

## 633 Analyse improvement outcomes for achieving excellence in a food environment

**SQA Unit Code**

**H153 04**

**Level 3**

**SCQF Level 6**

**SCQF Credit value 4**

### Unit Summary

This unit is about the skills needed to analyse 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.

It is about helping to determining the success of activities, which may be project based, that have been implemented to support improvements. You need to show you can analyse improvement outcomes, and report these to inform the future implementation of improvements in support of achieving excellence. You will need to comply with your company policy for analysis of improvement outcomes and take responsibility for your actions

This unit is recommended for you if you have responsibility for contributing to business improvement through the analysis of improvement activities 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: Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b>
<p>1. Develop a programme of analysis</p> <p>This means you:</p> <p>Select an improvement activity to be analysed</p> <p>Develop and agree the analysis objectives and plan with the relevant people</p> <p>Present your plans for analysis of improvement activities clearly and accurately</p> <p>Obtain the resources necessary for the analysis</p>	<p>Evidence of developing a programme of analysis</p>

<p>From the skills standard right hand side</p>	
<p>2. Analyse the performance of improvement activities</p> <p>This means you:</p> <p>Familiarise yourself with detail of improvement activity</p> <p>Gather reliable, relevant and valid evidence to further your understanding of the impact and outcomes of improvement activity</p> <p>Utilise your knowledge of operations monitoring, trends and developments to objectively analyse evidence</p> <p>Effectively co-ordinate the activities which are necessary to implement the analysis and maintain effective communication with those involved</p> <p>Gather sufficient evidence to accurately analyse the effectiveness of the improvements</p> <p>Use evidence to inform analysis about operational performance and improvements achieved</p> <p>Encourage input from colleagues and take account of their feedback in your analysis</p> <p>Present your analysis to the relevant people at an appropriate level and pace, giving opportunities for them to feedback</p>	<p>Evidence of analysing performance of improvement</p>
<p>3. Report on the analysis of the improvement activities</p> <p>This means you:</p> <p>Report on your analysis based upon accurate information</p> <p>Report in a way which shows alignment to the achievement of the organisation's vision, aims and objectives for achieving excellence</p> <p>Clearly present the analysis to the relevant people and engage in constructive discussions</p>	<p>Evidence of reporting on the analysis of the improvement activities</p>

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| <ol style="list-style-type: none"> <li>1. You need to know and understand:</li> <li>2. Evidence of knowledge and understanding should be collected during observation of</li> </ol> |
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<p>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>3. Your organisation's achieving excellence vision, strategy, objectives and the reasons for improvement</li><li>4. Organisational improvement activities and their implementation</li><li>5. The importance of analysis to the success of improvement activities</li><li>6. The principles of planning relevant to analysis</li><li>7. The role of objectives in analysis</li><li>8. How to gather reliable, relevant and valid evidence of performance</li><li>9. Organisational operations to which improvement activities have been applied to</li><li>10. How to communicate effectively</li><li>11. How to encourage and enable colleagues to make recommendations</li><li>12. How to handle discussions, actual and potential disagreements in a constructive manner</li><li>13. How to report/present analysis outcomes to the relevant people</li><li>14. To whom you need to report and present</li><li>15. What the organisational arrangements are for managing change and improvements</li><li>16. The importance of setting organisation specific SMART objectives and targets and their role in improvement activities</li><li>17. The effects of improvement activities on personnel, plant, product and the working environment</li></ol>
<p>Evidence of performance may employ examples of the following assessment:</p> <ul style="list-style-type: none"><li>• observation</li><li>• written and oral questioning;</li><li>• evidence from company systems (e.g. Food Safety Management System)</li><li>• reviewing the outcomes of work</li><li>• checking any records of documents completed</li><li>• checking accounts of work that the candidate or others have written</li></ul>