

621 Carry out a value stream mapping (VSM) programme in a food environment

SQA Unit Code

H149 04

Level 3

SCQF Level 6

SCQF Credit value 5

Unit Summary

This unit is about the skills needed to carry out a Value Stream Mapping (VSM) programme 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.

You will need to show that you can agree objectives for the value stream mapping programme with relevant people across the organisation. You will need to implement the VSM programme and present your findings accurately to 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 carry out a value stream mapping (VSM) programme to support the achieving excellence objectives 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. Agree objectives for the value stream mapping programme</p> <p>This means you:</p> <p>Select parts or materials on which to carry out the activity</p> <p>Agree objectives with the relevant people</p> <p>Present your plans for implementing improvement</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of agreeing objectives for the value stream mapping programme</p>

<p>to the relevant people clearly and accurately</p> <p>Agree an improvement plan with the relevant people</p> <p>From the skills standard right hand side</p>	
<p>2. Implement a value stream mapping programme</p> <p>This means you:</p> <p>Initiate the value stream mapping programme in a planned and controlled manner</p> <p>Co-ordinate effectively the activities which are necessary to implement the improvement programme</p> <p>Maintain effective communication with those affected by the improvement programme</p> <p>Create an accurate state map for selected parts or materials</p> <p>Identify where improvement opportunities can be made</p> <p>Evaluate and select improvement opportunities</p> <p>Specify improvements within revised statemap</p> <p>Provide sufficient information to enable an agreed improvement to be incorporated as standard operating procedures</p> <p>Communicate improvement opportunities to others</p>	<p>Evidence of implementing a value stream mapping programme</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 and safety requirements of the area in which you are carrying out the

- value stream mapping activity
2. Why value stream mapping is necessary and what the benefits are to your organisation
 3. The part or material to which the value stream mapping activity is to be applied
 4. The people and resources required for the value stream mapping activity
 5. How to structure and run a value stream mapping event
 6. The value stream mapping process
 7. How to plan a value stream mapping activity
 8. What a state map is and how it can be used to identify improvements
 9. How improvements to the process can be achieved
 10. How to evaluate improvement ideas and select improvement opportunities
 11. How to revise state maps to communicate improvements
 12. How to incorporate improvements into standard operating procedures
 13. How to visually communicate improvement opportunities
 14. How to identify problems and opportunities for solving them
 15. How to construct system lead time and actual lead time
 16. How to calculate Takt time
 17. How process capacity can be increased using value stream mapping
 18. What constitutes value adding and non-value adding activities
 19. The extent of your own authority, and to whom you should report 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