Improve
FOOD & DRINK SKILLS COUNCIL

2092 Assemble different products to a pre-determined pattern in a food environment		
SQA Unit Code		**H3NN 04**
Level 2	**SCQF Level 5**	**Credit value 7**

Unit Summary
This unit is about arranging and packing different individual products to a specific layout and then enclosing them in an outer container or material. This includes:

- checking and maintaining the assembly process
- taking correct action when operating problems occur
- continuous monitoring to ensure that the specified layout is maintained
- complying with legislation and your company's requirements
- communicating with the necessary people
- completing the necessary records

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 ***bold italics***
1. Prepare to assemble products This means you: Operate to the relevant health, safety and hygiene standards when preparing to assemble products Check packing specifications at the right time Set up equipment according to specification Make sure that sufficient packing material and product is available and fit for use Take effective action in response to operating products Maintain effective communication	Evidence of preparing to assemble products in accordance with workplace procedures and taking effective action in response to two operating problems

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2. Carry out assembly of products This means you: Operate to the relevant health, safety and hygiene standards when carrying out the assembly of products Make sure that equipment is correctly supplied with materials Make sure that the presentation and content of the assembled products meet the specification Monitor pack quality and quantity and take any necessary action to remedy defects Make sure that the required output is achieved to the correct specification Make sure that no unnecessary waste is incurred Correctly dispose of materials and packs which do not meet specification Maintain effective communication	Evidence of carrying out the assembly of products in accordance with workplace procedures. This must include minimising two types of waste
3. Finish assembly of products This means you: Operate to the relevant health, safety and hygiene standards when finishing the assembly of products Dispose of surplus consumables correctly Discharge packs correctly to the right place Deal correctly with waste, scrap and non-standard products Stop the packaging run at the right time Make equipment ready for future use after the completion of the process	Evidence of finishing assembly of products in accordance with workplace procedures

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Maintain effective communication Complete all records accurately and promptly	

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 relevant health, safety and hygiene standards are when to assembling products and why it is important that you operate to them
2. How to obtain information about product, material and coding
3. How to identify different types of packing materials and product
4. What the functions are of the main packing materials being used
5. What the required manual handling techniques are for the packing materials being used
6. What action to take if you discover faults in products, materials, equipment settings and equipment condition
7. What the functions of equipment in the packing line are and how they affect one another
8. Why it is important to have checking procedures and what might happen if checking is not carried out accurately
9. How to establish fitness for use and how to deal with materials and products which are unfit for use
10. What the physical characteristics of products are and how these characteristics affect packing
11. What the expected rate of use is of product and materials, and what action to take if the supply of product and materials is interrupted
12. What the main types of packing materials and sealing methods are
13. What precautions to take to avoid injury when handling packing materials
14. What the expected quality, output and wastage standards are and what might happen if these are not met
15. Why it is important to have quality standards
16. How to monitor operations and why it is important to do so
17. Why it is important to supply the right materials in the correct quantity and at the right time and what might happen if this is not done
18. What might happen if the correct waste and scrap disposal procedures are not followed
19. Why it is important to stop the packaging run at the right time
20. How to make equipment ready for future use
21. Why it is important to keep accurate records and what might happen if this is not done
22. Why it is important to communicate effectively and what might happen if this is not done
23. What the limits of your own authority and competence are and why you should work within them

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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

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