

## 505 Organise planning and review meetings in food manufacture

**SQA Unit Code**

**H13K 04**

**Level 3**

**SCQF Level 6**

**SCQF Credit value 6**

### Unit Summary

This unit is about facilitating meetings so that objectives can be achieved, for example, organising planning and review meetings. It covers leading meetings and making contributions to meetings in a food and drink manufacturing environment.

In order to lead meetings, you need to provide those attending with adequate notice and information about the meeting. You need to lead the meeting effectively and keep the meeting positive, focussed and ensure that its objectives are achieved within the time available. You will need to ensure that decisions are communicated to all those who need to know.

In order to make contributions to meetings, you need to prepare for the meeting thoroughly and consult with anyone whose views you are representing. Your contributions to the meeting should be clear, concise and relevant, and they should help to clarify problems and identify solutions. You will also need to ensure that decisions and recommendations are communicated to all those who need to know.

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: Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b>
<p>1. Lead meetings This means you: Give people, appropriate to the context and purpose of the meeting, sufficient notice and information to allow them to contribute effectively</p> <p>Agree with everyone attending the meeting the objectives at the start of the meeting</p> <p>Allocate discussion time to topics in a way which is consistent with their importance, urgency and complexity</p> <p>Apply a style of leadership that helps those attending the meeting to make useful</p>	<p>Evidence of leading meetings in accordance with workplace procedures</p>

<p>contributions</p> <p>Keep the meeting focussed and positive, avoiding unhelpful arguments and digressions</p> <p>Present information and provide summaries clearly, at appropriate points during the meeting</p> <p>Ensure that the meeting achieves its objectives within the allocated time</p> <p>Ensure that agreed decisions and recommendations fall within the group's authority</p> <p>Give clear, accurate and concise information about decisions and recommendations to those who need it</p> <p>Seek feedback from those attending and use this to improve the effectiveness of future meetings</p>	
<p>2. Make contributions to meetings This means you: Prepare sufficiently for the meeting to enable you to participate effectively</p> <p>Consult sufficiently with the people you are representing to allow you to present their views effectively</p> <p>Make clear, concise and relevant contributions to the meeting</p> <p>Make contributions to the meeting that help to clarify problems and identify and assess possible solutions</p> <p>Acknowledge and discuss the contributions and viewpoints of others in a constructive manner</p> <p>Give clear, accurate and concise information about decisions made at the meeting to those who need it</p>	<p>Evidence of contributing to meetings 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. How to identify unhelpful arguments and digressions, and strategies which may be used to discourage these
2. How to present information during meetings
3. How to get and use feedback from others
4. Styles of leadership which can be used to run meetings and how to choose a style according to the nature of the meeting
5. The value and limitations of meetings as a method of exchanging information and making decisions
6. How to determine when meetings are the most effective method of dealing with issues and possible alternatives which may be used
7. Potential differences between meetings which are internal and those involving people from outside
8. The purpose of agendas and how to devise agendas according to the issues, intended outcomes and time available
9. The importance of determining the purpose and objectives of meetings and how to do so
10. How to provide appropriate information for others prior to the meetings
11. How to form groups and how they operate
12. How to influence groups
13. How to report the outcomes of meetings
14. The importance of summarising discussions and decisions during meetings and at what points this is appropriate
15. How to manage discussions so that the objectives of the meeting are met within the allocated time
16. The importance of ensuring decisions taken are within the authority of the meeting
17. How to determine who the necessary people are to attend the meeting
18. Procedures to follow when calling meetings and preparing for them

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