



Unit F2R2 04 (560)

Plan Production Schedules in Food Manufacture

Unit Summary

This Unit is about scheduling production based on production plans in a food and drink manufacturing environment. It is about ensuring resources are available in the right place and at the right time. Resources include raw materials, packaging and sundries as well as staff. It is also about ensuring that schedules make the most cost-effective use of resources to fulfil production requirements, whilst being able to modify schedules in line with changing demands on production.

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 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.

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	<p>Manage work in teams</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Set clear and accurate work objectives for your team. (b) Give your team opportunities to take responsibility for their own work and assist with the planning process. 	<p>Evidence of managing work in teams in accordance with workplace procedures.</p>	
2	<p>Allocate resources to meet production plans</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Ensure you are clear about the requirements of the production plans and check with the relevant person any areas on which you are unclear. (b) Produce schedules which are consistent with production plans, management priorities and objectives and conform to legal and standard operating requirements. (c) Produce schedules which make cost effective use of available resources within given constraints. (d) Seek advice from the relevant person if your production schedules appear to conflict with legal requirements and/or organisational objectives. 	<p>Evidence of allocating resources to meet production plans in accordance with workplace procedures.</p>	

You must be able to	Evidence Requirements (cont)	Evidence/ Activity Ref No.
<p>3</p> <p>Ensure availability of resources to meet production plans</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Keep colleagues informed of production schedules, and particularly any changes, to ensure they can plan their work effectively. (b) Confirm that equipment required is available and in good working order in advance of production commencing. (c) Report all damage and faults promptly, with recommendations for corrective action. (d) Confirm that the correct type and volume of materials are available, in the correct location for production. (e) Ensure that all equipment and materials are ready for use and conform to legal and standard operational requirements. (f) Confirm that the required number of staff, with the appropriate skills and knowledge are available. (g) Inform the relevant person immediately if lack of resources will impact on production outputs. (h) Manage risk and ensure a hazard free workplace. 	<p>Evidence of ensuring availability of resources to meet production plans in accordance with workplace procedures.</p> <p>This means you must confirm that two types of equipment is available.</p> <p>This means you must confirm that two types of equipment or materials are ready for use.</p>	
<p>4</p> <p>Maintain accurate and clear records</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Maintain all records relating to resources accurately and ensure they are available to management. (b) Monitor, record and report on all instances of non-compliance with quality requirements. 	<p>Evidence of maintaining accurate and clear records in accordance with workplace procedures.</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		
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	Production forecasting and planning processes.	
K2	Systems and procedures for production scheduling.	
K3	Importance of effective production scheduling and the potential impact of inadequate scheduling.	
K4	The need to update and amend schedules and adapt resource requirements to meet changing customer demands.	
K5	Importance of liaison with colleagues and what would happen if you did not keep them informed.	
K6	Communication methods and styles.	
K7	Key features of legal and standard operating requirements.	
K8	Forming and managing work in teams.	
K9	Setting and reviewing work objectives.	
K10	Analysing the availability and use of resources.	
K11	Risks and contingencies and corrective actions to be taken.	
K12	Requirements for storage, moving and delivery of raw materials, ingredients and non-food materials to production locations.	
K13	Operational status of resources and why this is important.	
K14	Hazard and risk in food and drink operations.	

Notes/Comments

Assessor signature: _____

Date: _____