

3104 Develop food test samples in a food business		
SQA Unit Code		H3GW 04
Level 3	SCQF Level 6	Credit value 5

Unit Summary

This standard is about the skills needed for you to develop food test samples in food manufacture and the associated supply chain. The planned and systematic development of test samples is an important part of the wider remit of new product development.

You must be able to show that you can apply creative, innovative and advanced practical skills to develop test samples for potential consideration for production trialing. You will also need to apply the relevant scientific, technical and management skills to support the development process.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in developing food test samples in food manufacture.

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. Plan development activities</p> <p>This means you:</p> <p>Evaluate ideas for the product and identify clear objectives</p> <p>Accurately identify and incorporate relevant factors about the product into a realistic programme</p> <p>Determine the availability and suitability of the resources identified to achieve the specification</p> <p>Develop accurate specifications for the product trials and communicate them to the relevant people within agreed timescales</p> <p>Agree the planning and scheduling of product tests with the relevant people</p>	<p>Evidence of planning development activities in accordance with workplace procedures and taking effective action in response to two operating problems</p>

<p>2. Manage and produce test samples</p> <p>This means you:</p> <p>Implement the tests in a systematic manner within an agreed timescale</p> <p>Make necessary adjustments during the trials to ensure compliance with requirements</p> <p>Amend provisional specifications in accordance with feedback from test samples</p> <p>Accurately establish the resource requirements for the product test samples</p>	<p>Evidence of managing and producing test samples in accordance with workplace procedures and taking effective action in response to two operating problems</p>
<p>3. Measure and record development activities</p> <p>This means you:</p> <p>Monitor the tests correctly and obtain accurate and comprehensive feedback</p> <p>Record the outcomes of the product test samples accurately.</p>	<p>Evidence of measuring and recording development activities in accordance with workplace procedures and taking effective action in response to two operating problems</p>
<p>4. Present final test samples</p> <p>This means you:</p> <p>Accurately establish the conformance of the test samples with requirements</p>	<p>Evidence of presenting final test samples in accordance with workplace procedures and taking effective action in response to two operating problems</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.

You need to know and understand:

1. the regulatory and organisational requirements relating to the developing of test samples in a food business
2. the organisational methods of communication including the use of new technology and how to use them
3. how to use market intelligence and information relating to the production of test samples
4. why it is important to receive a brief from colleagues and customers to determine the specific test sample requirements and how to do this
5. why it is important to support a creative and innovative working environment
6. why it is important to agree project plans and objectives with relevant people

7. the importance of cost, availability and volumes when determining raw material usage
8. how to cost a test sample
9. how to evaluate resources including tools, equipment, labour, materials and ingredients
10. what the organisational requirements are for the provision of feedback relating to the production, cost, labour and training needs for the test samples
11. how to present the test samples for evaluation
12. monitor and record feedback on the test samples adhering to organisational requirements
13. encourage feedback from relevant people on the conformance of the test samples to the original brief
14. provide feedback to relevant people on the usefulness of the brief

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