

2352 Control the production of ready-to-eat fresh produce products

SQA Unit Code

H3G3 04

Level 2

SCQF Level 5

Credit value 5

Unit Summary

This unit is about the skills needed for you to be able to produce ready-to-eat fresh produce products in food and drink manufacture and/or supply operations. The correct selection and handling of produce is essential to maintaining the safety and quality of the final product.

You will need to be able to set-up and prepare ready-to-eat products from fresh produce. It is also about working to organisational product specifications and production schedules.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in production operations.

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 <i>bold italics</i>
<p>1. Prepare to produce products</p> <p>This means you:</p> <p>Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Confirm product specification</p> <p>Prepare work station to ensure conditions are suitable for producing ready-to-eat products</p> <p>Obtain produce items and other raw materials to meet the required product specification</p> <p>Take effective action in response to operating</p>	<p>Evidence of preparing to produce ready- to- eat products as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>problems</p> <p>Maintain effective communication</p>	
<p>2. Prepare products</p> <p>This means you:</p> <p>Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Prepare items of produce according to product specification</p> <p>Use tools and equipment effectively to support production process</p> <p>Achieve required rate of production</p> <p>Handle and store products in a manner which maintains quality and condition</p> <p>Maintain condition of work station throughout the process</p> <p>Dispose of waste material according to organisational procedures</p> <p>Make sure the product is correctly transferred to the next stage in the process</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p>	<p>Evidence of preparing the ready-to-eat products as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>3. Finish production operations</p> <p>This means you:</p> <p>Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p>	<p>Evidence of finishing production of ready-to-eat produce operations in your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Deal correctly with materials that can be re-cycled or re-worked</p> <p>Dispose of waste material according to organisational procedures</p> <p>Make equipment and work station ready for future use, after the completion of the process</p> <p>Maintain effective communication</p> <p>Accurately complete all records</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. What the legal and regulatory requirements, organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed.
2. The tools and equipment required to support ready-to-eat fresh produce production
3. How to obtain and interpret the relevant process and quality specifications
4. How to identify commonly used items of fresh produce
5. how to prepare and maintain work stations in a condition suitable for ready-to-eat product Production
6. How to efficiently achieve the required product specification
7. How to assess the quality of ready-to-eat items
8. Why the management of food safety is so important to ready-to-eat product production
9. How to deal with a product that is not fit for use
10. Common quality problems associated with ready-to-eat product production and their likely causes
11. What action to take when the process specification is not met
12. The importance of accuracy linked to profitability
13. The importance of maintaining product control and traceability
14. How ineffective production can lead to wastage and potential customer complaints
15. How to dispose of waste according to organisational procedures
16. How to deal with operating problems within limits of your own authority and competence and why it is important to work within those limits
17. What recording, reporting and communication is needed, how to carry this out correctly and the reasons why it is important to do so.

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