

2001 Plan and organise your own work activities in a food business

SQA Unit Code

H3P3 04

Level 2

SCQF Level 5

Credit value 4

Unit Summary

This standard is about the skills needed for you to plan and organise your own work activities in a food business. Planning and organising your own work activities is important to the successful completion of aims and objectives.

You will need to be able to identify and agree your work objectives within an area of the food business, determine your work plans and organise your time and resources in-line with food business requirements. You will also need to be able to recognise how your own work impacts on the effectiveness of the team, area you work in and the food business as a whole.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in planning and organising your own work activities in a food business.

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 and plan work activities</p> <p>This means you:</p> <p>Identify and agree the responsibilities and limits of your role in a food business</p> <p>Determine and agree the objectives of your role and agree how your activities will be measured</p> <p>Ensure you have the resources to carry out the agreed objectives</p> <p>Plan how and when you will carry out your work activities to agreed food business requirements</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of identifying and planning work activities as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Ensure your planned work activities are in line with the team, area of work and whole business policies, objectives and plans</p>	
<p>2. Organise your work activities</p> <p>This means you:</p> <p>Organise your time and resources effectively</p> <p>Identify any gaps between the requirements of your job role and your current skills, knowledge and understanding</p> <p>Ensure your work activities achieve the expected quality, productivity, compliance standards or other requirements of the food business</p> <p>Receive valid and objective feedback on your work activities and act upon it</p>	<p>Evidence of organising your work activities as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>You need to know and understand:</p> <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.</p>
<ol style="list-style-type: none"> 1. how to source the organisational policies, plans, objectives, culture and procedures and why it is important to adhere to them when planning and organising your own work activities 2. the organisational methods of communication and information technology available in the food business and how to make best use of them 3. how to identify the responsibilities, limits and objectives of your role 4. why it is important to plan your activities and how to do this 5. how to use the resources available in your food business to help plan, organise and carry out your work activities 6. how to record your time and make improvements where necessary 7. why it is important to work to the food business quality, compliance and productivity or other food business requirements and how to do this 8. how to identify your training and development needs and agree with relevant people how these can be addressed 9. how to receive feedback on the planning and organising of your work activities

<p>Evidence of performance may employ examples of the following assessment:</p> <ul style="list-style-type: none"> • 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