Unit F2LW 04 (528)   **Implement and Evaluate an Improvement Programme in Food Manufacture**

Unit Summary

This Unit is about establishing existing operational performance; identifying areas for improvement; implementing; monitoring and recording improvement. This can apply to equipment, materials, quality, product, productivity, personnel, working conditions, cost, hygiene, health and safety, and the environment. You will need to agree objectives for an improvement programme, and implement and evaluate the programme.

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
♦   Read, understand and evaluate written communication.
♦   Produce well structured written communication.

Numeracy Intermediate 2
♦   Apply a wide range of numerical skills in everyday and generalised contexts.
♦   Interpret and communicate graphical information in everyday and generalised contexts.

Working with Others Intermediate 2
♦   Work with others in a group to analyse, plan and complete an activity.

Problem Solving Intermediate 2
♦   Analyse a situation or issue.
♦   Plan, organise and complete a task.
♦   Review and evaluate a problem solving activity.

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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 **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.** Your evidence must be work-based, simulation alone is only allowed where shown in ***bold italics***	Evidence/ Activity Ref No.
Agree objectives for an improvement programme This means you: 1 (a) Establish systems of measurement and analysis. (b) Establish accurately the current performance in relation to existing targets. (c) Encourage all those within the operational area to contribute ideas for improvements. (d) Evaluate the ideas for improvements through critical examination of all relevant information. (e) Provide positive feedback to the originators of ideas for improvements. (f) Agree the objectives for improvements with the relevant people.	Evidence of agreeing objectives for an improvement programme in accordance with workplace procedures.	

		Evidence Requirements (cont)	
2	Implement and evaluate an improvement programme This means you: (a) Initiate the improvement programme in a planned and controlled manner. (b) Co-ordinate effectively the activities which are necessary to implement the improvement programme. (c) Gather sufficient information to enable you to accurately evaluate the effectiveness of an improvement programme. (d) Maintain effective communication with those affected by the improvement programme. (e) Provide sufficient information to enable an agreed improvement to be incorporated as standard working practice.	Evidence of implementing and evaluating an improvement programme 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

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No	Candidate name: Activity	Assessor initials/date
1		
2		

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You need to know and understand Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		Evidence
K1	Why effective planning is essential.	
K2	Why it is important to set specific, measurable, achievable, realistic and time-bound (SMART) objectives to achieve improved performance.	
K3	The criteria for establishing new targets and objectives.	
K4	The legal requirements regarding health, safety, hygiene, quality and the environment.	
K5	The organisational procedures for maintaining health, safety, hygiene, quality and the environment.	
K6	How to gather, assess and evaluate ongoing performance data.	
K7	How to motivate staff and gain their commitment to participate in improvement programmes.	
K8	How to encourage and enable the provision of feedback by those involved in the performance improvement process, and why this is important.	
K9	How to effectively justify, present and communicate recommendations for an improvement plan.	
K10	How to develop and implement an effective and realistic improvement plan.	
K11	How to adjust improvement plans in the event of unforeseen circumstances.	
K12	The methods available for monitoring and controlling resources.	
K13	The range of effective costing techniques available.	
K14	How to ensure that recommendations are sufficiently detailed to enable effective implementation of the results from the improvement plan.	
K15	How to evaluate performance improvements against objectives.	
K16	How to communicate performance improvement decisions according to best practice and organisational and legal requirements.	
K17	The effects of performance improvement on personnel, plant, product and the working environment.	

Notes/Comments

Assessor signature: _____   **Date:** _____