆ SVQ in Food and Drink Operations (Craft Bakery Skills)  
SCQF level 5 (GG4V 22)
- ◆ SVQ in Food and Drink Operations (Dairy Skills)  
SCQF level 5 (GG4T 22)
- ◆ SVQ in Food and Drink Operations (Distribution Skills)  
SCQF level 5 (GG4W 22)
- ◆ SVQ in Food and Drink Operations (Fish and Shellfish Processing Skills)  
SCQF level 5 (GG52 22)
- ◆ SVQ in Food and Drink Operations: Food Manufacturing Excellence  
SCQF level 5 (GF0G 22)
- ◆ SVQ in Food and Drink Operations (Food Sales and Service Skills)  
SCQF level 5 (GG50 22)
- ◆ SVQ in Food and Drink Operations (Fresh Produce Skills)  
SCQF level 5 (GG4X 22)
- ◆ SVQ in Food and Drink Operations (Meat and Poultry Skills)  
SCQF level 5 (GG55 22)
- ◆ SVQ in Food and Drink Operations (Production and Processing Skills)  
SCQF level 5 (GG4Y 22)



**SVQ in Food and Drink Operations (Automated Plant Bakery Skills)  
SCQF level 5 (GJ1L 22)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ The 2 Mandatory Units
- ◆ 4 Units from Group A
- ◆ The remaining 2 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 2 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H652 04	5	5	2237	Control Weighing Using Automated Baking Processes
H653 04	5	5	2238	Control the Preparation and Mixing of Dough Using Automated Baking Processes
F2PA 04	6	6	3175	Start up Plant and Equipment in Food Manufacture
F2P0 04	6	6	3176	Shut Down Plant and Equipment in Food Manufacture
F2N4 04	5	7	2170	Report and Record Production Operations in Food Manufacture
H654 04	5	5	2239	Control the Division, Moulding and Shaping of Dough Using Automated Baking Processes
H655 04	5	5	2240	Control the Proving of Dough Products Using Automated Baking Processes

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H656 04	5	5	2241	Control the Oven-baking of Dough Products Using Automated Baking Processes
H657 04	5	5	2242	Control Product Wrapping and Labelling Using Automated Baking Processes
H658 04	5	5	2243	Control the Cooling of Oven-baked Dough Products Using Automated Baking Processing
F2JX 04	5	6	2176	Control Batching in Food Manufacture
F2K5 04	6	8	3191	Control Forming in Food Manufacture
F2K2 04	6	8	3192	Control Depositing in Food Manufacture
F2K4 04	6	7	3193	Control Enrobing in Food Manufacture
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture

**Group B — Optional Units: Candidates may complete up to 2 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
F2JB 04	6	6	3177	Carry Out Task Hand-over Procedures in Food Manufacture
F2J7 04	6	8	3178	Carry Out Product Changeovers in Food Manufacture
H44A 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture

<b>Additional Units — not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3HX 04	6	6	3242	Principles of Fats and Oils in Bakery
H3HY 04	6	6	3243	Principles of Sugars and Starches in Bakery
H3J4 04	6	6	3248	Principles of Dairy Products in Bakery
H3J0 04	6	6	3244	Principles of Egg and Egg Products in Bakery
H3J1 04	6	6	3245	Principles of Salt and Dough Conditioners/ Improvers in Bakery
H3J2 04	6	6	3246	Principles of Pre-mixes and Concentrates in Bakery
H3HK 04	6	6	3226	Principles of Dough Fermentation and Process Control
H3HJ 04	6	6	3225	Principles of Retarding and Proving Dough and Process Control
H3J3 04	6	6	3247	Principles of Packaging in Bakery
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food Environment

**SVQ in Food and Drink Operations (Craft Bakery Skills)  
SCQF level 5 (GG4V 22)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ The 2 Mandatory Units
- ◆ 4 Units from Group A
- ◆ The remaining 2 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 2 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2PP 04	5	6	2225	Oven Bake Dough Products
F2NF 04	5	6	2220	Select Weigh and Measure Bakery Ingredients
F2R6 04	5	5	2221	Prepare and Mix Dough
F2LV 04	5	6	2222	Hand Divide, Mould and Shape Fermented Doughs
F2RP 04	6	6	3221	Produce Laminated Pastry
F2PX 04	6	6	3222	Pin, Block and Shape Dough
F2LM 04	5	6	2223	Fill and Close Pastry Products
F2S1 04	6	6	3224	Tin and Tray up Dough Products
F2ND 04	5	6	2224	Retard and Prove Dough Products
F2LR 04	5	6	2226	Fry Dough Products
F2HN 04	5	7	2227	Batch Finish Dough Products
F2R7 04	5	6	2229	Prepare and Mix Flour Confectionery

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
F2LS 04	5	7	2230	Hand Deposit Pipe and Sheet Flour Confectionery
F2KV 04	5	6	2231	Deposit and Fry Hot Plate Products
H43F 04	5	6	2232	Tray Up and Prepare Flour Confectionery for Baking
F2PR 04	5	6	2233	Oven Bake Flour Confectionery
F2HP 04	5	7	2234	Batch Finish Flour Confectionery
F2HD 04	5	6	2235	Assemble and Fill Celebration Cakes
F2MT 04	6	7	3234	Mask and Cover Celebration Cakes
F2KS 04	6	7	3235	Decorate Celebration Cakes
F2MH 04	5	5	2236	Provide Accessories and Store Celebration Cakes

**Group B — Optional Units: Candidates may complete up to 2 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3DX 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
H3DY 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2JB 04	5	5	3177	Carry Out Task Hand-over Procedures in Food Manufacture
H3CP 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
H44A 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture
H3KB 04	5	7	2081	Store Goods and Materials in a Food Environment
H3D2 04	5	5	2095	Prepare Orders for Despatch
H3D4 04	5	5	2097	Prepare Food Product Orders for Customers
H44C 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	7	2091	Pack Orders for Despatch in a Food Environment
F2J7 04	6	8	3178	Carry out Product Changeovers in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H13E 04	5	5	2172	Contribute to Problem Resolution in a Food Environment
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
F2P4 04	5	6	2178	Slice and Bag Individual Food Products
H3DW 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
H3L3 04	5	4	3054	Carry out Sampling in Food and Drink Operations
H135 04	5	7	2020	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H3DH 04	4	6	2177	Prepare Ingredients and Store Fillings and Toppings in Food Manufacture
F2HK 04	5	6	2179	Bake-off Food Products for Sale
H3D0 04	5	7	2090	Produce Individual Packs by Hand in a Food Environment
H43M 04	5	6	2157	Sell Food Products in a Retail Food Environment
H43Y 04	5	5	2158	Display Food Products in a Retail Food Environment
F98D 04	4	3	2159	Prepare and Clear Areas for Counter/Take-Away Service
F9DD 04	5	4	2160	Provide a Counter/Take-away Service
H43P 04	4	3	2161	Prepare and Clear Areas for Table/Tray Service
DT13 04	4	3	2162	Provide a Table/Tray Service
F2HE 04	5	7	2163	Assemble and Process Products for Food Service
H3D3 04	5	5	2096	Label Food Products by Hand
H3HD 04	6	7	3194	Control Wrapping and Labelling in Food Manufacture
H3CV 04	5	6	2083	Supply Materials for Production in Food and Drink Operations
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment

<b>Additional Units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3HX 04	6	6	3242	Principles of Fats and Oils in Bakery
H3HY 04	6	6	3243	Principles of Sugars and Starches in Bakery
H3J4 04	6	6	3248	Principles of Dairy Products in Bakery

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3J0 04	6	6	3244	Principles of Egg and Egg Products in Bakery
H3J1 04	6	6	3245	Principles of Salt and Dough Conditioners/ Improvers in Bakery
H3J2 04	6	6	3246	Principles of Pre-mixes and Concentrates in Bakery
H3HK 04	6	6	3226	Principles of Dough Fermentation and Process Control
H3HJ 04	6	6	3225	Principles of Retarding and Proving Dough and Process Control
H3HH 04	6	6	3223	Principles of Pastry Lamination and Process Control
H3J3 04	6	6	3247	Principles of Packaging in Bakery
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H157 04	7	7	3080	Principles of Sustainability in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3YD 04	6	6	3241	Principles of Flour Milling and Flour Types for Bakery



**SVQ in Food and Drink Operations (Dairy Skills)  
SCQF level 5 (GG4T 22)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ The 2 Mandatory Units
- ◆ 4 Units from Group A
- ◆ The remaining 2 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 2 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3DM 04	5	4	2187	Receive and Offload Bulk Liquids in Food Manufacture
H3K3 04	6	8	3310	Produce Liquid Milk
H3FC 04	5	5	2315	Produce Cream
H3FD 04	5	6	2316	Produce Dried Milk/Whey Powder
H3K8 04	5	5	2317	Produce Butter
H3FE 04	5	5	2318	Produce Mixed Fat Spreads
H3K9 04	5	5	2319	Produce Ice Cream
H3FF 04	5	6	2320	Produce Fermented Dairy Products
H3FG 04	5	6	2321	Produce Cheese
H3FH 04	5	6	2322	Prepare Starter Cultures in Dairy Processing
H3DN 04	5	5	2188	Weigh or Measure Ingredients in Food Manufacture
H3DP 04	5	7	2189	Blend or Mix Ingredients in Food Manufacture

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3FJ 04	5	7	2323	Organise and Monitor Hand Operations in Dairy Processing
H3FK 04	5	6	2324	Produce Curds and Whey
H3FL 04	5	5	2325	Mill Curds
H3FM 04	5	5	2326	Salt and Mould Curds
H3FN 04	5	4	2327	Carry out Cheese Pressing Operations
H3FP 04	5	5	2328	Carry out Cheese Piercing Operations
H3K4 04	6	4	3311	Grade Cheese
H3FR 04	5	5	2329	Carry out Cheese Extrusion Operations
H3FS 04	5	5	2330	Carry out Cheese Smoking Operations
H3FT 04	5	5	2331	Carry out Cheese Waxing Operations
H3FV 04	5	5	2332	Bandage Cheese
H3DR 04	5	5	2190	Wrap by Hand in Food Manufacture
H3DS 04	5	5	2191	Operate Manual Dispensers in Food Manufacture
H3DT 04	5	5	2192	Control Filling in Food Manufacture

**Group B — Optional Units: Candidates may complete up to 2 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	5	4	2001	Plan and Organise your own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3DX 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
H3DY 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
H3HF 04	5	4	3212	Use Knives in Food and Drink Operations
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2JB 04	6	6	3177	Carry out Task Hand-over Procedures in Food Manufacture
H3CP 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
H3KB 04	5	7	2081	Store Goods and Materials in a Food Environment
H3D2 04	5	5	2095	Prepare Orders for Despatch
H3D4 04	5	5	2097	Prepare Food Product Orders for Customers
H3CV 04	5	6	2083	Supply Materials for Production in Food and Drink Operations
H3CY 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	7	2091	Pack Orders for Despatch in a Food Environment
F2J7 04	6	8	3178	Carry out Product Changeovers in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H13E 04	5	5	2172	Contribute to Problem Resolution in a Food Environment
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
F2P4 04	5	6	2178	Slice and Bag Individual Food Products
H3DW 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3L3 04	5	4	3054	Carry out Sampling in Food and Drink Operations
H135 04	5	7	2020	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H3DH 04	4	6	2177	Prepare Ingredients and Store Fillings and Toppings in Food Manufacture
H3D0 04	5	7	2090	Produce Individual Packs by Hand in a Food Environment
H43Y 04	5	5	2158	Display Food Products in a Retail Environment
F98D 04	4	3	2159	Prepare and Clear Areas for Counter/Take-away Service
F9DD 04	4	3	2160	Provide a Counter/Take-away Service
H43P 04	5	4	2161	Prepare and Clear Areas for Table/Tray Service
DT13 04	4	3	2162	Provide a Table/Tray Service
F2HE 04	5	7	2163	Assemble and Process Products for Food Service
H3D3 04	5	5	2096	Label Food Products by Hand
H43M 04	5	6	2157	Sell Food Products in a Retail Food Environment
H440 04	6	6	3155	Maximise Sales of Food Products in a Retail Environment
H3HD 04	6	7	3194	Control Wrapping and Labelling in Food Manufacture
H44A 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food manufacture

<b>Additional Units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3KF 04	6	3	3317	Principles of Heat Treatment in Dairy Processing
H3K5 04	6	3	3312	Principles of Butter and Mixed Fat Spreads
H3KG 04	6	3	3318	Principles of Ice Cream Production
H3KE 04	6	3	3316	Principles of Fermented Dairy Products
H3K7 04	6	3	3314	Principles of Cheese Making
H3KD 04	6	3	3315	Principles of Dairy Science
H3K6 04	6	3	3313	Principles of a Specialist Cheese Sales Service

**SVQ in Food and Drink Operations (Distribution Skills)  
SCQF level 5 (GG4W 22)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ The 2 Mandatory Units
- ◆ 4 Units from Group A
- ◆ The remaining 2 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 2 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H44F 04	5	7	2080	Receive Goods and Materials in a Food Environment
H3KB 04	6	4	2081	Store Goods and Materials in a Food Environment
H3L6 04	6	4	3123	Control Stock Levels in a Food Environment
H3CV 04	5	6	2083	Supply Materials for Production in Food and Drink Operations
H3CW 04	5	4	2085	Carry out Bulk Filling in Food and Drink Operations
H44G 04	5	4	2084	Move and Handle Products and Materials in Food and Drink Operations
H3NM 04	5	6	2087	Process Orders for Goods in a Food Environment
H3CY 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	5	2091	Pack Orders for Despatch in a Food Environment

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3NN 04	5	7	2092	Assemble Different Products to a Pre-determined Pattern in a Food Environment
H3NP 04	5	6	2093	Palletise and Wrap Products in a Food Environment
H3NR 04	5	7	2094	Load Consignments for Despatch in a Food Environment
FA0K 04	6	5	2100	Plan the Route and Timings for the Collection and Delivery of Loads
H3D5 04	5	3	2098	Complete Pre-journey and Post-journey Procedures in Food and Drink Operations
B1XX 04	4	2	2099	Transport Goods and Materials
H2CR 04	5	4	2107	Use Equipment to Move Goods in Logistics Operations
H3NJ 04	5	2	2105	Protect The Vehicle and The Load
H3NK 04	5	2	2106	Ensure The Vehicle is Unloaded Correctly
FA0T 04	4	3	2104	Maintain Food Safety During Transport
FA0V 04	5	2	2102	Maintain Food Safety During Loading and Unloading
H3NL 04	3	2	2103	Clean Vehicle to Maintain Food Safety
FA0X 04	5	2	2101	Maintain Food Safety During Delivery
H3CX 04	5	4	2086	Move Materials Using Mechanical Transfer Systems in Food and Drink Operations
H441 04	5	7	2088	Pick Orders and Store in Food Manufacture

**Group B — Optional Units: Candidates may complete up to 2 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	6	4	2001	Plan and Organise your Own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2JB 04	6	6	3177	Carry Out Task Hand-over Procedures in Food Manufacture
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
F2J7 04	6	8	3178	Carry out Product Changeovers in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H13E 04	5	5	2172	Contribute to Problem Resolution in a Food Environment
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
F2P4 04	5	6	2178	Slice and Bag Individual Food Products
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
H3L3 04	5	4	3054	Carry Out Sampling in Food and Drink Operations
H135 04	5	7	2020	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H3HD 04	6	8	3194	Control Wrapping and Labelling in Food Manufacture
H44A 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture



<b>Additional Units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment

**SVQ in Food and Drink Operations (Fish and Shellfish Processing Skills)  
SCQF level 5 (GG52 22)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ The 2 Mandatory Units
- ◆ 4 Units from Group A
- ◆ The remaining 2 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 2 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3F5 04	5	6	2296	Control Shellfish Meat Extraction Operations
F7JW 04	5	7	2280	Fillet Fish by Hand
F7JX 04	5	7	2281	Process Fish by Hand
H447 04	5	6	2282	Grade Fish/Shellfish by Hand
H448 04	5	6	2283	Intake Fish/Shellfish
H3EV 04	5	6	2284	Control Fish/Shellfish Defrosting
H3EW 04	5	6	2285	Shuck Bivalves by Hand
H3EX 04	5	4	2286	Pack and Ice Fish/Shellfish
H3EY 04	5	6	2287	Grade Fish/Shellfish by Machine
H3F0 04	5	5	2289	Control the Fish/Shellfish Brining Process
F7K6 04	5	4	2290	Control the Dry Curing of Fish
H3F1 04	5	5	2291	Control the Fish/Shellfish Smoking Process
H3F2 04	5	4	2292	Control the Fish/Shellfish Marinating Process
H0D1 04	5	4	2293	Gut and Clean Fish by Hand

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3F3 04	5	4	2294	Assemble Fish/Shellfish Products by Hand
H3F4 04	5	5	2295	Extract Shellfish Meat by Hand
H3F6 04	5	5	2297	Pack Live Shellfish for Despatch
H3F7 04	5	6	2298	Control Fish Gutting Operations
H3F8 04	5	6	2299	Control Fish Skinning Operations
H3JS 04	6	6	3286	Use Fish/Shellfish Quality Assessment Methods
H3F9 04	5	4	2300	Harvest Fish for Food Supply
F7KH 04	4	3	2301	Conduct Shellfish Depuration Operations
F7KJ 04	6	2	2302	Control Shellfish Depuration Production
F2K4 04	6	7	3193	Control Enrobing in Food Manufacture
F2PH 04	6	10	3185	Operate Central Control Systems in Food Manufacture
F2K7 04	6	8	3186	Control Manual Size Reduction in Food Manufacture
F2KM 04	5	6	2173	Control Weighing in Food Manufacture
F2K9 04	5	6	2193	Control Mixing in Food Manufacture
F2K6 04	6	8	3188	Control Heat Treatment in Food Manufacture
F2KC 04	6	9	2174	Control Separation in Food Manufacture
F2K5 04	6	8	3191	Control Forming in Food Manufacture
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
F2K2 04	6	8	3192	Control Depositing in Food Manufacture
H3DJ 04	5	5	2180	Control Defrosting in Food Manufacture
F7KM 04	5	5	2181	Prepare Sauces/Marinades by Hand in Food Manufacture
H3FA 04	5	5	2303	Process Fish/Shellfish for Sale in a Retail Environment
H3FB 04	5	6	2304	Display Fish/Shellfish for Retail Sale
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations
H3HD 04	6	7	3194	Control Wrapping and Labelling in Food Manufacture

**Group B — Optional Units: Candidates may complete up to 2 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3DX 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
H3DY 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
H3HF 04	5	4	3212	Use Knives in Food and Drink Operations
H3DH 04	4	6	2177	Prepare Ingredients and Store Fillings and Toppings in Food Manufacture
F2HK 04	5	6	2179	Bake-off Food Products for Sale
H3D0 04	5	7	2090	Produce Individual Packs by Hand in a Food Environment
H43Y 04	5	5	2158	Display Food Products in a Retail Food Environment
F98D 04	4	3	2159	Prepare and Clear Areas for Counter/Take-away Service
F9DD 04	4	3	2160	Provide a Counter/Take-away service
H43P 04	5	4	2161	Prepare and Clear Areas for Table/Tray Service
DT13 04	4	3	2162	Provide a Table/Tray Service
F2HE 04	5	7	2163	Assemble and Process Products for Food Service
H3D3 04	5	5	2096	Label Food Products by Hand
H43M 04	5	6	2157	Sell Food Products in a Retail Food Environment
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2JB 04	6	6	3177	Carry Out Task Hand-over Procedures in Food Manufacture

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3CP 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
H3KB 04	5	7	2081	Store Goods and Materials in a Food Environment
H3D2 04	5	5	2095	Prepare Orders for Despatch
H3D4 04	5	5	2097	Prepare Food Product Orders for Customers
H3CV 04	5	6	2083	Supply Materials for Production in Food and Drink Operations
H3CY 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	7	2091	Pack Orders for Despatch in a Food Environment
F2J7 04	6	8	3178	Carry out Product Changeovers in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H13E 04	5	4	2172	Contribute to Problem Resolution in a Food Environment
H3E0 04	5	4	2214	Deal with Waste in Food and Drink Operations
F2P4 04	5	6	2178	Slice and Bag Individual Food Products
H3DW 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
H3L3 04	5	4	3054	Carry Out Sampling in Food and Drink Operations
H135 04	5	7	2020	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H44A 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment In Food Manufacture

**Additional Units: not compulsory**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3JT 04	6	6	3287	Principles of Fish or Shellfish for Retail Sale
H3JV 04	6	6	3288	Principles of Marine Finfish
H3JW 04	6	6	3289	Principles of Shellfish, Non Marine Finfish and Marine Food Products
H3JX 04	7	7	3290	Principles of Seafood Quality Science
H3JY 04	6	6	3291	Principles of Frying Fish and Chips
H3K0 04	6	3	3292	Principles of Brining and Salting Fish or Shellfish
H3K1 04	6	3	3293	Principles of Fish or Shellfish Quality Assessment
H3K2 04	6	3	3295	Principles of a Specialist Seafood Sales Service
H3JR 04	6	6	3285	Principles of Fish or Shellfish Smoking
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment

**SVQ in Food and Drink Operations (Food Sales and Service Skills)  
SCQF level 5 (GG50 22)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ The 2 Mandatory Units
- ◆ 4 Units from Group A
- ◆ The remaining 2 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 2 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2JT 04	5	5	2155	Contribute to the Effectiveness of Food Retail Operations
H43Y 04	5	5	2158	Display Food Products in a Retail Food Environment
H3H6 04	6	4	3158	Serve on a Specialist Food Retail Counter
F98D 04	5	4	2159	Prepare and Clear Areas for Counter/Take-away Service
H43P 04	4	3	2161	Prepare and Clear Areas for Table/Tray Service
DT13 04	4	3	2162	Provide a Table/Tray Service
F2HE 04	5	7	2163	Assemble and Process Products for Food Service
H44F 04	5	7	2080	Receive Goods and Materials in a Food Environment
H3KB 04	5	7	2081	Store Goods and Materials in a Food Environment
H3L6 04	5	6	3123	Control Stock Levels in a Food Environment

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3NM 04	5	6	2087	Process Orders for Goods in a Food Environment
H441 04	5	7	2088	Pick Orders and Store in Food Manufacture
H3CY 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	5	2091	Pack Orders for Despatch in a Food Environment
H3NN 04	5	7	2092	Assemble Different Products to a Pre-determined Pattern in a Food Environment
H3LA 04	8	5	3013	Deliver a Good Service to Customers
H3FB 04	5	5	2304	Display Fish/Shellfish for Retail Sale
H3EG 04	5	5	2262	Carry out Butchery of Red Meat Primal Joints
H3EH 04	5	5	2263	Carry out Poultry Butchery
H3EJ 04	5	5	2264	Carry out Wild Game Butchery
H3JE 04	6	5	3266	Display Meat or Poultry for Sale
H3ES 04	5	4	2271	Produce Added Value Meat or Poultry Products
F2P4 04	5	6	2178	Slice and Bag Individual Food Products
F2HK 04	5	6	2179	Bake-off Food Products for Sale
H3E2 04	5	5	2228	Finish Bake-off Products
H3DL 04	5	5	2186	Control the Production of Bread-Based Convenience Food
H3DN 04	5	5	2188	Weigh or Measure Ingredients in Food Manufacture
H3DR 04	5	5	2190	Wrap by Hand in Food Manufacture
H3HF 04	5	4	3212	Use Knives in Food and Drink Operations
H3G3 04	5	5	2352	Control the Production of Ready-To-Eat Fresh Produce Products
H3D4 04	5	5	2097	Prepare Food Product Orders for Customers
H43M 04	5	6	2157	Sell Food Products in a Retail Environment
F9DD 04	4	3	2160	Provide a Counter/Take-away Service
H497 04	4	4	2156	Assist with Selling Food Retail Products



SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3D0 04	5	7	2090	Produce Individual Packs by Hand in a Food Environment

**Group B — Optional Units: Candidates may complete up to 2 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H13E 04	5	5	2172	Contribute to Problem Resolution in a Food Environment
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
H3L3 04	5	4	3054	Carry out Sampling in Food and Drink Operations
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H3HD 04	6	7	3194	Control Wrapping and Labelling in Food Manufacture

<b>Additional Units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment

**SVQ in Food and Drink Operations: Food Manufacturing Excellence  
SCQF level 5 (GF0G 22)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ 3 Mandatory Units from Group A
- ◆ 3 Mandatory Units from Group B
- ◆ The remaining 2 Units can be taken from Group A, B or C

**Group A — Mandatory Units: Candidates must complete at least 3 / a maximum of 4 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H133 04	5	5	202	Work Effectively with Others in a Food Environment
DP73 04	5	6	203	Store, Retrieve and Archive Information
F2M9 04	5	7	204	Maintain Product Quality in Food Manufacture
F2MD 04	5	6	206	Maintain Workplace Food Safety Standards in Manufacture
F2JL 04	4	5	209	Contribute to Environmental Safety in Food Manufacture
F2MB 04	5	6	207	Maintain the Workplace and Health and Safety in Food Manufacture
F2JK 04	6	8	239	Contribute to Developing Production Specifications in Food Manufacture
H134 04	5	5	444	Contribute to Sustainable Practice in a Food Environment
H44A 04	5	5	210	Contribute to the Maintenance of Plant and Equipment in Food Manufacture

**Group B — Mandatory Units: Candidates must complete at least 3 / a maximum of 4 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H135 04	7	5	446	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H136 04	5	4	447	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H137 04	5	4	448	Contribute to the Measurement and Collection of Data for Achieving Excellence in a Food Environment
H138 04	6	7	449	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H139 04	5	5	450	Undertake Proactive Plant Maintenance in a Food Environment
H13A 04	5	6	451	Contribute to The Development of Standard Operating Procedures (SOP) in a Food Environment
H13B 04	6	7	452	Reduce and Manage Conflict in Achieving Excellence in a Food Environment
H13C 04	5	5	453	Contribute to Compliance for Achieving Excellence in a Food Environment
H13D 04	5	4	454	Contribute to Problem Diagnosis in a Food Environment
H13E 04	5	5	455	Contribute to Problem Resolution in a Food Environment

**Group C — Optional Units: Candidates may complete up to 2 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H13F 04	7	4	456	Principles of Sustainability in a Food Environment
H13G 04	6	6	457	Principles of Workplace Organisation Techniques in a Food Environment
H13H 04	6	6	458	Principles of Improvement in a Food Environment
H13J 04	7	7	459	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment

**SVQ in Food and Drink Operations (Fresh Produce Skills)  
SCQF level 5 (GG4X 22)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ The 2 Mandatory Units
- ◆ 4 Units from Group A
- ◆ The remaining 2 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 2 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3FW 04	5	5	2345	Grade Fresh Produce by Hand
H3FX 04	5	5	2346	Cut Fresh Produce by Hand
H3FY 04	5	5	2347	Sculpt Fresh Produce by Hand
H3G0 04	5	5	2348	Control Fresh Produce Washing Operations
H3G1 04	5	5	2349	Control the Production of Fresh Produce Product Labels
H3G2 04	5	5	2350	Control Fresh Produce Chopping Operations
H3G6 04	5	3	2355	Sell Fresh Produce on the Wholesale Market
H3G7 04	5	5	2356	Control Fresh Produce Peeling Operations
H3KK 04	5	5	3332	Control Fresh Produce Ripening Operations
H3G3 04	5	5	2352	Control the Production of Ready-To-Eat Fresh Produce Products

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3G4 04	5	5	2353	Control Fresh Produce Grading Operations
H3G5 04	5	5	2354	Control Fresh Produce Drying Operations
H3KR 04	6	6	3337	Control the Non-Invasive Testing of Produce

**Group B — Optional Units: Candidates may complete up to 2 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3DX 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
H3DY 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
H3HF 04	6	4	3212	Use Knives in Food and Drinks Operations
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2JB 04	6	6	3177	Carry out Task Hand-over Procedures in Food Manufacture
H3CP 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
B4BW 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment
H3KB 04	5	7	2081	Store Goods and Materials in a Food Environment

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3D2 04	5	5	2095	Prepare Orders for Despatch
H3D4 04	5	5	2097	Prepare Food Product Orders for Customers
H3CV 04	5	6	2083	Supply Materials for Production in Food and Drink Operations
H3CY 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	7	2091	Pack Orders for Despatch in a Food Environment
F2J7 04	6	8	3178	Carry Out Product Changeovers in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H13E 04	6	6	2172	Contribute to Problem Resolution in a Food Environment
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
F2P4 04	5	6	2178	Slice and Bag Individual Food Products
H3DW 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
H3L3 04	5	4	3054	Carry Out Sampling in Food and Drink Operations
H135 04	5	7	2020	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H3DH 04	4	6	2177	Prepare Ingredients and Store Fillings and Toppings in Food Manufacture
H3D0 04	5	7	2090	Produce Individual Packs by Hand in a Food Environment
H43M 04	5	6	2157	Sell Food Products in a Retail Food Environment

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H43Y 04	5	5	2158	Display Food Products in a Retail Food Environment
F98D 04	4	3	2159	Prepare and Clear Areas for Counter/Take-away Service
F9DD 04	4	3	2160	Provide a Counter/Take-away Service
H43P 04	5	4	2161	Prepare and Clear Areas for Table/Tray Service
DT13 04	4	3	2162	Provide a Table/Tray Service
F2HE 04	5	7	2163	Assemble and Process Products for Food Service
H3D3 04	5	5	2096	Label Food Products by Hand
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H3HD 04	6	7	3194	Control Wrapping and Labelling in Food Manufacture

<b>Additional Units: not compulsory</b>				
SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3KH 04	6	6	3330	Principles of Fresh Produce Wholesaling
H3KJ 04	6	6	3331	Principles of the Fresh Produce Supply Chain
H3KL 04	6	5	3333	Principles of Fresh Produce Ripening
H3KM 04	6	5	3334	Principles of Fresh Produce Handling and Quality
H3KN 04	6	5	3335	Principles of the Fresh Produce Handling Systems
H3KP 04	6	7	3336	Principles of Fresh Produce Packaging and Preservation
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment



<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment

**SVQ in Food and Drink Operations (Meat and Poultry Skills)  
SCQF level 5 (GG55 22)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ The 2 Mandatory Units
- ◆ 4 Units from Group A
- ◆ The remaining 2 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 2 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3D6 04	6	4	2120	Sort and Classify Livestock for Sale or Despatch in Food Manufacture
F2LE 04	5	5	2121	Display Livestock to Potential Buyers in Food Manufacture
F2RH 04	5	6	2122	Prepare, Move and Re-locate Livestock in Food Manufacture
F2HC 04	6	6	3135	Arrange Transport Scheduling for Delivery of Livestock in Food Manufacture
F2MY 04	5	6	2123	Receive Livestock in Food Manufacture
F2N1 04	5	6	2124	Receive Poultry in Food Manufacture
F2JG 04	4	5	2125	Contribute to Bio-security in Livestock Holding in Food Manufacture
F2MA 04	4	5	2126	Maintain Reception and Holding Areas for Livestock in Food Manufacture
F2HR 04	5	6	2127	Care for Livestock Pre-slaughter in Food Manufacture

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2HS 04	5	6	2128	Care for Poultry Pre-slaughter in Food Manufacture
F2R8 04	5	6	2130	Prepare and Monitor Feed and Water Supplies to Livestock in Food Manufacture
H3H3 04	6	6	3137	Maintain Lairage and Ante-mortem Facilities in Food Manufacture
H3D7 04	5	6	2131	Maintain Lairage and Ante-mortem Facilities for Religious Slaughter
H3E4 04	5	4	2245	Use Powered Tools or Equipment for Processing Meat
H3E5 04	5	5	2246	Carry out Manual Stunning of Meat or Poultry Species
F2J3 04	5	7	2247	Carry out Manual Bleeding Operations
H3E6 04	5	5	2248	Carry out Religious Slaughter
H3E7 04	5	5	2249	Carry out Bleeding Operations for Halal Meat
H3E8 04	5	4	2250	Skin Meat Species
H3E9 04	5	4	2251	Carry out Rodding and Clipping of Meat Carcasses
H3EA 04	5	4	2252	Split Meat Carcasses
H3EB 04	5	4	2253	Remove Category 1 Specified Risk Material in Meat Processing
H3EC 04	5	4	2254	Eviscerate Animals or Birds for Kosher Meat and Poultry
H3EE 04	5	4	2256	Sort Meat or Poultry Processing By-products
H3EF 04	5	4	2257	Process Offal and Meat Processing By-products
H445 04	5	6	2258	Carry out Primal Cutting of Meat or Poultry
H3NS 04	5	6	2259	Carry out Boning of Meat or Poultry
H446 04	5	6	2260	Carry out Seaming or Filleting of Meat or Poultry
H3NT 04	5	6	2261	Carry out Trimming of Meat or Poultry
H3EG 04	5	5	2262	Carry out Butchery of Red Meat Primal Joints
H3EH 04	5	5	2263	Carry out Poultry Butchery

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3EJ 04	5	5	2264	Carry out Wild Game Butchery
H3EK 04	5	4	2265	Produce Portion Controlled Raw Meat or Poultry Products
F7KM 04	5	5	2181	Prepare Sauces/Marinades by Hand in Food Manufacture
H3EL 04	5	4	2266	Enhance Flavour in Meat or Poultry Products
H3EM 04	5	4	2267	Cure Meat Products
H3JD 04	5	4	3265	Control Massaging or Tumbling of Boneless Meat or Poultry
H3EN 04	5	5	2268	Produce Sausages by Hand
H3LL 04	5	4	2269	Produce Batch Meat or Poultry Products by Hand
H3ER 04	5	5	2270	Cook Batched Meat or Poultry
H3ES 04	5	4	2271	Produce Added Value Meat or Poultry Products
H3JE 04	6	5	3266	Display Meat or Poultry for Sale
F2KM 04	5	6	2173	Control Weighing in Food Manufacture
H3DN 04	5	5	2188	Weigh or Measure Ingredients in Food Manufacture
H3HD 04	6	7	3194	Control Wrapping & Labelling in Food Manufacture
H3DR 04	5	5	2190	Wrap by Hand in Food Manufacture
F2JT 04	5	5	2155	Contribute to the Effectiveness of Food Retail Operations
H43Y 04	5	5	2158	Display Food Products in a Retail Food Environment
H43M 04	5	6	2157	Sell Food Products in a Retail Food Environment
H3P1 04	8	5	3013	Deliver a Good Customer Service
H3D0 04	5	7	2090	Produce Individual Packs by Hand in a Food Environment
H3ED 04	5	4	2255	Eviscerate Meat or Poultry

<b>Group B — Optional Units: Candidates may complete up to 2 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3DX 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
H3DY 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
H3HF 04	5	4	3212	Use Knives in Food and Drink Operations
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2JB 04	6	6	3177	Carry out Task Hand-over Procedures in Food Manufacture
H3CP 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
H3KB 04	5	7	2081	Store Goods and Materials in a Food Environment
H3D2 04	5	5	2095	Prepare Orders for Despatch
H3CV 04	5	6	2083	Supply Materials for Production in Food and Drink Operations
H3CY 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	7	2091	Pack Orders for Despatch in a Food Environment
F2J7 04	6	8	3178	Carry out Product Changeovers in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H13E 04	5	5	2172	Contribute to Problem Resolution in a Food Environment
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
F2P4 04	5	6	2178	Slice and Bag Individual Food Products
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
H3L3 04	5	4	3054	Carry out Sampling in Food and Drink Operations
H135 04	5	7	2020	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H3DH 04	4	6	2177	Prepare Ingredients and Store Fillings and Toppings in Food Manufacture
F98D 04	4	3	2159	Prepare and Clear Areas for Counter/Take-away Service
H43P 04	5	4	2161	Prepare and Clear Areas for Table/Tray Service
DT13 04	4	3	2162	Provide a Table/Tray Service
F2HE 04	5	7	2163	Assemble and Process Products for Food Service
H3D3 04	5	5	2096	Label Food Products by Hand
H3D4 04	5	5	2097	Prepare Food Product Orders for Customers
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H3DW 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
F9DD 04	4	3	2160	Provide a Counter/Take-away Service
F2HK 04	5	6	2179	Bake-off Food Products for Sale
H44A 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture

<b>Additional Units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3JB 04	6	6	3261	Principles of Butchery
H3JC 04	6	6	3262	Principles of Curing Meat
H3JF 04	6	6	3267	Principles of a Specialist Raw Meat Service
H3JG 04	6	6	3268	Principles of a Specialist Cooked Meat Service
H3JK 04	6	6	3271	Principles of Classification of Meat or Poultry Carcasses
H3JM 04	6	6	3273	Principles of Added Value Meat or Poultry Products
H3JP 04	6	6	3275	Principles of Meat or Poultry Processing By-products

**SVQ in Food and Drink Operations (Production and Processing Skills)  
SCQF level 5 (GG4Y 22)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ The 2 Mandatory Units
- ◆ 4 Units from Group A
- ◆ The remaining 2 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 2 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2JT 04	5	5	2155	Contribute to the Effectiveness of Food Retail Operations
F2JP 04	7	6	3179	Contribute to Optimising Work Areas in Food Manufacture
F2R2 04	6	6	3165	Plan Production Schedules in Food Manufacture
F2PA 04	6	6	3175	Start up Plant and Equipment in Food Manufacture
F2P0 04	6	6	3176	Shut Down Plant and Equipment in Food Manufacture
F2NX 04	6	6	3183	Shut Down Multi-stage Operations in Food Manufacture
F2N4 04	5	7	2170	Report and Record Production Operations in Food Manufacture
F2PH 04	6	10	3185	Operate Central Control Systems in Food Manufacture



<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2K7 04	6	8	3186	Control Manual Size Reduction in Food Manufacture
F2KG 04	6	8	3187	Control Size Reduction in Food Manufacture
F2KM 04	5	6	2173	Control Weighing in Food Manufacture
F2K9 04	5	6	2193	Control Mixing in Food Manufacture
F2K6 04	6	8	3188	Control Heat Treatment in Food Manufacture
F2KC 04	6	9	2174	Control Separation in Food Manufacture
F2JX 04	5	6	2176	Control Batching in Food Manufacture
F2K1 04	6	8	3189	Control Conversion in Food Manufacture
F2K0 04	6	8	3190	Control Conditioning in Food Manufacture
F2K5 04	6	8	3191	Control Forming in Food Manufacture
F2K2 04	6	8	3192	Control Depositing in Food Manufacture
F2K4 04	6	8	3193	Control Enrobing in Food Manufacture
F2JY 04	6	7	3195	Control Bottling and Packing in Food Manufacture
F2KA 04	6	7	3196	Control Pelletising in Food Manufacture
F2K8 04	6	8	3197	Control Milling in Food Manufacture
F2KH 04	6	6	3198	Control Slicing and Bagging in Food Manufacture
H3DJ 04	5	5	2180	Control Defrosting in Food Manufacture
F7KM 04	5	5	2181	Prepare Sauces/Marinades by Hand in Food Manufacture
H3NX 04	5	5	2182	Control Membrane Processing in Food Manufacture
H3NY 04	5	5	2183	Control Bottle-Washing in Food Manufacture
H3P0 04	5	4	2184	Control Canning in Food Manufacture
H3DK 04	5	4	2185	Select and Prepare Raw Materials in Food Manufacture
H3GH 04	5	7	3050	Maintain Product Quality in Food and Drink Operations
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3DW 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
HDH3 04	6	7	3194	Control Wrapping and Labelling in Food Manufacture
H3NV 04	6	6	3182	Start up Multi-stage Operations in Food Manufacture

**Group B — Optional Units: Candidates may complete up to 2 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3DX 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
H3DY 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
H3HF 04	5	4	3212	Use Knives in Food and Drink Operations
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2JB 04	6	6	3177	Carry out Task Hand-over Procedures in Food Manufacture
H3CP 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
H3KB 04	5	7	2081	Store Goods and Materials in a Food Environment

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3D2 04	5	5	2095	Prepare Orders for Despatch
H3D4 04	5	5	2097	Prepare Food Product Orders for Customers
H3CV 04	5	6	2083	Supply Materials for Production in Food and Drink Operations
H3CY 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	7	2091	Pack Orders for Despatch in a Food Environment
F2J7 04	6	8	3178	Carry Out Product Changeovers in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H13E 04	5	5	2172	Contribute to Problem Resolution in a Food Environment
F2P4 04	5	6	2178	Slice and Bag Individual Food Products
H3L3 04	5	4	3054	Carry Out Sampling in Food and Drink Operations
H135 04	5	7	2020	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H3DH 04	4	6	2177	Prepare Ingredients and Store Fillings and Toppings in Food Manufacture
F2HK 04	5	6	2179	Bake-off Food Products for Sale
H3D0 04	5	7	2090	Produce Individual Packs by Hand in a Food Environment
H43M 04	5	6	2157	Sell Food Products in a Retail Food Environment
H43Y 04	5	5	2158	Display Food Products in a Retail Food Environment
F98D 04	4	3	2159	Prepare and Clear Areas for Counter/Take- away Service
F9DD 04	4	3	2160	Provide a Counter/Take-away Service

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H43P 04	5	4	2161	Prepare and Clear Areas for Table/Tray Service
DT13 04	4	3	2162	Provide a Table/Tray Service
F2HE 04	5	7	2163	Assemble and Process Products for Food Service
H3D3 04	5	5	2096	Label Food Products by Hand
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H44A 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture

<b>Additional Units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment

## SVQ in Food and Drink Operations SCQF level 6

There are seven pathways to the SVQ in Food and Drink Operations at SCQF level 6. SQA certificates these as separate qualifications.

- ◆ SVQ in Food and Drink Operations  
SCQF level 6 (GG51 23)
- ◆ SVQ in Food and Drink Operations (Bakery Skills)  
SCQF level 6 (GG62 23)
- ◆ SVQ in Food and Drink Operations (Engineering Maintenance)  
SCQF level 6 (GL46 24)
- ◆ SVQ in Food and Drink Operations (Fish and Shellfish Industry Skills)  
SCQF level 6 (GJ1M 23)
- ◆ SVQ in Food and Drink Operations: Food Manufacturing Excellence  
SCQF level 6 (GF0H 23)
- ◆ SVQ in Food and Drink Operations (Meat and Poultry Skills)  
SCQF level 6 (GG54 23)
- ◆ SVQ in Food and Drink Operations (Supply Chain Skills)  
SCQF level 6 (GG49 23)

### SVQ in Food and Drink Operations at SCQF level 6 (GG51 23)

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ At least 1 Mandatory Unit
- ◆ 4 Units from Group A
- ◆ The remaining 3 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 2 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2NY 04	6	3	3069	Monitor Food Safety at Critical Control Points in Manufacture
F2P1 04	6	6	3076	Monitor Health, Safety and Environmental Systems in Food Manufacture
H3GG 04	6	5	3049	Monitor and Maintain Product Quality in Food and Drink Operations

**Group A — Optional Units: Candidates must complete at least 4 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
F2RX 04	6	6	3091	Support Commissioning of Plant, Equipment and Processes in Food Manufacture
H3L3 04	6	6	3054	Carry Out Sampling in Food and Drink Operations
H3L4 04	7	6	3052	Carry out Testing in Food and Drink Operations
F2L5 04	6	6	3100	Develop Product Specifications in Food Manufacture
H144 04	7	6	3084	Control Energy Efficiency in a Food Environment
H145 04	7	6	3085	Control Waste Minimisation in a Food Environment
H146 04	7	6	3086	Control Water Usage in a Food Environment
H147 04	7	5	3087	Control Transport Efficiency in a Food Environment
H3L5 04	6	7	3213	Monitor and Control the Disposal of Waste in Food and Drink Operations
H3L6 04	6	4	3123	Control Stock Levels in a Food Environment
H3L7 04	6	4	3101	Contribute to Developing Product Specifications in Food Manufacture
H3GT 04	6	4	3102	Contribute to Amending Product Specifications in Food Manufacture
H3GV 04	6	4	3103	Develop a New Product in a Food Business
H3GW 04	6	5	3104	Develop Food Test Samples in a Food Business
H3GY 04	6	5	3105	Carry out Organoleptic Testing in a Food Business
F2R2 04	6	5	3165	Plan Production Schedules in Food Manufacture
H3H7 04	6	4	3166	Monitor and Report on Production Performance in Food Manufacture

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2J6 04	6	4	3167	Carry Out Process Control of Production in Food Manufacture
F2PA 04	6	6	3175	Start up Plant and Equipment in Food Manufacture
F2P0 04	6	6	3176	Shut Down Plant and Equipment in Food Manufacture
F2JB 04	6	6	3177	Carry Out Task Hand-over Procedures in Food Manufacture
F2J7 04	6	8	3178	Carry Out Product Changeovers in Food Manufacture
F2NX 04	6	6	3183	Shut Down Multi-stage Operations in Food Manufacture
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
H3G8 04	6	5	3001	Provide Leadership in your Area of Responsibility of a Food Business
H3G9 04	6	5	3002	Promote and Support Creative Thinking in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3GB 04	6	4	3005	Motivate Colleagues in a Food Business
H3GD 04	6	5	3007	Develop and Manage a Team in a Food Business
H3GE 04	6	4	3008	Contribute to Cross Functional Team Work in a Food Business
H3GF 04	6	4	3009	Allocate and Monitor Work in a Food Business
DR4A 04	6	9	3010	Develop Productive Working Relationships with Colleagues
H3L9 04	6	9	3012	Assess Learner Achievement
H3LA 04	8	5	3013	Deliver a Good Service to Customers
H65E 04	7	7	3055	Carry out Quality Audits
H3NV 04	6	6	3182	Start up Multi-stage Operations in Food Manufacture

<b>Group B — Optional Units: Candidates may complete up to 3 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H13N 04	6	7	3065	Manage Organisational Change for Achieving Excellence in a Food Environment
H3HE 04	6	5	3211	Monitor Hygiene Cleaning in Food and Drink Operations
H3KY 04	8	7	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture
F2M8 04	6	6	3092	Maintain Plant and Equipment in Food Manufacture
H3L0 04	6	4	3053	Interpret and Communicate Information and Data in Food and Drink Operations
H144 04	7	6	3084	Control Energy Efficiency in a Food Environment
F2JH 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Manufacture
F2N6 04	6	6	3072	Report on Compliance with Food Safety Requirements in Manufacture
F2JW 04	7	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food Manufacture
F2MF 04	7	6	2062	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture
H3H9 04	7	7	3168	Manage Production Performance in Food Manufacture
H3HA 04	7	7	3169	Evaluate Production Performance in Food Manufacture
F2JP 04	7	6	3179	Contribute to Optimising Work Areas in Food Manufacture
H3GJ 04	6	4	3051	Monitor and Control Quality of Work Activities in Food and Drink Operations
H3YF 04	6	6	3124	Set Up and Maintain Picking and Packing Orders in a Food Environment
H3YG 04	6	5	3125	Monitor Effectiveness of Picking and Packing Operations in a Food Environment



SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3L1 04	6	6	3120	Organise the Receipt and Storage of Goods and Materials in a Food Environment
H3L2 04	5	5	3122	Monitor and Maintain Storage Systems and Procedures in a Food Environment
H440 45	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H442 04	7	6	3180	Diagnose Problems in a Food Environment
H443 04	7	7	3181	Resolve Production Problems in a Food Environment
H449 04	6	6	3156	Set up and Maintain Operations in Retail Food Manufacture

<b>Additional Units: not compulsory</b>				
SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3GC 04	6	5	3006	Principles of Communication in a Food Business
H3H0 04	7	3	3110	Principles of Food Policy and Regulation
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H13J 04	7	4	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H3GA 04	6	6	3003	Principles of Organisational Compliance in a Food Business
H3GP04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment

**SVQ in Food and Drink Operations (Bakery Skills)**  
**SCQF level 6 (GG62 23)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ At least 1 Mandatory Unit
- ◆ 4 Units from Group A
- ◆ The remaining 3 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete at least 1 Unit from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2NY 04	6	3	3069	Monitor Food Safety at Critical Control Points in Manufacture
F2P1 04	6	6	3076	Monitor Health, Safety and Environmental Systems in Food Manufacture
H3GG 04	6	5	3049	Monitor and Maintain Product Quality in Food and Drink Operations

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3HN 04	7	7	3229	Design and Develop Specialist Individual Dough Based Products
F2LH 04	6	7	3230	Evaluate Specialist Individual Dough Based Products
F2MC 04	6	8	3231	Produce Specialist Individual Dough Based Products
H3HS 04	7	7	3237	Design and Develop Specialist Individual Flour Confectionery
H3HP 04	6	5	3232	Batch Produce Advanced Craft Fermented Dough Products
H3HR 04	6	5	3233	Batch Produce Advanced Craft Non-fermented Dough Products
H3HT 04	7	7	3238	Evaluate Specialist Individual Flour Confectionery

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3HV 04	6	6	3239	Produce Specialist Individual Flour Confectionery
H3HW 04	6	6	3240	Batch Produce Advanced Craft Flour Confectionery Products

**Group B — Optional Units: Candidates may complete up to 3 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H13N 04	6	7	3065	Manage Organisational Change for Achieving Excellence in a Food Environment
H3HE 04	6	6	3211	Monitor Hygiene Cleaning in Food and Drink Operations
H3KY 04	8	7	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture
F2M8 04	6	6	3092	Maintain Plant and Equipment in Food Manufacture
H3L0 04	6	6	3053	Interpret and Communicate Information and Data in Food and Drink Operations
H144 04	7	6	3084	Control Energy Efficiency in a Food Environment
F2JH 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Manufacture
F2N6 04	6	6	3072	Report on Compliance with Food Safety Requirements in Manufacture
F2JW 04	7	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food Manufacture
F2MF 04	7	6	2062	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture
H3H9 04	7	7	3168	Manage Production Performance in Food Manufacture
H3HA 04	7	7	3169	Evaluate Production Performance in Food Manufacture

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2JP 04	7	6	3179	Contribute to Optimising Work Areas in Food Manufacture
H442 04	7	6	3180	Diagnose Production Problems in a Food Environment
H443 04	7	7	3181	Resolve Production Problems in a Food Environment
H3GJ 04	6	4	3051	Monitor and Control Quality of Work Activities in Food and Drink Operations
H3YF 04	6	6	3124	Set up and Maintain Picking and Packing Orders in a Food Environment
H3YG 04	6	5	3125	Monitor Effectiveness of Picking and Packing Operations in a Food Environment
H3L1 04	6	6	3120	Organise the Receipt and Storage of Goods and Materials in a Food Environment
H3L2 04	5	5	3122	Monitor and Maintain Storage Systems and Procedures in a Food Environment
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H449 04	6	6	3156	Set Up and Maintain Operations in Retail Food Manufacture
F2R0 04	6	6	3159	Plan and Co-ordinate Food Services
H444 04	6	6	3160	Set Up and Maintain Food Service Operations in Food Manufacture
F2NR 04	6	6	3161	Monitor Effectiveness of Food Service Operations in Food Manufacture
H3YE 04	6	6	3157	Monitor Effectiveness of Operations in Retail Food Manufacture

<b>Additional Units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3GC 04	6	5	3006	Principles of Communication in a Food Business
H3H0 04	7	3	3110	Principles of Food Policy and Regulation

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H3GA 04	6	6	3003	Principles of Organisational Compliance in a Food Business
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3HG 04	6	6	3220	Principles of Mixing Dough and Process Control
H3HH 04	6	6	3223	Principles of Pastry Lamination and Process Control
H3HK 04	6	6	3226	Principles of Dough Fermentation and Process Control
H3HL 04	6	6	3227	Principles of Baking Bakery Products
H3HM 04	6	6	3228	Principles of Frying Bakery Products
H3HX 04	6	6	3242	Principles of Fats and Oils in Bakery
H3HY 04	6	6	3243	Principles of Sugars and Starches in Bakery
H3J4 04	6	6	3248	Principles of Dairy Products in Bakery
H3J0 04	6	6	3244	Principles of Egg and Egg Products in Bakery
H3J1 04	6	6	3245	Principles of Salt and Dough Conditioners/Improvers in Bakery
H3J2 04	6	6	3246	Principles of Pre-mixes and Concentrates in Bakery
H3J3 04	6	6	3247	Principles of Packaging in Bakery
H3HJ 04	6	6	3225	Principles of Retarding and Proving Dough and Process Control
H3YD 04	6	6	3241	Principles of Flour Milling and Flour Types for Bakery

**SVQ in Food and Drink Operations (Engineering Maintenance)**  
**SCQF level 6 (GL46 23)**

To attain the qualification candidates must complete 10 Units in total. This comprises:

- ◆ 4 Mandatory Units
- ◆ 3 Units from Group A
- ◆ 2 Units from Group B
- ◆ 1 Unit from Group C

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete the following 4 Units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
HD5H 04	5	6	EM109 IMPEM109S IMPEM110K	Comply with Statutory Regulations and Organisational Safety Requirements in Food and Drink Operations
HD5J 04	5	5	EM111 IMPEM111S IMPEM112K	Use Engineering Drawings and Documents in Maintenance Activities in Food and Drink Operations
HD5K 04	5	5	EM113 IMPEM113S IMPEM114K	Work Efficiently and Effectively in Engineering Food and Drink Operations
HD5L 04	6	41	EM115 IMPEM115S IMPEM116K	Handover and Confirm Completion of Maintenance Activities within Food and Drink Operations

<b>Group A — Optional Units: Candidates must complete 3 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
HD5M 04	6	58	EM117 IMPEM117S IMPEM118	Carry out Fault Diagnosis on Engineered Systems within Food and Drink Operations
HD5N 04	6	56	EM119 IMPEM119S IMPEM120K	Maintain Mechanical Equipment within an Engineered System used in Food and Drink Operations
HD5P 04	6	56	EM121 IMPEM121S IMPEM122K	Maintain Fluid Power Equipment within an Engineered System used in Food and Drink Operations

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
HD5R 04	6	56	EM123 IMPEM123S IMPEM124K	Maintain Process Controller Equipment within an Engineered System used in Food and Drink Operations
HD5T 04	6	53	EM125 IMPEM125S IMPEM126K	Carry out Preventative Planned Maintenance on Engineered Systems within Food and Drink Operations
HD5V 04	6	37	EM127 IMPEM127S IMPEM128K	Carry out Condition Monitoring of Plant and Equipment used within Food and Drink Operations
HD5W 04	6	53	EM129 IMPEM129S IMPEM130K	Assist in the Installation of Equipment to Produce an Engineered System in Food and Drink Operations
HD5X 04	6	25	EM131 IMPEM131S IMPEM132K	Apply Total Productive Maintenance (TPM) in Food and Drink Operations

<b>Group B — Optional Units: Candidates must complete 2 Units from this group</b>				
SQA ref	SCQF level	SCQF credit points	SSC ref	Title
HD5Y 04	6	58	EM135 IMPEM135S IMPEM136K	Carry out Fault Diagnosis on Services and Systems for Food and Drink Operations
HD60 04	6	51	EM137 IMPEM137S IMPEM138K	Maintain Fresh Water Distribution Systems and Equipment used in Food and Drink Operations
HD61 04	6	53	EM139 IMPEM139S IMPEM140K	Maintain Waste/Foul Water Distribution Systems and Equipment used in Food and Drink Operations
HD62 04	6	56	EM141 IMPEM141S IMPEM142K	Maintain Workplace Environmental Control Systems used in Food and Drink Operations
HD63 04	6	53	EM143 IMPEM143S IMPEM144K	Maintain Emergency Power Generation Equipment used in Food and Drink Operations
HD64 04	6	53	EM145 IMPEM145S IMPEM146K	Maintain Heating and Ventilation Systems used in Food and Drink Operations

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
HD65 04	6	53	EM147 IMPEM147S IMPEM148K	Maintain Air Conditioning and Ventilation Systems used in Food and Drink Operations
HD66 04	6	53	EM149 IMPEM149S IMPEM150K	Maintain Gas Distribution Systems and Equipment used in Food and Drink Operations
HD67 04	6	53	EM151 IMPEM151S IMPEM152K	Maintain Compressed Air Systems and Equipment used in Food and Drink Operations
HD68 04	6	56	EM153 IMPEM153S IMPEM154K	Maintain Instrumentation and Control Systems used in Food and Drink Operations

**Group C — Optional Units: Candidates must complete 1 Unit from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
HD69 04	6	58	EM161 IMPEM161S IMPEM162K	Carry out Fault Diagnosis on Instrumentation and Control Equipment and Circuits used in Food and Drink Operations
HD6A 04	6	51	EM163 IMPEM163S IMPEM164K	Carry out Preventative Planned Maintenance on Instrumentation and Control Equipment used in Food and Drink Operations
HD6C 04	6	54	EM165 IMPEM165S IMPEM166K	Repair/Overhaul Instrumentation and Control Equipment used in Food and Drink Operations
HD6D 04	6	39	EM167 IMPEM167S IMPEM168K	Test and Calibrate Instrumentation and Control Equipment and Circuits used in Food and Drink Operations
HD6E 04	6	53	EM169 IMPEM169S IMPEM170K	Assist in the Installation of Instrumentation and Control Equipment used in Food and Drink Operations



**SVQ in Food and Drink Operations (Fish and Shellfish Industry Skills)  
SCQF level 6 (GJ1M 23)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ At least 1 Mandatory Unit
- ◆ 4 Units from Group A
- ◆ 2 Units from Group A, B or C
- ◆ The remaining 1 Unit can be from Group A, B or C

<b>Mandatory Units: Candidates must complete at least 1 Unit from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H659 04	7	5	3296	Monitor Fish or Shellfish Operations
H65A 04	7	6	3297	Manage Fish and Shellfish Operations
H3G8 04	6	5	3001	Provide Leadership in your Area of Responsibility of a Food Business

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H65B 04	6	6	3298	Monitor the Reception and Holding of Live Fish or Shellfish
H65C 04	7	4	3299	Establish Procedures for Monitoring Oil Frying Operations
H3GF 04	6	4	3009	Allocate and Monitor Work in a Food Business
H3L9 04	N/A	N/A	3012	Assess Learner Achievement
H65D 04	8	11	3014	Facilitate Individual Learning and Development
H3GY 04	6	5	3105	Carry out Organoleptic Testing in a Food Business
F2J6 04	6	4	3167	Carry Out Process Control of Production in Food Manufacture
F2J7 04	6	8	3178	Carry Out Product Changeovers in Food Manufacture
H65E 04	7	7	3055	Carry Out Quality Audits

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3GK 04	6	6	3054	Carry out Sampling in Food and Drink Operations
F2JB 04	6	6	3177	Carry Out Task Hand-over Procedures in Food Manufacture
H3L4 04	7	6	3052	Carry out Testing in Food and Drink Operations
FE02 04	6	3	3004	Communicate in a Business Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2K2 04	6	8	3192	Control Depositing in Food Manufacture
F2K4 04	6	7	3193	Control Enrobing in Food Manufacture
F2K5 04	6	8	3191	Control Forming in Food Manufacture
F2K6 04	6	8	3188	Control Heat Treatment in Food Manufacture
F2K7 04	6	8	3186	Control Manual Size Reduction in Food Manufacture
F2KC 04	6	9	2174	Control Separation in Food Manufacture
F2PH 04	6	10	3185	Operate Central Control Systems in Food Manufacture
H3GT 04	6	4	3102	Contribute to Amending Product Specifications in Food Manufacture
H3GE 04	6	4	3008	Contribute to Cross Functional Team Work in a Food Business
H3L7 04	6	4	3101	Contribute to Developing Product Specifications in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
H3HC 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H0CM 04	6	2	2302	Control Shellfish Depuration Production
DR4A 04	6	9	3010	Develop Productive Working Relationships with Colleagues
H3LA 04	8	5	3013	Deliver a Good Service to Customers

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3L6 04	6	4	3123	Control Stock Levels in a Food Environment
H147 04	7	5	3087	Control Transport Efficiency in a Food Environment
H145 04	7	6	3085	Control Waste Minimisation in a Food Environment
H146 04	7	6	3086	Control Water usage in a Food Environment
H3HD 04	6	8	3194	Control Wrapping and Labelling in Food Manufacture
H3GV 04	6	4	3103	Develop a New Product in a Food Business
H3GD 04	6	5	3007	Develop and Manage a Team in a Food Business
H3GW 04	6	5	3104	Develop Food Test Samples in a Food Business
F2L5 04	6	6	3100	Develop Product Specifications in Food Manufacture
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H3L5 04	6	7	3213	Monitor and Control the Disposal of Waste in Food and Drink Operations
H3H7 04	6	4	3166	Monitor and Report on Production Performance in Food Manufacture
H3GB 04	6	4	3005	Motivate Colleagues in a Food Business
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
F2R2 04	6	5	3165	Plan Production Schedules in Food Manufacture
H3G9 04	6	5	3002	Promote and Support Creative Thinking in a Food Business
H449 04	6	6	3156	Set Up and Maintain Operations in Retail Food Manufacture
H3NW 04	6	6	3183	Shut Down Multi Stage Operations in Food Manufacture
F2P0 04	6	6	3176	Shut Down Plant and Equipment in Food Manufacture

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
F2PA 04	6	6	3175	Start up Plant and Equipment in Food Manufacture
F2RX 04	6	6	3091	Support Commissioning of Plant, Equipment and Processes in Food Manufacture
H3JS 04	6	6	3286	Use Fish/Shellfish Quality Assessment Methods
H3NV 04	6	6	3182	Start Up Multi-stage Operations in Food Manufacture

**Group B — Optional Units: Candidates may complete up to 3 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3GL 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Manufacture
F2JP 04	7	6	3179	Contribute to Optimising Work Areas in Food Manufacture
F2JW 04	7	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food Manufacture
H144 04	7	6	3084	Control Energy Efficiency in a Food Environment
H442 04	7	6	3180	Diagnose Production Problems in a Food Environment
H3HA 04	7	7	3169	Evaluate Production Performance in Food Manufacture
H3L0 04	6	4	3053	Interpret and Communicate Information and Data in Food and Drink Operations
F2M8 04	6	6	3092	Maintain Plant and Equipment in Food Manufacture
F2MF 04	7	6	2062	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture
H3KY 04	8	7	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H13N 04	6	7	3065	Manage Organisational Change for Achieving Excellence in a Food Environment
H3H9 04	7	7	3168	Manage Production Performance in Food Manufacture
H3GJ 04	6	4	3051	Monitor and Control Quality of Work Activities in Food and Drink Operations
H3GG 04	6	5	3049	Monitor and Maintain Product Quality in Food and Drink Operations
H3L2 04	5	5	3122	Monitor and Maintain Storage Systems and Procedures in a Food Environment
H3YG 04	6	5	3125	Monitor Effectiveness of Picking and Packing Operations in a Food Environment
F2NY 04	6	3	3069	Monitor Food Safety at Critical Control Points in Manufacture
F2P1 04	6	6	3076	Monitor Health, Safety and Environmental Systems in Food Manufacture
H3HE 04	6	6	3211	Monitor Hygiene Cleaning in Food and Drink Operations
H3H1 04	6	6	3120	Organise the Receipt and Storage of Goods in a Food Environment
F2N6 04	6	6	3072	Report on Compliance with Food Safety Requirements in Manufacture
H443 04	7	7	3181	Resolve Production Problems in a Food Environment
H3YF 04	6	6	3124	Set Up and Maintain Picking and Packing Orders in a Food Environment

**Group C — Optional Units: Candidates may complete up to 2 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3K0 04	6	3	3292	Principles of Brining and Salting Fish or Shellfish
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3K1 04	6	3	3293	Principles of Fish or Shellfish Quality Assessment
H3JR 04	6	6	3285	Principles of Fish or Shellfish Smoking
H3H0 04	7	3	3110	Principles of Food Policy and Regulation
H3JY 04	6	6	3291	Principles of Frying Fish and Chips
H3JV 04	6	6	3288	Principles of Marine Finfish
H3GA 04	6	6	3003	Principles of Organisational Compliance in a Food Business
H3JX 04	7	7	3290	Principles of Seafood Quality Science
H3JW 04	6	6	3289	Principles of Shellfish, Non-Marine Finfish and Marine Food Products
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3K2 04	6	3	3295	Principles of a Specialist Seafood Sales Service
H3JT 04	6	6	3287	Principles of Fish or Shellfish for Retail Sale
H3GC 04	6	5	3006	Principles of Communication in a Food Business

**SVQ in Food and Drink Operations: Food Manufacturing Excellence  
SCQF level 6 (GF0H 23)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ 3 Mandatory Units from Group A
- ◆ 3 Mandatory Units from Group B
- ◆ The remaining 2 Units can be taken from Group A, B or C

<b>Group A — Mandatory Units: Candidates must complete at least 3 / a maximum of 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H13K 04	6	7	505	Organise and Run Meetings in Food Manufacture
FD3H 04	6	9	506	Develop Productive Working Relationships with Colleagues
DR3Y 04	8	14	512	Allocate and Monitor the Progress and Quality of Work in Your Area of Responsibility
DR47 04	8	11	501	Develop and Implement Operational Plans for Your Area of Responsibility
F2JH 04	6	5	532	Contribute to Continuous Improvement of Food Safety in Manufacture
H13L 04	6	6	607	Contribute to the Development of an Achieving Excellence Culture in a Food Environment
H13M 04	6	9	608	Plan Organisational Change for Achieving Excellence in a Food Environment
H13N 04	6	7	609	Manage Organisational Change for Achieving Excellence in a Food Environment
H13P 04	5	4	610	Provide Organisational Support for Achieving Excellence in a Food Environment
H13R 04	6	7	611	Monitor Change and Improvement for Achieving Excellence in a Food Environment
H13S 04	6	7	612	Review and Evaluate Organisational Change for Achieving Excellence in a Food Environment

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H13T 04	6	4	613	Contribute to the Development of an Achieving Excellence Strategy in a Food Environment
H13X 04	6	4	614	Identify Learning and Skills Needs for Achieving Excellence in a Food Environment
H13Y 04	6	6	615	Provide Coaching and Mentoring for Achieving Excellence in a Food Environment
H140 04	6	7	616	Provide Training for Achieving Excellence in a Food Environment
H141 04	6	6	617	Assess Teams and Individuals in the Achievement of Excellence in a Food Environment
H142 04	6	7	618	Manage Workplace Organisation for Achieving Excellence in a Food Environment
H143 04	6	5	619	Manage Compliance to Support Achieving Excellence in a Food Environment

**Group B — Mandatory Units: Candidates must complete at least 3 / a maximum of 4 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
F2NB 04	7	6	527	Monitor and Control Throughput to Achieve Targets in Food Manufacture
F2J8 04	7	7	529	Carry Out Quality Audits in Food Manufacture
H144 04	7	6	602	Control Energy Efficiency in a Food Environment
H145 04	6	3	603	Control Waste Minimisation in a Food Environment
H146 04	7	6	604	Control Water usage in a Food Environment
H147 04	7	5	605	Control Transport Efficiency in a Food Environment



<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H148 04	6	6	620	Analyse Current Practice for Achieving Excellence in a Food Environment
H149 04	6	5	621	Carry Out Value Stream Mapping (VSM) Programme in a Food Environment
H14A 04	6	3	622	Implement Visual Management Systems in a Food Environment
H14B 04	5	3	623	Diagnose Problems in a Food Environment
H1AR 04	5	2	624	Analyse and Select Areas for Achieving Excellence in a Food Environment
H14C 04	6	3	625	Apply Failure Models and Effects Analysis (FMEA) in a Food Environment
H14D 04	6	3	626	Resolve Problems in a Food Environment
H14E 04	6	7	627	Plan and Agree Targets for Achieving Excellence in a Food Environment
H14F 04	6	5	628	Implement a Problem Solving Methodology for Achieving Excellence in a Food Environment
H14G 04	6	3	629	Implement Improvement Programmes for Achieving Excellence in a Food Environment
H150 04	6	4	630	Implement a Set Up Reduction Programme for Achieving Excellence in a Food Environment
H151 04	6	4	631	Implement Mistake/Error Proofing (Poka Yoke) for Achieving Excellence in a Food Environment
H152 04	5	2	632	Measure and Collect Data for Achieving Excellence in a Food Environment
H153 04	6	4	633	Analysis Improvement Outcomes for Achieving Excellence in a Food Environment
H154 04	6	3	634	Review Improvement Activities for Achieving Excellence in a Food Environment
H155 04	6	4	635	Evaluate Improvement Activities for Achieving Excellence in a Food Environment
H156 04	6	4	636	Sustain Improvement for Achieving Excellence in a Food Environment

<b>Group C — Optional Units: Candidates may complete up to 2 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H157 04	7	4	666	Principles of Sustainability in a Food Environment
H158 04	6	4	637	Principles of Change Project Management in a Food Environment
H159 04	7	4	638	Principles of Achieving Excellence Strategy in a Food Environment
H15E 04	6	4	639	Principles of Flow Process Analysis in a Food Environment
H15F 04	6	3	640	Principles of Measurement Systems Analysis in a Food Environment
H15J 04	6	4	641	Principles of Lead Time Analysis in a Food Environment
H15M 04	5	3	642	Principles of Basic Statistical Analysis in a Food Environment
H15R 04	7	4	643	Principles of Taguchi Linear Graphs in a Food Environment
H15V 04	6	3	644	Principles of Flexible Production and Manpower Systems in a Food Environment
H15Y 04	6	3	645	Principles of Statistical Process Control Procedures (SPC) in a Food Environment
H160 04	7	3	646	Principles of Design Of Experiments (DOE) in a Food Environment
H161 04	7	4	647	Principles of Quality Function Development (QFD) in a Food Environment
H162 04	7	4	648	Principles of Response Surface Methodology in a Food Environment
H163 04	6	3	649	Principles of Value Stream (VSM) in a Food Environment
H164 04	6	3	650	Principles of Visual Management Systems in a Food Environment
H165 04	5	2	651	Principles of Analysis and Selecting Area for Achieving Excellence in a Food Environment

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H166 04	6	2	652	Principles of Failure Models and Effect Analysis (FMEA) in a Food Environment
H167 04	6	3	653	Principles of Six Sigma Process Mapping in a Food Environment
H16C 04	6	3	654	Principles of Six Sigma Methodology in a Food Environment
H16D 04	6	3	655	Principles of Six Sigma Metrics in a Food Environment
H16E 04	6	4	656	Principles of Set Reduction Programme in a Food Environment
H16F 04	6	3	657	Principles of Mistake/Error Proofing (Poka Yoke) in a Food Environment
H16G 04	6	3	658	Principles of Characteristic Selection Matrix in a Food Environment
H16H 04	6	3	659	Principles of Capability Studies in a Food Environment
H16J 04	6	3	660	Principles of Multi Variance in a Food Environment
H16L 04	6	3	661	Principles of Hypothesis Testing in a Food Environment
H16N 04	7	4	662	Principles of Evolutionary Operations (EVOP) in a Food Environment
H16R 04	7	4	663	Principles of Central Limit Theorem and Confidence Intervals in a Food Environment

**SVQ in Food and Drink Operations (Meat and Poultry Skills)  
SCQF level 6 (GG54 23)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ At least 1 Mandatory Unit
- ◆ 4 Units from Group A
- ◆ The remaining 3 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete at least 1 Unit from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2NY 04	6	3	3069	Monitor Food Safety at Critical Control Points in Manufacture
F2P1 04	6	6	3076	Monitor Health, Safety and Environmental Systems in Food Manufacture
H3GG 04	6	5	3049	Monitor and Maintain Product Quality in Food and Drink Operations

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2HC 04	6	6	3135	Arrange Transport Scheduling for the Delivery of Livestock in Food Manufacture
F2N5 04	6	6	3136	Monitor and Control Reception of Livestock in Food Manufacture
F2P7 04	5	6	2129	Monitor the Health and Welfare of Livestock Pre-slaughter in Food Manufacture
F2M6 04	6	6	3137	Monitor Lairage and Ante-mortem Facilities in Food Manufacture
H3J5 04	7	6	3255	Control an Automated Stunning System
H3J6 04	6	5	3256	Control an Automated Bleeding System
H3J7 04	6	4	3257	Control a Carcase Shackling System
H3J8 04	6	5	3258	Control an Automated De-hairing or De-Feathering System

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3J9 04	6	5	3259	Control Automated Meat or Poultry Processing Operations
H3JA 04	6	5	3260	Control a Carcase Electrical Stimulation System
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
H3DJ 04	5	5	2180	Control Defrosting in Food Manufacture
H3JD 04	5	4	3265	Control Massaging or Tumbling of Boneless Meat or Poultry
F2KM 04	5	6	2173	Control Weighing in Food Manufacture
F7KP 04	6	4	3158	Serve on a Specialist Food Retail Counter
H3ET 04	5	6	2272	Monitor Bleeding for Kosher Meat
H3JH 04	6	5	3269	Monitor Carcase Production
H3JJ 04	6	5	3270	Monitor an Automated Meat or Poultry Processing System
H3JL 04	6	4	3272	Monitor Meat or Poultry Further Processing
H3JN 04	6	5	3274	Monitor the Recovery of Meat or Poultry Processing By-products
H440 04	6	6	3155	Maximise Sales of Food Products in a Retail Environment
H3HD 04	6	8	3194	Control Wrapping and Labelling in Food Manufacture

**Group B — Optional Units: Candidates may complete up to 3 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H13N 04	6	7	3065	Manage Organisational Change for Achieving Excellence in a Food Environment
H3HE 04	6	6	3211	Monitor Hygiene Cleaning in Food and Drink Operations
H3KY 04	8	7	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture
F2M8 04	6	6	3091	Maintain Plant and Equipment in Food Manufacture

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3L0 04	6	6	3053	Interpret and Communicate Information and Data in Food and Drink Operations
H144 04	7	6	3084	Control Energy Efficiency in a Food Environment
F2JH 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Manufacture
F2N6 04	6	6	3072	Report on Compliance with Food Safety Requirements in Manufacture
F2JW 04	7	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food Manufacture
F2MF 04	7	6	2062	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture
H3H9 04	7	7	3168	Manage Production Performance in Food Manufacture
H3HA 04	7	7	3169	Evaluate Production Performance in Food Manufacture
F2JP 04	7	6	3179	Contribute to Optimising Work Areas in Food Manufacture
H3GJ 04	6	4	3051	Monitor and Control Quality of Work Activities in Food and Drink Operations
H3YF 04	6	6	3124	Set up and Maintain Picking and Packing Orders in a Food Environment
H3YG 04	6	5	3125	Monitor Effectiveness of Picking and Packing Operations in a Food Environment
H3L1 04	6	6	3120	Organise the Receipt and Storage of Goods and Materials in a Food Environment
H3L2 04	5	5	3122	Monitor and Maintain Storage Systems and Procedures in a Food Environment
H449 04	6	6	3156	Set Up and Maintain Operations in Retail Food Manufacture
F2R0 04	6	6	3159	Plan and Co-ordinate Food Services
H444 04	6	6	3160	Set Up and Maintain Food Service Operations in Food Manufacture
F2NR 04	6	6	3161	Monitor Effectiveness of Food Service Operations in Food Manufacture

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3YE 04	6	6	3157	Monitor Effectiveness of Operations in Retail Food Manufacture
H442 04	7	6	3180	Diagnose Production Problems in a Food Environment
H443 04	7	7	3181	Resolve Production Problems in a Food Environment

**Additional Units: not compulsory**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3GC 04	6	5	3006	Principles of Communication in a Food Business
H3H0 04	7	3	3110	Principles of Food Policy and Regulation
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H13J 04	7	4	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H3GA 04	6	6	3003	Principles of Organisational Compliance in a Food Business
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3JB 04	6	6	3261	Principles of Butchery
H3JC 04	6	6	3262	Principles of Curing Meat
H3JF 04	6	6	3267	Principles of a Specialist Raw Meat Service
H3JG 04	6	6	3268	Principles of a Specialist Cooked Meat Service
H3JK 04	6	6	3271	Principles of Classification of Meat or Poultry Carcasses
H3JM 04	6	6	3273	Principles of Added Value Meat or Poultry Products
H3JP 04	6	6	3275	Principles of Meat or Poultry Processing By-products

**SVQ in Food and Drink Operations (Supply Chain Skills)  
SCQF level 6 (GG49 23)**

To attain the qualification candidates must complete 8 Units in total. This comprises:

- ◆ At least 1 Mandatory Unit
- ◆ 4 Units from Group A
- ◆ The remaining 3 Units can be taken from Group A or B

The Additional Units are not compulsory.

<b>Mandatory Units: Candidates must complete at least 1 Unit from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2NY 04	6	3	3069	Monitor Food Safety at Critical Control Points in Manufacture
F2P1 04	6	6	3076	Monitor Health, Safety and Environmental Systems in Food Manufacture
H3GG 04	6	5	3049	Monitor and Maintain Product Quality in Food and Drink Operations

<b>Group A — Optional Units: Candidates must complete at least 4 Units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3L1 04	6	6	3120	Organise the Receipt and Storage of Goods and Materials in a Food Environment
H3KS 04	6	5	3121	Monitor and Maintain Storage Conditions in a Food Environment
H3KT 04	5	4	2082	Monitor Stored Goods and Materials in a Food Environment
H3L2 04	5	5	3122	Monitor and Maintain Storage Systems and Procedures in a Food Environment
H3YF 04	6	6	3124	Set Up and Maintain Picking and Packing Orders in a Food Environment
H3YG 04	6	5	3125	Monitor Effectiveness of Picking and Packing Operations in a Food Environment
H3KV 04	6	5	3126	Monitor Wrapping and Labelling of Products in a Food Environment



SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3KW 04	6	6	3127	Set up and Maintain Despatch and Transport of Products in a Food Environment
H3KX 04	6	6	3128	Monitor Effectiveness of Despatch and Transport Operations in a Food Environment

**Group B — Optional Units: Candidates may complete up to 3 Units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H13N 04	6	7	3065	Manage Organisational Change for Achieving Excellence in a Food Environment
H3HE 04	6	5	3211	Monitor Hygiene Cleaning in Food and Drink Operations
H3KY 04	8	7	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture
F2M8 04	6	6	3092	Maintain Plant and Equipment in Food Manufacture
H3L0 04	6	4	3053	Interpret and Communicate Information and Data in Food and Drink Operations
H144 04	7	6	3084	Control Energy Efficiency in a Food Environment
F2JH 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Manufacture
F2N6 04	6	6	3072	Report on Compliance with Food Safety Requirements in Manufacture
F2JW 04	7	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food Manufacture
F2MF 04	7	6	2062	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture
H3H9 04	7	7	3168	Manage Production Performance in Food Manufacture

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3HA 04	7	7	3169	Evaluate Production Performance in Food Manufacture
F2JP 04	7	6	3179	Contribute to Optimising Work Areas in Food Manufacture
H442 04	7	6	3180	Diagnose Production Problems in a Food Environment
H443 04	7	7	3181	Resolve Production Problems in a Food Environment
H3GJ 04	6	4	3051	Monitor and Control Quality of Work Activities in Food and Drink Operations
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H449 04	5	5	3156	Set Up and Maintain Operations in Retail Food Manufacture

<b>Additional Units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3GC 04	6	5	3006	Principles of Communication in a Food Business
H3H0 04	7	3	3110	Principles of Food Policy and Regulation
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H13J 04	7	4	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H3GA 04	6	6	3003	Principles of Organisational Compliance in a Food Business
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment

## **An Assessment Strategy for the SVQ**

As part of their/its review of the SVQ(s), the standards-setting body Improve, has developed an Assessment Strategy which defines a range of requirements:

- ◆ the occupational expertise of assessors and verifiers
- ◆ a definition of simulation
- ◆ definition of the workplace
- ◆ information on a model of independent assessment or external quality control

The relevant parts of the Assessment Strategy are published on SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)), and both SQA and centres must comply with these requirements.

## **Why would people be interested in the SVQ?**

People will take SVQs for a variety of reasons: to gain promotion, to prove their job competence, or for personal development. There will be other reasons too. One of the first things to do is to find out why your candidates want to do the SVQ, and to advise them of the appropriateness of the qualification. If anyone is acting as a coach or mentor to your candidates, they might help you to do this.

# How do candidates begin?

## Choosing the SVQ

You should make sure that candidates get guidance before starting out on an SVQ — they need advice to ensure that their existing job remit, skills, experience, and their plans for progression, are matched to the SVQ selected. It does not have to be you as the assessor, who carried out the matching process, but whoever has responsibility for this should ensure that the assessment opportunities available to the candidate are also considered.

### Example

Lynn had worked as a food processor for four years but did not possess any formal qualifications. She wanted to do a qualification which would give her national recognition of the skills she already had. As she had a lot of experience in both manufacturing and packaging products, her Training and Development Manager advised her to consider the SVQ in Food and Drink Operations (Production and Processing Skills) SCQF level 5. To achieve this, Lynn will need to achieve 8 Units from the framework.

When the Training and Development Manager matched Lynn's job remit, existing skills and experience with the SVQ, it emerged that Lynn should be able to generate sufficient evidence to meet the requirements of the following SVQ Units:

- ◆ F2MD 04 Maintain Workplace Food Safety Standards in Manufacture
- ◆ F2MB 04 Maintain the Workplace Health and Safety in Food Manufacture
- ◆ H3DV 04 Carry out Hygiene Cleaning in Food and Drink Operations
- ◆ H3GH 04 Maintain Product Quality in Food and Drink Operations
- ◆ F2M4 04 Lift and Handle Materials Safely in Food Manufacture

The Training and Development Manager arranged for an assessor within the company to provide Lynn with guidance on how to collect evidence and construct a portfolio to achieve these Units.

Lynn also had some experience in relation to two further Units; however, some planning was required in order to provide him with the opportunity to demonstrate competence in these areas.

The Units were:

- ◆ H3KB 04 Store Goods and Materials in a Food Environment
- ◆ F2JP 04 Contribute to Optimising Work Areas in Food Manufacture

The Training and Development Manager arranged for the assessor to accompany Lynn when she is working in the store to observe her identifying correct storage locations for goods and materials, then arranging and putting the stock in allocated locations. The assessor would also be able to observe Lynn controlling the use of the work area. For both Units, a combination of observation, questioning and assessment of working practices will be used to ensure Lynn meets the requirements of the Units.

Lynn had little experience of the areas covered by the final Unit:

◆ F2R2 04 Plan Production Schedules in Food Manufacture

Since Lynn's job remit would not cover all these areas of the SVQ, the Training and Development Manager arranged for her to shadow a senior member of staff for observation and practice in relation to the manufacture of different products.

All these arrangements were agreed by everyone involved and then written up in an assessment plan for Lynn.

## 2 Preparing to assess the SVQ

This section offers practical advice on how to begin to go about assessing your candidates for the SVQ. This advice is offered as examples of good practice — you may develop your own approaches to assessing your candidates which also work well.

### Your role and your candidate's role

Assessing the SVQ will involve several stages. Both you and the candidate should be clear on your roles in the assessment process before you begin.

#### Your role

- ◆ ensure candidates understand what is to be assessed and how it is to be assessed
- ◆ ensure the conditions and resources required for assessment are available
- ◆ help candidates to identify and gather evidence
- ◆ observe and record candidates carrying out the activities described in the standards — records should say what has been observed, how it was carried out, and what it demonstrates
- ◆ assess products of the candidate's own work
- ◆ question candidates and record results
- ◆ help candidates to present evidence
- ◆ authenticate the evidence candidates provide
- ◆ judge evidence and make assessment decisions
- ◆ identify gaps or shortfalls in candidates' competence
- ◆ provide feedback to candidates throughout the assessment process
- ◆ record achievement

#### Candidates' role

- ◆ prepare for assessment — become familiar with the standards, what is to be assessed and how it is to be assessed
- ◆ help to identify sources of evidence and how these could be assessed
- ◆ carry out activities, and/or produce products of own work, and/or answer questions
- ◆ gather and present evidence
- ◆ receive and act on feedback from the assessor

## Planning

In planning for assessment, you will find it helpful to meet with your candidate and plan what is to be assessed, in what way, and when and where the assessment is to take place. This discussion can be confirmed in the form of an agreed assessment plan between you and your candidate.

You should treat assessment plans as working documents — they can be updated and changed as you review progress with your candidate.

As you are planning assessment, don't forget to make the most of opportunities to *integrate* assessment. This means planning to assess an activity which draws on the contents of different Units or Elements. It can be a practical and cost-effective way of assessing your candidate's competence.

If you are a new assessor working towards your Learning and Development Units (the national standards in assessment and verification) you will need copies of completed assessment plans as part of your evidence.

To help you plan for assessment, we have produced an assessment plan which covers Unit F2M4 04 Lift and Handle Materials Safely in Food Manufacture.

You will notice that we have included spaces to enter dates when the assessment plan has been reviewed. Any gaps identified during these reviews should be discussed with your candidates and noted for action in the assessment plan.

## Assessment plan

Units	F2M4 04 Lift and Handle Materials Safely in Food Manufacture				
Elements					
Activities	Performance Criteria (PC)	Method of assessment/ sources of evidence	Date of assessment	Evidence already available	Links to other Units (PC and range)
Lifting and handling materials in the workplace.	1, 2, 3, 4	Observation	06/03/16	Checking records of documents completed	H3KB 04 Store Goods and Materials in a Food Environment
Accurately assess risks before lifting and handling		Written and oral questioning		Witness Testimony	
Use handling equipment correctly		Evidence from company systems			
Move or transport material		Reviewing the outcomes of work			



<b>Questioning for Knowledge and Understanding not apparent from performance to be identified from 2nd review</b>	Why the relevant health and safety and food safety standards are important and should be followed when moving and handling materials.	Questioning	06/03/16		
---	---	-------------	----------	--	--

**Assessor's signature** Diane Reid

**1st review due** 02/04/16

**Candidate's signature** Lynn Kingston

**2nd review due** \_\_\_\_\_

**Date of agreement** 30/02/16

**Date of completion** \_\_\_\_\_

## Selecting methods of assessment

The methods of assessment you use should be valid, reliable and practicable.

- ◆ By *valid* we mean that the assessment method should be appropriate to the standards.
- ◆ By *reliable* we mean that the assessment method should ensure consistent results when used with different candidates, different assessors and on different occasions.
- ◆ By *practicable* we mean that the method ensures that the assessment makes best use of available resources, equipment and time.

Before you assess a candidate, you must make sure that the methods of assessment you have chosen to use, along with any assessment materials (such as questions and sample answers) have been agreed within your centre through its system of internal quality assurance. This system is often called *internal verification* — its purpose is to help to ensure that assessment methods are valid, reliable and practicable.

There are both benefits and challenges when you are assessing SVQs in the workplace, or in conditions of the workplace. When you select methods of assessment, you should try to offer the candidate the benefits of workplace assessment and minimise any potential difficulties.

The benefits might be:

- ◆ Familiarity of the work area and the equipment, so the candidate is comfortable during the assessment
- ◆ Resources to be used are already available
- ◆ Performance and product evidence will be valid and can be authenticated
- ◆ Candidate can seek guidance from fellow colleagues and supervisors if required
- ◆ Candidate can progress at his/her own pace

The challenges might be:

- ◆ Shift working
- ◆ Location of workplace
- ◆ Pressure of work
- ◆ All criteria not met during the time and date of assessment — simulation may be required

### Example

You might agree with a candidate working in a food processing company, who has to demonstrate how to produce individual packs by hand, that this will be carried out by **observation** as and when such situations arise. If you are an assessor who is working alongside the candidate you should be well placed to observe the candidate's performance, perhaps completing a prepared checklist and questioning the candidate about the situation afterwards.

## Methods of assessment

Assessment may involve a range of assessment methods. For SVQs, some of the most commonly used methods are observation, product evidence, and questioning.

### Observation

Observation by an assessor is considered to be the most valid and reliable method of assessment. It can be organised in a variety of ways:

- ◆ working alongside the candidate
- ◆ arranging to visit when naturally-occurring activities are carried out by the candidate
- ◆ arranging for activities to take place

Observation by the assessor can often be supplemented by other types of assessment methods such as questioning. For example, it may be appropriate to ask oral questions of candidates as they carry out naturally-occurring activities.

For the Unit Prepare Sauces/Marinades by Hand in Food Manufacture, examples could be preparing the equipment and work area, accurately measuring the ingredients, and disposing of waste materials according to procedures.

### Product evidence

As candidates work towards achieving the SVQ, they will produce evidence in the form of products of their work. The nature of this evidence can vary widely depending on what the candidate's job entails, but an example of product evidence is the production schedules produced in the Unit Plan Production Schedules in Food Manufacture.

## **Questioning**

Candidates have to show that they can meet the knowledge specifications for the SVQs. For these SVQs, Knowledge and Understanding is specified for each Unit. Much of a candidate's knowledge and understanding will be apparent from what they do or produce as part of their work, but this will not always be the case, and questioning can be a useful way of confirming what candidates know and understand.

Questions can be asked in a variety of forms, such as oral questions, short answer written questions, and multiple choice.

You should be careful that the method of questioning does not go beyond the competence required for the SVQ and become a barrier to fair assessment. For example, some candidates will feel more comfortable with oral questions than written.

### **Example**

In Unit H3DV 04, Carry Out Hygiene Cleaning in Food and Drink Operations, you could have a professional discussion with the candidate about hygiene standards. The following questions could be asked to assess the knowledge and understanding.

- ◆ Why it is important to ensure correct dilution of cleaning materials?
- ◆ What are the COSHH and risk assessment requirements and precautions to be taken when handling or storing cleaning materials?
- ◆ Why is it important to identify and report any signs of contamination, damage or environmental concerns?

## Other methods of assessment

These methods, like questioning, are often used for authentication. See Section 3 for more about authenticating candidates' evidence.

### Personal statements

You might sometimes find it helpful to ask a candidate to give an account of why they did an activity in a certain way or how they produced a product of their work. This is often referred to as a *personal statement*. You should take care to ensure that by asking candidates to produce such statements, you are not asking them to demonstrate competence beyond what is required by the standards. You should also be selective in the use of personal statements, and make sure they have not been produced as a substitute to a more valid, reliable and practical method of assessment.

#### Example

A personal statement describes how the candidate has dealt with a specific situation, eg if they had had a situation where they had a difference of opinion with a colleague, the candidate could give a full account of the situation, explaining the steps they took to ensure they did not cause offence and developed good working relationships. A personal statement should not be used as a substitute for skills evidence.

### Witness testimony

For practical reasons, you may not be able to observe all the activities carried out by your candidates, but might feel that other people may be able to provide a statement on what your candidates have been doing or producing as part of their work. Statements of this kind are called *witness testimony*, and are often used to support other evidence produced by candidates. If witness testimony is used, you should, ideally, identify witnesses and opportunities for using their testimony as part of assessment planning.

You should bear in mind that the weight of the evidence will vary, depending on the knowledge and expertise of the person providing the witness testimony. You will have to take these factors into account as you make your judgement.

Strongest	Someone with considerable occupational expertise in the candidate's area of work and who is familiar with the standards. This person may also be an assessor or internal verifier qualified with the L and D Units, A/V Units or 'D-Units'.
↑	
	Someone with considerable occupational expertise in the candidate's area of work and who is familiar with the standards.
	Someone with considerable occupational expertise in the candidate's area of work, but with no knowledge of the standards.
	Someone who may be a colleague of the candidate, but with no knowledge of the standards.
↓	
Weakest	Someone with no or little knowledge of the candidate's work or no knowledge of the standards.

Witness testimony is unlikely to be sufficient in itself for a decision about the candidate's competence, and would normally be supplemented by questioning candidates.

For example, in Unit Contribute to Cross Functional Team Work in a Food Business the candidate must be able to demonstrate that they contributed to team working. Witness testimony could provide valid and reliable evidence of the candidate providing this type of assistance.

## Simulation

*Simulation* is any structured assessment exercise involving a specific task which reproduces real-life situations.

On some occasions, it may not be practical to assess a candidate in real work. Examples might be where the standards require candidates to carry out emergency or contingency procedures, or where client confidentiality is an issue, or where a candidate's job role does not cover all aspects of the qualification.

Improve, the Food and Drink Sector Skills Council has defined what it regards as simulation, and has specified in the Assessment standards that simulation is not acceptable.

For more details on simulation and what constitutes performance in the workplace, look at the Assessment Strategy on SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk).

[http://www.sqa.org.uk/sqa/files\\_ccc/SVQ\\_Food\\_Drink\\_Assessment\\_Strategy.pdf](http://www.sqa.org.uk/sqa/files_ccc/SVQ_Food_Drink_Assessment_Strategy.pdf)

## **Other sources of evidence**

Other sources of evidence can be previous experience or learning, case studies or assignments.

SQA's *Guide to Assessment* (see section 5) has more advice on methods of assessment and how to ensure that your assessment is valid, reliable and practicable.

### 3 Generating evidence

The methods of assessment you use should generate sufficient evidence to demonstrate the candidate's competence.

We described earlier the circumstances in which you might choose to use different methods of assessment. Starting on the next page, this section gives you examples of forms which you can use to record and present evidence of:

- ◆ observation (by the assessor)
- ◆ questions and candidate responses
- ◆ personal statement (produced by the candidate)
- ◆ witness testimony

There are blank forms which you can copy and use in assessment in Appendix 1.



## **Observation**

For observation, note that the form asks you to record the skills and activities observed. This helps you to make a judgement on how the activity was carried out and what it demonstrates.

## Observation record

Unit/Element(s) Store Goods and Materials in a Food Environment – H3KB 04

Candidate L Kingston

Evidence index number 1

Date of observation 17/03/16

Skills/activities observed	Performance Criteria covered
I conducted an observation of Lynn dealing with the storage of goods and materials in a food environment.	1, 2
Lynn identified the correct storage locations for a variety of food products and packaging materials.	1
She handled the goods correctly, and checked them visually to ensure that they matched with invoice records. She placed the goods in the allocated spaces adhering to the company rotation policy. Lynn worked very neatly ensuring that goods could be easily accessed.	1, 2
Lynn then updated the stock records and passed them to the store manager.	2

### Knowledge and Understanding apparent from this observation

Lynn was able to demonstrate knowledge and understanding of the processes and procedures for storing goods and materials. She was able to demonstrate that she could identify the correct storage locations for a variety of goods and materials. She worked hygienically and safely, and handled the stock with care ensuring that there was no damage. Lynn also demonstrated that she was able to complete stock records accurately and promptly. She was asked specific questions regarding the 2002 Guidance on the Control of Substances Hazardous to Health Regulations (COSHH), and why complete and accurate documentation is important.

### Other Units/Elements to which this evidence may contribute

Plan and Organise your own Work Activities in Food Manufacture 1, 2 & 3  
Carry Out Hygiene Cleaning in Food and Drink Operations 2.

**Assessor's comments and feedback to candidate**

Good evidence of your ability to deal with goods and materials — specifically working safely and hygienically when handling stock. You maintained a friendly professional manner throughout, and stored the goods and materials making best use of space. You were able to identify the storage requirements for the identified number of goods and materials and you completed stock records accurately.

You will need to provide evidence of taking effective action in response to one operating problem — this does not need to be observed.

I can confirm the candidate's performance was satisfactory.

**Assessor's signature** Diane Reid                      **Date** 17/03/16

**Candidate's signature** Lynn Kingston                      **Date** 17/03/16

## **Questions and candidate responses**

This form can be used to record any questions you might ask the candidate to establish what they know and understand. You should note the candidate's responses on this form too.

Note that there is a space near the top of the form for you to record when, where, how and why you asked the questions.

Where you want to give the candidate written questions, this form could also be used.

## Record of questions and candidate's answers

<b>Unit</b>	Store Goods and Materials in a Food Environment – H3KB 04
<b>Element(s)</b>	Performance Requirement(s): 2 — K & U 9, 17
<b>Evidence index number</b>	2
<b>Circumstances of assessment</b>	
Oral questioning at candidate's workplace following observation to confirm knowledge and understanding.	
<b>List of questions and candidate's responses</b>	
<b>Q</b>	Why do we use COSHH?
<b>A</b>	Because they are the regulations that apply to storage of goods and materials.
<b>Q</b>	How often should you review the store COSHH assessment?
<b>A</b>	The assessment should be kept up to date – the frequency of the reviews will depend on the risk. If there is any change a review should be carried out immediately.
<b>Q</b>	What do we need to include in our records for staff health surveillance?
<b>A</b>	We need to ensure that the person's details are accurately recorded – this includes their name, National Insurance number, and the substance they were exposed to. The date of the surveillance test should be noted, as should the outcome of the test.
<b>Q</b>	Why is complete and accurate documentation important?
<b>A</b>	In the store it is essential to ensure that stock records are accurate, that food products are stored hygienically and safely and that stock rotation is maintained.

**Assessor's signature** Diane Reid **Date** 17/03/16

**Candidate's signature** Lynn Kingston **Date** 17/03/16

## **Candidate's personal statement**

If a personal statement is being used as evidence, it should be completed by the candidate. The statement should record what they did, how and why they chose to carry out an activity or produce work in a certain way. Where other people may have been present during an activity and they may be able to provide witness testimony, the candidate should record how the statement links to other evidence in the column provided.

## Personal statement

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Unit, Elements, Performance Criteria, Performance statements, scope covered
01/06/16	3	<p>Today I attended our monthly team meeting where I contributed to the action planning process.</p> <p>I reported back on the improvements from last month's action plan and identified that two of the improvements were working well, one was not. I presented a report on improvements in output and less wastage.</p> <p>I suggested a change in the location of the rolls of labels from stores to a suitable place on the factory floor, this would save time as it takes at least 15 minutes to obtain the labels from stores and this has an effect on the production line. It was agreed that this would be tried for one line in consultation with the team on the line. I will report back at next month's meeting.</p>	<p><b>H3KB 04</b></p> <p><b>F2JP 04</b></p>	<p><b>H3KB 04</b></p>

Candidate's signature Lynn Kingston

Date 01/06/16

## **Witness testimony**

Remember when you begin to use witness testimony that it must be capable of being authenticated — even if the testimony itself is being used to authenticate a candidate's claim to competence.

To make sure the witness testimony is genuine, you must ensure that you have a record of who is acting as a witness, their relationship to the candidate (eg supervisor, client) address, telephone number and the date. There are spaces for this information in the form.



## Witness testimony

<b>SVQ title and level</b>	SVQ in Food and Drink Operations (Production and Processing Skills) SCQF level 5
<b>Candidate's name</b>	Lynn Kingston
<b>Evidence index no</b>	4
<b>Index no of other evidence which this testimony relates to (if any)</b>	
<b>Element(s)</b>	F2JP 04 Contribute to Optimising Work Areas in Food Manufacture
<b>Date of evidence</b>	15/03/16
<b>Name of witness</b>	Hamish Green
<b>Designation/relationship to candidate</b>	Line Manager
<b>Details of testimony</b>	
<p>Lynn was asked to work in a different production team, as a member of staff was ill. She was able to work with the others in the team carrying out the tasks allocated, and on occasion was able to assist others who were not able to keep up with the production line.</p> <p>She ensured that she checked the instructions she was given and actively sought reassurance from others on the production line to ensure she was completing the task correctly.</p> <p>Lynn made sure that she communicated any difficulties quickly and suggested alternative ways of approaching the task, including changing the allocation of tasks to ensure the team could complete the production process to meet the schedule.</p>	

I can confirm the candidate's performance was satisfactory.

**Witness's signature**     *H Green*                          **Date**     15/03/16    

**Witness** (please select the appropriate box):

- Holds L and D Unit 9D/9D1, A1/A2 or D32/D33 qualifications
- Is familiar with the SVQ standards to which the candidate is working

## Filling the gaps

There may come a time when your candidate has provided evidence for most of the Unit (or SVQ), but there are some gaps. For example, you may find that certain situations, such as handling contingencies, have not arisen during assessment. Often these will relate to dealing with health and safety issues, or unexpected problems with workflow like delays in receiving information from another part of the organisation.

In this SVQ, such gaps are likely to occur in generating evidence for emergency procedures, dealing with difficult situations, breakdowns in equipment and health and safety issues.

You may be able to overcome these by simulation or questions.

## Guidance and support to candidates

At all times during the assessment process — from planning through to making your assessment decision — feedback should be ongoing, clear and constructive. Feedback should be given against the national standards by relating it to the evidence provided, including the knowledge specifications.

Where there are any shortfalls in a candidate's competence, you should discuss these with your candidate and make plans for re-assessment.

## Judging candidate evidence and making an assessment decision

In judging candidate evidence, you must be satisfied that your candidates can work consistently to the required standard, and that the evidence they have produced is their own. You must consider whether your candidate understands and applies the knowledge evidence and how this links to performance evidence.

Evidence must:

- ◆ be relevant to the SVQ
- ◆ be authentic
- ◆ show current competence
- ◆ be sufficient to help you form a decision about the candidate's competence

## **Insufficient evidence**

You have to judge whether the candidate has produced enough evidence required by the standards for you to reach a decision about their evidence.

Where there is insufficient evidence, you should say this to your candidate. You should tell them that it is not that they are not yet competent — there is simply not enough evidence on which to make a decision.

In this situation, your feedback to your candidates must help them produce more evidence and/or plan for further assessment.

## **Authenticating candidates' evidence**

Authentication is required where you have not observed candidates' performance at first hand.

You can check whether a candidate has produced evidence which they claim shows their competence by questioning them or, if this is appropriate, asking them to produce a personal statement, using witness testimony, or seeking peer reports from other colleagues of the candidate.

### **Example**

In the Unit Maintain Product Quality in Food and Drink Operations, the candidate would have to produce records and reports of quality checks written accurately and clearly. They would also require a personal statement (where there was no witness) and/or a witness statement/peer report from a colleague who observed the quality checks.

## 4 Recording achievement

You should retain all evidence — clearly referenced — for internal and external verification.

The candidate's evidence is normally kept in a file, often called a *portfolio*. These documents help you and your candidates to collect, present and cross-reference the evidence to the national standards. They are also a means of recording your assessment decisions, and they tell an External Verifier what stage a candidate has reached in achieving the SVQ.

Recording documents do not need to be paper-based — it is possible to use an electronic format for collecting and structuring the evidence. Whatever format you and your candidates choose to use, the documents must show what evidence was generated, the assessment decisions you made, how the evidence meets the standards, and where the evidence can be located. You should avoid photocopying items simply to put them in a portfolio — a clear explanation of where the evidence can be found (for example, in a filing cabinet) may be sufficient for the External Verifier to follow it up and include it in the visit.

There are various reasons why record-keeping is so important:

- ◆ it provides a way of tracking a candidate's progress in achieving an SVQ
- ◆ it helps candidates to make claims for certification of their competence
- ◆ internal verifiers and External Verifiers use the records to sample assessment decisions
- ◆ it helps us to monitor the quality assurance of our qualifications

If your candidates' evidence is incomplete, or cannot be located, or if there is inaccurate cross-referencing to the standards, there is a risk that an internal verifier or External Verifier will be unable to confirm your assessment decisions.

To help you and your candidate present evidence and record your assessment decision, we have provided examples of the forms which you and your candidate might use to compile the portfolio.

- ◆ Completing the Unit progress record
- ◆ Using the evidence index
- ◆ Completing the Element achievement record

These forms are also used in SQA's portfolio.

## **Completing the Unit progress record**

You should complete this form each time your candidate achieves a Unit from the SVQ by adding your signature and the date next to the relevant Unit.

At this stage, candidates should make sure they have completed the recording documents correctly and that their evidence can be easily located. Only then should they circle the relevant Unit number at the top of the form. This enables both of you to see at a glance what stage the candidate is at in their SVQ.

## Unit progress record

**Qualification and level** SVQ in Food and Drink Operations (Production and Processing Skills)

**Candidate** Lynn Kingston

To achieve the whole qualification, you must prove competence in xx **mandatory** Units and xx **optional** Units.

### Unit checklist

<b>Mandatory</b>	F2MD 04	F2MB 04				
<b>Optional</b>	H3DV04	H3GH 04	F2M4 04	H3KB 04	F2JP 04	F2R2 04

### Mandatory Units achieved

Unit number	Title	Assessor's signature	Date
F2MD 04	Maintain Workplace Food Safety Standards in Manufacture		
F2MB 04	Maintain the Workplace and Health & Safety in Food Manufacture		

### Optional Units achieved

Unit number	Title	Assessor's signature	Date
H3DV 04	Carry out Hygiene Cleaning in Food and Drink Operations	<i>Diane Reid</i>	30/03/16
H3GH 04	Maintain Product Quality in Food Manufacture		
F2M4 04	Lift and Handle Materials Safely in Food Manufacture		
H3KB 04	Store Goods and Materials in Food Manufacture		
F2JP 04	Contribute to Optimising Work Areas in Food Manufacture		
F2R2 04	Plan Production Schedules in Food Manufacture		

## Using the index of evidence

The purpose of the index of evidence is to help you locate and work through the candidate's evidence. It should give you a summary of what evidence the candidate has collected, and where (eg in a portfolio) it can be found.

The index of evidence should be completed by entering:

- ◆ the index number for each piece of evidence
- ◆ a description of each piece of evidence
- ◆ the place or location where it can be found
- ◆ the initials of the internal verifier and the date (if they have sampled the candidate's evidence)

Ideally, it should be candidates themselves (with your support and encouragement) who complete the index.

You must make sure that the information in the evidence index is accurate when your candidates' portfolios are presented for assessment and verification — particularly the information about where the evidence can be located. This is important because we suggest that anything which has been produced as day-to-day work is kept in its normal location, but anything which has been produced through assessment for the SVQ, eg observation checklists, is filed in the candidate's portfolio. In this way, your candidate can avoid having to photocopy work products just for the sake of including them in a portfolio. It also means that evidence produced as a result of assessment is kept safely in a central file.

If the index of evidence is not completed with an accurate description and location of the evidence, there is a risk that an internal verifier or External Verifier might be unable to confirm your assessment decisions.

**Index of evidence**

<b>SVQ title and level</b>	SVQ in Food and Drink Operations (Production and Processing Skills)		
<b>Evidence number</b>	<b>Description of evidence</b>	<b>Included in portfolio (Yes/No) If no, state location</b>	<b>Sampled by the IV (initials and date)</b>
1	Observation record for Unit H3KB 04 Store Goods and Materials in a Food Environment	Yes	WS 22/03/16
2	Questions for Unit H3KB 04 Store Goods and Materials in a Food Environment	Yes	WS 22/03/16
3	Personal Statement for Units H3KB 04 and F2JP 04	Yes	
4	Witness Testimony for Unit F2JP 04 Contribute to Optimising Work Areas in Food Manufacture	Yes	



## **Completing the Element achievement record**

To help you and your candidates cross-reference the evidence to the standards of the SVQs, we have provided records similar to those produced in the SQA portfolio. Use one record for each Element. The grids should be completed by:

- ◆ entering the evidence index number in the first column
- ◆ giving a brief description of the evidence in the second
- ◆ ticking the relevant boxes for the Performance Criteria (or statements of competence as they are sometimes known)
- ◆ entering the areas of knowledge and understanding the piece of evidence covers

If integrated assessment is used (linking PC or Elements across different Units) the evidence should be cross-referenced back to the relevant Units.

We have provided a completed example to show how to use the record.

**Element achievement record**

**Unit H441 04 Pick Orders and Store in Food Manufacture**

**Element**

Evidence index no	Description of evidence	PC/performance statements						Areas of Knowledge and Understanding/scope																		
		1	2					1	2	3	4	5	6	7	8											
1	Observation	✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓										
2	Questions		✓											✓		✓										
3	Personal Statement	✓	✓					✓	✓		✓															
4	Witness Testimony	✓	✓					✓		✓	✓															

**Unit**

**Element**

**Notes/comments**

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

**Candidate's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## 5 Further information

### What else should I read?

The publications listed here provide additional information on how to implement SVQs. Details of these and other SQA publications are available on our website at **www.sqa.org.uk** on the 'Publications, Sales and Downloads' section. They can be ordered from SQA's Business Development and Customer Support Team — telephone 0303 333 0330. Please note that there may be a charge for some of these publications.

*Assessor/Verifier Units: assessment guidance*

*External Verification: A Guide for Centres*

*Guide to Assessment*

*Introduction to Assessment Arrangements for Schools and Colleges*

*SQA's Quality Framework: a guide for centres*

*Operational Help Centre*

The Operational Guide for Centres has been replaced by the online Operational Help Centre on **www.sqa.org.uk**

# Appendix 1: Blank recording forms

## Unit progress record

Qualification and level \_\_\_\_\_

Candidate \_\_\_\_\_

To achieve the whole qualification, you must prove competence in xx **mandatory** Units and xx **optional** Units.

### Unit checklist

<b>Mandatory</b>							
<b>Optional</b>							

### Mandatory Units achieved

Unit number	Title	Assessor's signature	Date

### Optional Units achieved

Unit number	Title	Assessor's signature	Date

# Index of evidence

<b>SVQ title and level</b>	
----------------------------	--

<b>Evidence number</b>	<b>Description of evidence</b>	<b>Included in portfolio (Yes/No) If no, state location</b>	<b>Sampled by the IV (initials and date)</b>





**Unit**

**Element**

**Notes/comments**

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

**Candidate's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Assessment plan

Units					
Elements					
Activities	Performance Criteria (PC)	Method of assessment/ Sources of evidence	Date of assessment	Evidence already available	Links to other Units (Performance Criteria and Range)
Questioning for Knowledge and Understanding not apparent from performance to be identified from 2nd review					

Assessor's signature \_\_\_\_\_

1st review due \_\_\_\_\_

Candidate's signature \_\_\_\_\_

2nd review due \_\_\_\_\_

Date of agreement \_\_\_\_\_

Date of completion \_\_\_\_\_

**Personal statement**

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Unit, Elements, Performance Criteria, Performance statements, scope covered

Candidate's signature \_\_\_\_\_

Date \_\_\_\_\_

**Observation record**

**Unit/Element(s)** \_\_\_\_\_

**Candidate** \_\_\_\_\_

**Evidence index number** \_\_\_\_\_

**Date of observation** \_\_\_\_\_

<b>Skills/activities observed</b>	<b>Performance Criteria covered</b>

**Knowledge and Understanding apparent from this observation**

**Other Units/Elements to which this evidence may contribute**

**Assessor's comments and feedback to candidate**

I can confirm the candidate's performance was satisfactory.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Witness testimony

<b>SVQ title and level</b>	
<b>Candidate's name</b>	
<b>Evidence index no</b>	
<b>Index no of other evidence which this testimony relates to (if any)</b>	
<b>Element(s)</b>	
<b>Date of evidence</b>	
<b>Name of witness</b>	
<b>Designation/relationship to candidate</b>	
<b>Details of testimony</b>	

I can confirm the candidate's performance was satisfactory.

**Witness signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness** (please select the appropriate box):

- Holds L and D Unit 9D/9D1, A1/A2 or D32/D33 qualifications
- Is familiar with the SVQ standards to which the candidate is working

**Record of questions and candidate's answers**

<b>Unit</b>	
<b>Element(s)</b>	
<b>Evidence index number</b>	
<b>Circumstances of assessment</b>	
<b>List of questions and candidate's responses</b>	
<b>Q</b>	
<b>A</b>	
<b>Q</b>	
<b>A</b>	
<b>Q</b>	
<b>A</b>	
<b>Q</b>	
<b>A</b>	
<b>Q</b>	
<b>A</b>	

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_