

448 Contribute to the measurement and collection of data for achieving excellence in food environment

SQA Unit Code		H137 04
Level 2	SCQF Level 5	SCQF Credit value 4

Unit Summary

This unit is about the skills needed to contribute to the measurement and collection of data for the review/analysis of the performance of improvement activities during your organisation’s drive to achieving excellence in food and drink manufacture and/or supply operations. This is important to the productivity and success of manufacture, processing and supply of food and drink within the food supply chain. Contribution is typically provided through working in a team, although this does not exclude individual contributions from outside of close working teams.

You need to show you can contribute systematically to measurement and recording of key performance statistics, which result from processes, and indicators like consumption and waste, resulting from improvement activities. You will need to contribute to collection and maintenance of data, and help to report the data to inform the future implementation of improvements in support of achieving excellence. You will need to comply with your company policy for measurement and data collection of improvements and take responsibility for your actions.

This unit is recommended for you if you contribute to operational improvement by carrying out measurement and data collection of processes and systems, which are subject to improvement within a food or drink manufacturing or supply business.

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>Contribute to planning for the measurement and recording of improvements</p> <p>This means you: Assist in selecting an improvement activity to be measured as required by the achieving excellence strategy Confirm the measurement objectives and plan with your colleagues Assist in the presentation of your plans for</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of contributing to planning for the measurement and recording of improvements</p>

<p>measurement of improvement activities clearly and accurately Confirm the resources necessary for the measurement activity</p>	
<p>Contribute to measurement and recording of improvements</p> <p>This means you: Familiarise yourself with detail of improvement activity Gather reliable, relevant and valid evidence to further your understanding of the improvement activity Utilise your knowledge of operations monitoring, trends and developments to objectively carry out measurements Complete the activities which are necessary to obtain measurements and maintain effective communication with those involved Accurately record and log your measurements</p>	<p>Evidence of contributing to measurement and recording of improvements</p>
<p>Contribute to collection and reporting of improvement data</p> <p>This means you: Collect and update data from the relevant sources Remove out of date or irrelevant data promptly Collate data in a format which supports the achieving excellence requirements Assist in the reporting and presentation of your data to your colleagues Report in a way which is aligned to the achievement of the organisation's vision, aims and objectives for achieving excellence</p>	<p>Evidence of contributing to collection and reporting of improvement data</p>

<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.</p>
<ol style="list-style-type: none"> 1. Your organisation's achieving excellence vision and key objectives and the reasons for improvement 2. Your organisational improvement activities and their implementation 3. The importance of review to improvement activities 4. Why measurements and data are needed and how they will be used

5. Where to find existing data and who is responsible for this
6. The importance of collecting and recording data accurately
7. How to carry out measurements and recording data
8. Gather reliable, relevant and valid evidence to inform measurements and data
9. How to record and log measurements correctly using paper and electronic systems
10. How to use your organisations data recording systems
11. How to assist a responsible person in the reporting/presenting of data
12. How to communicate measurements and data in way which assists understanding
13. The limits of your own authority, and reporting arrangements in the event of problems with measurements and data that you cannot resolve

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