



Unit XXXX 04 (205)

Contribute to Improvements in Food Manufacture

Unit Summary

This Unit is about identifying opportunities for improving food and drink manufacturing operations. This includes working in teams and groups; applying problem solving techniques; communicating ideas and making presentations; and handling questions and clarifying potential problems. You will need to identify improvement opportunities by suggesting improvement ideas and contribute to developing an action plan.

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 Access 3

- ◆ Produce simple written communication.

Working with Others Access 3

- ◆ Work with others in a group to complete a simple activity.

Working with Others Intermediate 1

- ◆ Work with others in a group to complete a straightforward activity.

Problem Solving Intermediate 1

- ◆ Plan, organise and complete a straightforward task.
- ◆ Review and evaluate a straightforward problem solving activity.

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.
1	Identify improvements in the workplace This means you: (a) Identify and make positive suggestions about areas for improvement. (b) Gather accurate information about potential improvements. (c) Check that your suggestions for improvement can be justified and are realistic.	Evidence of identifying improvements in accordance with workplace procedures. This must include two different applications or contexts.	
2	Share and communicate your ideas for improvement This means you: (a) Share your ideas for improvement with the relevant people and react positively to feedback you receive. (b) Communicate your finalised ideas in sufficient detail to enable further action to be agreed.	Evidence of sharing ideas for improvements with relevant personnel and react positively to feedback. This includes communicating your ideas in sufficient detail to enable further action to be agreed.	
3	Agree and test plan for improvements This means you: (a) Work with others to agree an effective action plan for putting improvement ideas into action. (b) Make a positive contribution to putting the plan into action. (c) Test and accurately check improvements to find out how effective they are before recommending further action.	Evidence of agreeing and testing plans for improvements in accordance with workplace procedures. This must include two different applications or contexts.	

		Evidence Requirements (cont)	
4	Evaluate the improvements This means you: (a) Evaluate the effectiveness of improvements that have been introduced.	Evidence of evaluating improvements in accordance with workplace procedures.	

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		
4		

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	Work practices and procedures that are relevant to any identified improvements.	
K2	Why continuous improvement is necessary and what are the benefits from it.	
K3	How to identify the short and long term benefits from improvements.	
K4	The possible implications of any proposed improvement.	
K5	Where and when to get help and advice.	
K6	The lines and methods of effective communication and why it is important to communicate effectively.	
K7	What information is required to produce an effective action plan.	
K8	How to produce an effective action plan.	
K9	How to evaluate the implications of putting improvement ideas into action.	
K10	Why it is important to check improvements for effectiveness and how to carry out these checks.	
K11	How to handle discussions and possible disagreements in a positive and constructive manner.	

Notes/Comments

Assessor signature: _____

Date: _____