

3061/449 Contribute to the application of improvement techniques for achieving excellence in a food environment

SQA Unit Code

H138 04

Level 2

SCQF Level 6

SCQF Credit value 7

Unit Summary

This unit is about the skills needed for you to contribute to the application of improvement techniques in food and drink manufacture and/or supply operations. It is vital that improvement techniques are applied and maintained so that they are fit for purpose in support of achieving excellence. 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 will need to show that you can contribute systematically to the application and maintenance of improvement techniques applied in your workplace. You also need to show that you can make recommendations regarding more effective application of improvement techniques which relate to your role. You will need to comply with your company policy for use of improvement techniques, take responsibility for your contribution, and refer any issues outside of the limit of your authority to others.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in operational practice sufficiently to be able to make a valued contribution to the application of improvement techniques. This could be either as an autonomous and focused operational role or as part of another food manufacturing/processing or supply role which includes some operational responsibilities.

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>Identify opportunities for the application of improvement techniques</p> <p>This means you:</p> <ul style="list-style-type: none"> Identify opportunities and make positive suggestions about improvement techniques Gather initial information to inform potential application improvements Assess information and check that your 	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of identifying opportunities for the application of improvement techniques.</p>

<p>suggestions can be justified and are realistic Secure approval for your contribution to application</p>	
<p>Apply improvement techniques</p> <p>This means you:</p> <p>Use improvement techniques within your work area</p> <p>Obtain all the information, documentation and resources required to use improvement techniques</p> <p>Identify any targets or key performance indicators which relate to the use of the improvement techniques</p> <p>Ensure that the use of improvement techniques are complementary to the requirements of the food safety management system</p> <p>Identify any deficiencies in documentation or resources required</p> <p>Make valid recommendations for changes to policy or procedures to support the application of improvement techniques</p> <p>Refer any issues outside the limit of your authority to a responsible person</p>	<p>Evidence of applying improvement techniques</p>
<p>Obtain and provide feedback on application of improvement techniques</p> <p>This means you:</p> <p>Seek feedback on the value of your contribution to the application</p> <p>Check progress towards the achievement of targets or performance indicators</p> <p>Provide feedback on your contribution to application to the relevant person</p>	<p>Evidence of obtaining and providing feedback on application of improvement techniques</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. The health, safety and food hygiene requirements of the area in which you are applying improvement techniques
2. The purpose and objectives of improvement techniques you are applying
3. How improvement techniques can produce performance benefits and support and/or sustain food safety standards
4. What your company policy or protocol is in applying improvement techniques

5. What documentation is required to inform improvement techniques
6. The scope of information and data required to apply improvement techniques
7. The relationship between improvement techniques and Standard Operating Procedures, quality and continuous improvement
8. How improvement techniques and their application are communicated in your workplace
9. What the best methods are for formulating recommendations
10. How to present recommendations
11. How to give and receive feedback regarding your contribution to application of improvement techniques
12. The limits of your own authority, and reporting arrangements in the event of problems 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