

3186 Control manual size reduction in food manufacture

SQA Unit Code

F2K7 04

Level 2

SCQF Level 6

Credit value 8

Unit Summary

This unit is about physically changing products or ingredients into smaller units or fully removing constituent parts from the whole, by hand in food and drink manufacturing. It includes meeting product specification, responding to problems, completing the necessary record and maintaining effective communication with the relevant people.

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.

You must be able to:	You need to show:
<p>1. Prepare for manual size reduction</p> <p>This means you:</p> <p>Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Check product specifications at the right time</p> <p>Make sure that the material for size reduction is available and fit for use</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communicate</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of taking effective action in response to two types of operating problems</p>
<p>2. Carry out manual size reduction</p> <p>This means you:</p> <p>Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when carrying out manual size reduction</p>	<p>Evidence of taking effective action in response to two types of operating problems</p>

<p>Handle and store materials and products in a manner which maintains quality</p> <p>Achieve the required output to the correct specification</p> <p>Make sure the product is correctly transferred to the next stage in the manufacturing operation</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p>	
<p>3. Finish manual size reduction</p> <p>Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Deal correctly with materials that can be re-cycled or re-worked</p> <p>Dispose of waste correctly</p> <p>Make equipment and the immediate work area ready for future use after the completion of the process</p> <p>Maintain effective communication</p> <p>Accurately complete all records</p>	<p>Evidence of finishing manual size reduction in accordance with workplace procedures</p>

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.

1. What the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed
2. What equipment and materials to use and in what quantity
3. How to obtain and interpret the relevant process specification
4. What recording, reporting and communication is needed and how to carry this out

- correctly and the reasons why it is important to do so
5. What action to take when the process specification is not met
 6. How to establish fitness for use of material and how to deal with material which is not fit for use
 7. What might happen if material was used which was not fit for use
 8. What operating problems are associated with size reduction and the appropriate response to make
 9. The limits of your own authority and competence and why it is important to work within those limits
 10. How to follow work instructions and why it is important to do so
 11. How and when to seek assistance
 12. How to carry out the process in an efficient manner and why it is important to do so
 13. How to deal with items that can be re-cycled or re-worked
 14. How to dispose of waste correctly and why it is important to do so
 15. How to make equipment ready for future use

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;
- evidence from company systems (e.g. 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