



Unit F2PY 04 (565)

Plan and Co-ordinate Bake-off Operations in Food Manufacture

Unit Summary

This Unit concerns your ability to plan and co-ordinate bake-off operations. It covers planning resources to meet anticipated demand and monitoring bake-off. This Unit is for you if you have responsibility for controlling bake-off in food and drink manufacturing.

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.

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: _____

<p>You must be able to</p>	<p>Evidence Requirements</p> <p>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.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p>Evidence/Activity Ref No.</p>
<p>1 Plan resources to meet anticipated demand for bake-off operation</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Ensure your plan includes sufficient personnel to undertake all work activities required to meet anticipated bake-off demand. (b) Ensure your plan allocates relevant personnel with competence to work activities. (c) Ensure your plan confirms availability of all tools and equipment required for planned and anticipated bake-off operation. (d) Ensure your plan confirms availability of resources required for planned and anticipated bake-off operation. (e) Include contingency plans, based on your review of possible difficulties, which may be encountered. (f) Ensure your plan complies with all legal and standard operational requirements. 	<p>Evidence of planning resources to meet anticipated demand for bake-off operation in accordance with workplace procedures.</p> <p>This means you ensure the availability of three types of tools or equipment eg over, prover, freezer, cooling rack, protective equipment, bake-off handling tools.</p> <p>This means you confirm the availability of three types of resources eg information, demand, performance, people, equipment, tools, time, services, and materials.</p>	

You must be able to	Evidence Requirements (cont)	Evidence/ Activity Ref No.
<p>2 Monitor bake-off operation against production requirements</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Consistently monitor progress against targets. (b) Provide supervision and support to your team to resolve difficulties and ensure targets are met. (c) Report difficulties outside of your sphere of responsibility to relevant personnel promptly and accurately. (d) Ensure your records of bake-off operation are accurate, complete and stored for easy retrieval. (e) Take prompt corrective action where technical or material faults threaten the bake-off operation and achievement of targets. (f) Ensure the bake off operation operates in accordance with stand and legal and standard operational requirement. (g) Manage risk effectively and ensure the workplace is hazard free. 	<p>Evidence of monitoring bake-off operation against production requirements 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		

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	Key features of legal and operational requirements relating to bake-off operation.	
K2	How to plan resources to meet planned and anticipated demand.	
K3	How to estimate and allow for contingencies.	
K4	Tools and equipment used in bake-off operation and their safe use.	
K5	Competence and development needs of personnel.	
K6	How to check on availability of materials.	
K7	Potential hazards and risks in the working environment.	
K8	How to supervise and support people to achieve objectives.	
K9	Corrective actions within own sphere of responsibility.	
K10	Quality records and their applicability to the bake-off operation.	

Notes/Comments

Assessor signature: _____ **Date:** _____