

## 2185 Select and prepare raw materials in food manufacture

**SQA Unit Code**

**H3DK 04**

**Level 2**

**SCQF Level 5**

**SCQF Credit value 4**

### Unit Summary

This unit is about identifying, selecting and preparing ingredients in a food production environment. You need to show that you can identify and select the correct ingredients, required by a product specification or recipe. You will need to check the condition of the ingredients and store, blend or modify these for use further processing. This may involve weighing and measuring ingredients using manual or automated systems. Complying with health & safety, food safety and organisational requirements are essential features of this unit.

This unit is for you if you select and prepare ingredients for processing.

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. Identify ingredients</p> <p>This means you:</p> <p>Identify the specified ingredients check quantities according to your instructions and specifications</p> <p>Carry out any calculations necessary to establish quantities of ingredients required to meet production needs</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 identifying ingredients in accordance with workplace procedures</p>
<p>2. Select ingredients</p> <p>This means you:</p> <p>Select ingredients to meet production needs and check their condition for use</p> <p>Isolate and report ingredients of substandard quality, condition or quantity to the relevant personnel</p>	<p>Evidence of starting and controlling canning in accordance with workplace procedures</p>

<p>Take action where ingredients are not available to source alternative supplies or establish whether alternative ingredients can be utilised where permitted</p> <p>Store and position ingredients correctly ready for further processing</p> <p>Comply with health, safety, food safety and organisational requirements</p>	
<p><b>3. Prepare Materials</b></p> <p>This means you:</p> <p>Check selected ingredients against your instructions and specifications</p> <p>Carry out any blending, modification or treatment of ingredients according to specification requirements</p> <p>Place the ingredients in the correct conditions and label storage containers, where required, ready for further processing</p> <p>Comply with health, safety, food safety and organisational requirements</p> <p>Operate within the limits of your own authority and capabilities</p>	<p>Evidence of completing canning 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. the potential food safety hazards and appropriate control procedures associated with selecting and preparing raw materials
2. how to identify the required materials for processing
3. the importance of selecting the most appropriate materials for processing
4. how to identify and dispose of materials that are not fit for use
5. the requirements for storing food that is awaiting processing
6. the different methods for preparing raw materials and when they should be used
7. the safety procedures related to the tools used for preparation
8. how to identify and dispose of food waste.

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