

3169 Evaluate production performance in food manufacture

SQA Unit Code

H2HA 04

Level 3

SCQF Level 7

Credit value 7

Unit Summary

This unit is about the skills needed for you to evaluate production performance in food manufacture and the associated supply chain. Evaluating the efficiency of the production process with respect to the use of utilities, materials, resources, staffing and equipment is essential in maintaining an effective production line. Evaluating efficiencies in addition to the evaluation of performance with respect to quality, food safety and compliance is essential to informing improvement strategies and plans.

You must be able to assess production process and performance and evaluate information gathered from the assessments. You must also be able to use the information to inform processes and performance improvement plans.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in evaluating production performance 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:
<p>1. Assess process and performance of operations</p> <p>This means you:</p> <p>Source information relating to innovative methods of assessing process and performance</p> <p>Source organisational procedures and requirements for assessing process and performance</p> <p>Agree methods and parameters for assessing operational process and performance with</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of Assessing process and performance of operations as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>relevant people</p> <p>Communicate to relevant colleagues the reasons for the assessments</p>	
<p>2. Evaluate assessments of process and performance</p> <p>This means you:</p> <p>Collate assessment information to organisational requirements</p> <p>Liaise with colleagues to gain a good understanding of process and performance requirements and challenges</p> <p>Objectively review the assessment evidence</p> <p>Analyse the evidence and make judgements about operational process and performance.</p>	<p>Evidence of evaluating assessments of process and performance as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>3. Present information and agree actions</p> <p>This means you:</p> <p>Collate recommendations adhering to organisational requirements</p> <p>Make specific recommendations for the improvement of process and performance to relevant people</p> <p>Gain agreement to the implementation of improvement recommendations.</p>	<p>Evidence of presenting information and agree actions as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</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 organisational methods of communication including information technology and how

- to use them
2. how to source the organisational methods of assessing process and performance and how to use them
 3. the difference between production process and performance
 4. what the recognised methods of assessing process and performance are and how to use them
 5. how to source and implement innovative methods of assessing process and performance
 6. the organisational key performance indicators and how to assess them
 7. why it is important to communicate and agree with relevant people the methods of assessment and the reasons for carrying out assessments
 8. why it is important to gain a good understanding of the production process and the key performance indicators and how to do this
 9. what the organisational requirements are for collating and reporting of assessments
 10. how to objectively review and analyse the assessment evidence
 11. how to use the assessment evidence to make judgements, recommendations and plans about current and future operational process and performance
 12. how to liaise with colleagues to gain agreement and confirm improvement recommendations and plans

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