

# **Outline for a Project Approach to Evidencing SVQ Level 3 Food Manufacture**

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# About this document

This document provides an exemplary outline for use in presenting evidence in the form of a project to support achievement of an SVQ in Food Manufacture at Levels 3.

The SVQ offers the opportunity for candidates to demonstrate achievement of the standards in different ways. These include:

- ◆ providing evidence of achievement of the standards for the respective core and optional Units
- ◆ a holistic project

This guidance is provided to support candidates wishing to use a project to demonstrate achievement of the award.

A project provides both the forum for integrating learning and assessment. In addition, it offers the flexibility of providing evidence, which identify learning points as well as supports achievement of elements of a Unit or part thereof.

## Evidence requirement

The following section details an outline of how the evidence requirements could be presented:

### 1. Portfolio of evidence

A portfolio of evidence is a good method of presenting multiple items of evidence which together support the achievement of the award. The portfolio of evidence should consist of sections or chapters. A section could be used to cover a Unit or more. In addition, the portfolio should be appropriately indexed and the evidence items cross-referenced against the various elements (See point 2).

2. Provide a mapping to illustrate achievement of performance and that all evidence requirements have been met.

3. Provide a robust commentary to demonstrate how you have effectively used the evidence provided in your portfolio to support achievement of a required standard.

4. For areas not covered by the project, the candidate needs to provide additional evidence to demonstrate achievement of those standards/competences, eg A Personal Statement or Responses to the knowledge questions, etc.

5. Exemplars of items that could be used as evidence to support achievement of elements within a Unit may include:

- ◆ flow chart
- ◆ organogram

- ◆ planning sheet
- ◆ Gantt chart (MS Project diagram)
- ◆ costing
- ◆ reference to policies, procedures, strategy documents, etc.
- ◆ budgets

(**Note:** This list is not exhaustive)

## Introduction

This document sets out an exemplar layout for presenting evidence using a project approach to support achievement of the SVQ Level 3 in Food Manufacture.

The example presented here is for: G8T1 23 – SVQ Level 3 *Food Manufacture: Specialist Management Skills*.

The shell portfolio is presented in five parts:

- ◆ Part 1: Scene setting
- ◆ Part 2: Project narrative – this forms the main part of the portfolio
- ◆ Part 3: Index of evidence
- ◆ Part 4: References
- ◆ Part 5: Appendices

## **Candidate Information**

Here, the candidate is required to present his/her personal details. Such details may include the following:

- ◆ Name
- ◆ Scottish Candidate Number (SCN)
- ◆ Institution/company
- ◆ Role in the institution/company

## Part 1: Scene setting

State the rationale for undertaking the award.

State the reason(s) why you have chosen a Project to evidence the achievement of the required competences, for example:

- ◆ demonstrates integrative and holistic learning
- ◆ use one piece of evidence to demonstrate achievement of several elements or performance criteria
- ◆ demonstrates higher order of learning
- ◆ evidences the achievement of management skills in food manufacture

### Award

The Units chosen for achievement of the SVQ Level 3 are as follows:

<b>Mandatory Unit (1)</b>	
F2JF04	Communicate effectively
<b>Group A (Five options)</b>	
DR6704	Manage own resources and professional development
DR4A04	Develop productive working relationship with colleagues
D9RH04	Enable individual learning through coaching
F2M304	Interpret and communicate information and data in food manufacture
F2MJ04	Manage and store information
<b>Group B (Two options)</b>	
DR5J04	Manage a project
DR5704	Implement change

## Assessment Plan

a. Briefly describe the project.

Project title: Implementing change for a new management structure within a food manufacturing operations.

b. State how the evidence will be generated.

Evidence to support the achievement of competences would be generated via a range of sources and activities, for example:

- ◆ observation of performance (managing and supervising others, etc)
- ◆ written documents
- ◆ video recorded presentations
- ◆ written and oral questioning
- ◆ evidence from company records/systems (eg communication strategy/food safety management system/policies and procedures, etc)
- ◆ communication with company staff (eg communication that is related to day to day operations, project work, committee work, staff appraisal, etc)
- ◆ communication with client partners/prospective business officials, etc
- ◆ witness testimony

## Part 2: Project narrative

This forms the main part of the portfolio. In this section, the candidate describes the project and provides a cross reference to the specific evidence to support achievement of the relevant

Units/elements/performance criteria (listed in Part 1).

Description of the project	F2JF04 Communicate effectively	<b>Group A:</b> DR6704 Manage own resources and professional development	DR4A04 Develop productive working relationship with colleagues	D9RH04 Enable individual learning through coaching	F2M304 Interpret and communicate information and data in food manufacture	F2MJ04 Manage and store information	<b>Group B</b> DR5J04 Manage a project	DR5704 Implement change
	Evidence items							
Planning the project (a detailed description of the activities related to planning the project)	A1			C1	C2	C2	A1	
Implementation (a detailed description of the activities related to the implementation of change)	A2	A3	B1	B2/C1	B3/C2	A4	A3	A2
Evaluation of the project (a detailed description of the activities related to the evaluation of the project)	A1						D2	D2

The above example demonstrates how one piece of evidence (A1 or A2) can be used to support achievement of aspect(s) of more than one Unit.

**Note**

If for any reason, a candidate could not demonstrate the achievement of any Unit(s) within the project, such Unit/element(s)/performance criteria must be covered on an individual basis. This is to ensure that the candidate has met the required Units for the award.

## Part 3: Index of evidence

### SVQ Level 3 Food Manufacture

Evidence number	Description of evidence	Included in portfolio (yes/no) If no, state location	Sampled by the Internal Verifier (initials and date)
A1	Project overview	Yes	CJ 7/02/09
A2	Project implementation plan	Yes	CJ 7/02/09
A3	Project management plan, activities and persons responsible for monitoring various activities.	Yes	CJ 15/02/09
A4	Project documentation and records of activities	Yes	CJ 15/02/09
B1	Evidence from meeting notes to support effective communication and good team relationship	Yes	CJ 7/02/09
B	Training course for machine operatives	Yes	CJ 15/02/09
C1	Training course for health and safety in a food plant	Yes	CJ 28/02/09
B3/C2	PowerPoint presentation of the revised project plan and costings to the Company Board of Directors	Yes	CJ 5/03/09
D2	Project monitoring and evaluation plan	Yes	CJ 10/03/09

## **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 PCs 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: F2JF04 Communicate effectively

Evidence index no	Description of evidence									
		Evidence of performance to cover Knowledge and Understanding								
		K 1	K 2	K 3	K 4	K 5	K 6	K 7	K 8	K 9
A1	Project overview (written document)	√								√
A2	Project implementation plan (video recorded presentation)				√			√		
A3	Project management plan, activities and persons responsible for monitoring various activities. (observation, oral questioning, witness testimony, etc)		√				√		√	
A4	Project documentation and records of activities (written evidence — company policy and records, etc)			√		√				

## Element achievement record

### Unit: F2JF04 Communicate effectively

Evidence index no	Description of Evidence									
		Evidence to cover Unit (or Units) performance criteria								
		PC 1	PC 2	PC 3	PC 4	PC5	PC6	PC7	PC 8	PC 9
A1	Project overview (written document)	√								√
A2	Project implementation plan (video recorded presentation)				√			√		
A3	Project management plan, activities and persons responsible for monitoring various activities. (observation, oral questioning, witness testimony, etc)		√				√		√	
A4	Project documentation and records of activities (written evidence — company policy and records, etc.)			√		√				

## **Part 4 References**

1. Company Strategic Plan 2008 – 2010
2. Johnson, J and Van Dyke, C., 2007. *Principles of Strategic Management*, Glasgow: Automag Publishers.

## Part 5 Appendices

For example:

- ◆ Appendix 1. Copy of a policy or procedure or manual produced by the candidate (excerpt of which was used presented in the portfolio as evidence item A4).
- ◆ Appendix 2. Video recording of a presentation at a meeting or conference.
- ◆ Appendix 3. List of events to support candidate's commitment to CPD.
- ◆ Appendix 4. *Food Industry Quarterly Report*, March 2008 (Relevant section of this report provided both sector and market data which informed the project.
- ◆ Appendix 5. Company Training and Development Plan for 2007 – 2008 (The candidate made significant contribution in producing the sections on:
  - implementation
  - monitoring and evaluationand used in evaluating change — [Evidence item D2]).