



Unit XXXX 04 (201)

Plan and Organise your Own Work Activities in Food Manufacture

Unit Summary

This Unit is about planning and organising your own work activities. You will need to plan the actions you need to take to meet your work activities and check that the resources you require are available. You need to work efficiently and safely.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Intermediate 2

- ◆ Produce well-structured written communication.

Problem Solving Access 2

- ◆ Analyse a very simple familiar situation or issue.

Problem Solving Access 3

- ◆ Review and evaluate a simple problem solving activity.

Problem Solving Intermediate 2

- ◆ Plan, organise and complete a task.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>1 Plan and organise your own work activities</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check that you understand your work objectives. (b) Plan the actions you need to take in order to meet your work objectives. (c) Prioritise your work activities. (d) Check that the resources you require are available and suitable for your use and take action if there is any problem. 	<p>Evidence of planning and organising your own work activities in accordance with workplace procedures and within the limits of your own responsibilities.</p> <p>This means you check two different types of resources.</p>	
<p>2 Work effectively</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Work efficiently and safely, making good use of time available. (b) Use shared resources efficiently and ensure that they are left in a fit state for others to use. 	<p>Evidence of working effectively in accordance with workplace procedures and within the limits of your own responsibilities.</p> <p>This means you check two different types of resources.</p>	
<p>3 Communicate with others</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Keep your colleagues up to date and accurately informed on progress of. (b) Make suggestions to the appropriate person on ways to improve your work activities. (c) Inform the appropriate person as soon as possible about any difficulties which may prevent or delay you from completing your work objectives. 	<p>Evidence of communicating with others in accordance with workplace procedures.</p> <p>This means you make two suggestions on ways to improve your work activities.</p>	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
K1	Your own work objectives and how it fits with the team objectives.	
K2	Your work responsibilities, when and who you should ask for help, and why it is important to do so.	
K3	Why it is important to have a clear plan of what to do before starting work.	
K4	How to read and interpret work instructions.	
K5	How to plan, organise and prioritise your work activities.	
K6	How to deal with conflicting demands on your time.	
K7	Why it is important to check availability of resources required.	
K8	Different types of information and why it is important to communicate relevant information to the appropriate person clearly and promptly.	
K9	How to communicate effectively with others.	
K10	Where information is stored in the workplace.	
K11	Why it is important to keep accurate, complete and up to date records.	

Notes/Comments

Assessor signature: _____

Date: _____