

**EM113** Work efficiently and effectively in engineering food and drink operations

**SQA Unit Code**

**HD5K 04**

**Level 3**

**SCQF Level 5**

**Credit value 5**

**Unit Summary**

This standard identifies the competences you need to work efficiently and effectively in the workplace within food and drink operations, in accordance with approved procedures and practices. Prior to undertaking the engineering activity, you will be required to carry out all necessary preparations within the scope of your responsibility. This may include preparing the work area and ensuring that it is in a safe condition to carry out the intended activities, ensuring you have the appropriate job specifications and instructions, and that any tools, equipment, materials and other resources required are available and in a safe and usable condition. Food and drink operations is a term used in this standard to cover the following sub sectors of Meat, Drinks, Confectionery, Fresh Produce, Bakery, Seafood and Dairy.

On completion of the engineering activity, you will be required to return your immediate work area to an acceptable condition before recommencing further work requirements.

In order to be efficient and effective in the workplace, you will also be required to demonstrate that you can create and maintain effective working relationships with colleagues and line management. You will be expected to review objectives and targets for your personal development and contribute to, and communicate any opportunities for, improvements that could be made to working practices and procedures.

You will be expected to take personal responsibility for your own actions, and for the quality and accuracy of the work that you carry out.

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 <b><i>bold italics</i></b>
<p>1. Work efficiently and effectively in engineering food and drink operations</p> <p>This means you:</p> <p>Work safely at all times, complying with health and safety and other relevant regulations, directives and guidelines within food and drink</p>	<p>Evidence of working efficiently and effectively in engineering food and drink operations as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>operations</p> <p>Prepare the work area to carry out the engineering activity</p> <p>Check there are sufficient supplies of materials and/or consumables and that they meet work requirements</p> <p>Ensure completed products or resources are stored in the appropriate location on completion of the activities</p> <p>Tidy up the work area on completion of the engineering activity</p> <p>Deal promptly and effectively with problems within your control and report those that cannot be resolved</p> <p>Contribute and communicate opportunities for improvement to working practices and procedures</p> <p>Maintain effective working relationships with colleagues</p> <p>Review personal training and development as appropriate to the job role</p>	
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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. the safe working practices and procedures to be followed whilst preparing and tidying up your work area relating to food and drink operations (including HACCP, risk of contamination and food quality)
2. the correct use of any equipment used to protect the health and safety of you and your colleagues
3. the procedure for ensuring that all documentation relating to the work being carried out is available and current, prior to starting the activity
4. the action that should be taken if documentation received is incomplete and/or incorrect
5. the procedure for ensuring all tools and equipment are available prior to

- undertaking the activity
6. the checks to be carried out to ensure tools and equipment are in full working order, prior to undertaking the activity
7. the action that should be taken if tools and equipment are not in full working order
8. the checks to be carried out to ensure all materials required are correct and complete, prior to undertaking the activity
9. the checks required to ensure that all tools, materials and components are all accountable before operating the equipment
10. the action that should be taken if materials do not meet the requirements of the activity
11. whom to inform when the work activity has been completed
12. the information and/or documentation required to confirm the activity has been completed
13. what materials, equipment and tools can be re-used and their cleaning requirements/policies in place
14. how any waste materials and/or products are transferred, stored and disposed of, including any spoilt food or drink products
15. where tools and equipment should be stored and located and the segregation processes in place for use in high or low risk areas
16. the importance of making a contribution to improving working practices
17. the procedure and format for making suggestions for improvements
18. what the benefits are to you and the organisation if improvements can be identified
19. the importance of maintaining effective working relationships within the workplace including handover information and communications
20. the procedures to deal with and report any problems that can affect working relationships
21. the difficulties that can occur in working relationships
22. the regulations that affect how you should be treated at work (including Equal Opportunities Act, Race and Sex Discrimination, Working Time Directive)
23. the benefits of continuous personal development
24. the training opportunities that are available in the workplace
25. the importance of reviewing your training and development
26. whom to discuss training and development issues with
27. the extent of your own responsibility and to whom you should report if you have any problems that you cannot resolve

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