

## 620 Analyse current practice for achieving excellence in a food environment

**SQA Unit Code**

**H148 04**

**Level 3**

**SCQF Level 6**

**SCQF Credit value 6**

### Unit Summary

This unit is about analysing current operational practice as part of your organisation's drive to achieve 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. Understanding current operational practice is central to the implementation of change, improvement, new practice, targets and a performance driven culture. Analysing current practice may involve the use of one or more improvement techniques to support analysis, measurement and reporting.

You will need to show that you can prepare and undertake the analysis of process operations and business activity to assess their effectiveness and efficiency in your area of responsibility. You will need to accurately present findings of analysis to relevant people within the organisation, including senior management. You will need to comply with your company policy for improvement, take responsibility for your actions, and refer any issues outside of the limit of your authority to others.

This unit is for you if your role requires you to analyse the performance of current operational practice in food and drink manufacture or supply. You may be a front line manager or supervisor and/or have responsibilities for all or part of the production/supply process.

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 analysis</p> <p>This means you:</p> <p>Confirm and agree the defined scope of analysis</p> <p>Identify improvement technique(s) to be used to support analysis</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b></p> <p>Evidence of preparing for analysis</p>

<p>Obtain information, documentation and resources necessary to support the selected improvement technique</p>	
<p>2. Undertake analysis to identify improvement opportunities</p> <p>This means you:</p> <p>Apply selected improvement technique(s) to collect performance data on work activities</p> <p>Analyse and evaluate performance data using selected improvement technique(s) to identify waste and determine improvement opportunities</p>	<p>Evidence of undertaking analysis to identify improvement opportunities</p>
<p>3. Report improvement opportunities</p> <p>This means you:</p> <p>Accurately present findings of analysis</p> <p>Specify improvement opportunities and targets</p> <p>Report on improvement activities</p>	<p>Evidence of reporting improvement opportunities</p>

<p>You need to know and understand:</p> <p>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"> <li>1. Your organisation's achieving excellence vision, strategy, objectives and the reasons for the implementation of improvement programmes</li> <li>2. Why it is important to work proactively to analyse current practice and the overall improvement programme in achieving excellence</li> <li>3. The role of analysis techniques in determining improvement opportunities and setting process and business targets</li> <li>4. The main features and benefits of the techniques used in analysis</li> <li>5. How to use improvement techniques to collect and analyse performance data</li> <li>6. How to obtain the information, documentation and resources that are needed to support the analysis of work activities</li> <li>7. How to use basic statistical analysis</li> <li>8. The use of statistical measurement and meanings, abbreviations and symbols in the collection and analysis of performance data</li> <li>9. How to use graphical data representation in data analysis</li> </ol>

10. How to interpret and evaluate data

11. How to use data to identify improvement opportunities and targets

How to motivate staff to maintain ongoing participation in improvement activities

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