



# **Assessor's guidelines for the SVQs in Food and Drink Operations at SCQF levels 5 and 6**

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# Contents

About SVQs and the SCQF .....	2
How are standards defined in SVQs? .....	4
Who is involved in SVQs? .....	5
The steps involved in assessing a candidate for an SVQ .....	5
1 The SVQ in Food and Drink Operations at SCQF levels 5 and 6 .....	6
Structure of the SVQs .....	6
An assessment strategy for the SVQ.....	89
Why would people be interested in the SVQ? .....	89
How do candidates begin? .....	90
Choosing the SVQ.....	90
2 Preparing to assess the SVQ .....	92
Your role and your candidate's role .....	92
Planning.....	93
Assessment plan .....	94
Selecting methods of assessment .....	96
Methods of assessment .....	97
Observation .....	97
Product evidence.....	97
Questioning .....	98
Other methods of assessment.....	99
Personal statements.....	99
Witness testimony .....	99
Simulation.....	100
Other sources of evidence.....	101
3 Generating evidence .....	102
Observation.....	103
Questions and candidate responses .....	106
Candidate's personal statement .....	108
Witness testimony .....	110
Filling the gaps.....	112
Guidance and support to candidates .....	112
Judging candidate evidence and making an assessment decision .....	112
Insufficient evidence .....	113
Authenticating candidates' evidence .....	113
4 Recording achievement.....	114
Completing the unit progress record.....	115
Unit progress record.....	116
Using the index of evidence .....	117
Index of evidence .....	118
Completing the element achievement record .....	119
Element achievement record.....	120
5 Further information .....	122
What else should I read? .....	122
Appendix 1: Blank recording forms .....	123

# About this guide

This guide provides some practical examples of how to assess your candidates for the **SVQs in Food and Drink Operations SCQF levels 5 and 6**. You may be able to think of other ways of assessing your candidates and recording your decisions about their competence.

Using assessments based on these examples does not guarantee successful verification — it is still your responsibility to ensure that internal quality assurance procedures are followed.

# Introduction

This introduction provides a brief overview of SVQs and how they are assessed in the workplace. If you are already familiar with the concept of SVQs, you may wish to go to the next section.

## About SVQs and the SCQF

Scottish Vocational Qualifications (SVQs) are work-based qualifications which set the level of occupational competence for each sector of the economy and are usually delivered in the workplace or in partnership with a college or other training provider. The qualifications have been designed by standards-setting bodies made up of experienced practitioners who represent employers, professional bodies, trade unions, education and voluntary organisations.

Each standards-setting body is responsible for developing national standards which define *what* employees (or potential employees) must be able to do, *how well*, and *in what circumstances*, to show that they are competent in their work.

Each SVQ which a standards-setting body develops has to fit into a broad framework which allows qualifications in the UK and throughout Europe to be compared.

There are SVQs for nearly all occupations in Scotland and they are available at SVQ levels 1–5. SVQs are currently notionally placed in the SCQF as the individual SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ. SVQs are a means of recognising the skills and knowledge people need in employment, ie job competence. Successful completion of an SVQ provides clear evidence that the learner works to nationally recognised occupational standards.

Each unit defines one aspect of a job or work-role, and says what it is to be competent in that aspect of the job. To be awarded a full SVQ, candidates must achieve each of the SVQ units which make it up by demonstrating that they are competent in that aspect of the job. The units which make up the SVQ can also be taken as freestanding awards. Some SVQs or SVQ units are incorporated into other awards or programmes including HNCs and Modern Apprenticeships.

## Explanation of levels

<b>SVQ1 (SCQF level 4)</b>	Competence involves the application of knowledge and skills in the performance of a range of varied work activities, most of which may be routine or predictable.
<b>SVQ2 (SCQF level 5)</b>	Competence involves the application of knowledge and skills in a significant range of varied work activities, performed in a variety of contexts. At this level, there will be activities, which are complex or non-routine and there is some individual responsibility and autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement.
<b>SVQ3 (either SCQF level 6 or 7)</b>	Competence involves the application of knowledge and skills in a broad range of varied work activities, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others is often present.
<b>SVQ4 (either SCQF level 8 or 9)</b>	Competence involves the application of knowledge and skills in a broad range of complex technical or professional work activities, performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present.
<b>SVQ5 (SCQF level 11)</b>	Competence involves the application of skills and a significant range of fundamental principles across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountability.

For further information on SCQF go to [www.scqf.org.uk](http://www.scqf.org.uk).

## How are standards defined in SVQs?

All SVQs consist of standards which can be broken down into various parts.

**Units** define the broad functions carried out in the sector, and are made up of a number of elements. These **elements** describe the activities which employees have to perform, and will require candidates to demonstrate certain skills or knowledge and understanding.

The quality of performance in what people must be able to do — how well they have to perform — is described by **performance criteria**. These may also be called **statements of competence** or **what candidates should do**.

The section on **knowledge and understanding** says what candidates must know and understand, and how this knowledge applies to their jobs.

You may also come across standards containing statements on **scope**. These statements could, for example, list the equipment that candidates are expected to be familiar with and use in their occupational area.

Increasingly, you may see changes to this format as standards become more user-friendly and are written in plain English. For example, there may be some standards containing **range statements** or **evidence requirements**, but over time these should disappear. You may, however, find that information on the context, nature and amount of evidence which is required to prove competence (which used to be given in range statements and evidence requirements) is now defined in the **assessment guidance** for the qualification. Assessment guidance is drawn up by the awarding body and is packaged along with the standards to form the SVQ.

## Who is involved in SVQs?

There are several roles:

- ◆ **the candidate** the person who wants to achieve the SVQ (eg an employee)
- ◆ **the assessor\*** the person who assesses the candidates and decides if they are competent (eg supervisor)
- ◆ **the internal verifier\*** an individual nominated by the centre (eg a company) who ensures that assessors apply the standards uniformly and consistently (eg supervisor's line manager)
- ◆ **the external verifier\*** an individual appointed by SQA who ensures that standards are being applied uniformly and consistently across all centres offering the SVQ

\*Assessors and verifiers in centres will be asked by SQA to prove they have the appropriate occupational competence to assess and verify the SVQ. Occupational competence has been defined by the standards-setting body in the assessment strategy for this SVQ(s) — see SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk).

Assessors and verifiers are also expected to obtain an appropriate qualification in assessment and verification — this can be the Learning and Development units (the national standards for assessment and verification), or an alternative qualification which SQA also recognises.

## The steps involved in assessing a candidate for an SVQ

In deciding whether a candidate should achieve an SVQ, you will go through these stages:

- ◆ planning for assessment
- ◆ generating and collecting evidence of the candidate's competence in the units
- ◆ judging the evidence of the candidate's ability and making an assessment decision based on the evidence
- ◆ recording the assessment decision and the candidate's achievement

# 1 The SVQ in Food and Drink Operations at SCQF levels 5 and 6

The SVQs in Food and Drink Operations have been developed by the National Skills Academy for Food and Drink, who are the Sector Skills Council for the UK Food and Drink Operations manufacturing sector, and are intended for people working in this industry.

These people may be working as operators, processors, supervisors or in management positions. In order to complete an SVQ, they will need to demonstrate skills and knowledge relating to their job role. Knowledge and understanding of hygiene, health and safety, HACCP, and the manufacturing process may also be required.

The SVQs are designed to be assessed in the workplace, or in conditions of the workplace. Examples of the settings or centres in which the SVQs are likely to be delivered include bakeries, fish processors, dairy industry, confectioners, drinks manufacturers, colleges and private training providers.

## Structure of the SVQs

This section lists the units which form the SVQs in Food and Drink Operations frameworks.

### SVQ in Food and Drink Operations SCQF level 5

There are eleven SVQ in Food and Drink Operations SCQF level 5 frameworks.

SQA certifies these as separate qualifications.

- ◆ SVQ in Food and Drink Operations (Brewing Skills) SCQF Level 5
- ◆ SVQ in Food and Drink Operations (Craft Bakery Skills) SCQF level 5
- ◆ SVQ in Food and Drink Operations (Dairy Skills) SCQF level 5
- ◆ SVQ in Food and Drink Operations (Distribution Skills) SCQF level 5
- ◆ SVQ in Food and Drink Operations (Fish and Shellfish Processing Skills) SCQF level 5
- ◆ SVQ in Food and Drink Operations: Food Manufacturing Excellence SCQF level 5
- ◆ SVQ in Food and Drink Operations (Food Sales and Service Skills) SCQF level 5
- ◆ SVQ in Food and Drink Operations (Fresh Produce Skills) SCQF level 5
- ◆ SVQ in Food and Drink Operations (Livestock Market Droving Skills) SCQF level 5
- ◆ SVQ in Food and Drink Operations (Meat and Poultry Skills) SCQF level 5
- ◆ SVQ in Food and Drink Operations (Production and Processing Skills) SCQF level 5



**SVQ in Food and Drink Operations (Brewing Skills)  
SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 2 mandatory units from Group A
- ◆ 4 units from the production/processing sector specific units in Group B
- ◆ The remaining 2 units can be taken from Group B or C

<b>Group A — Mandatory units: Candidates must complete all units in this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04H 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
J04K 04	5	5	IMPHS101	Work Safely in Food Manufacture

<b>Group B — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J1TX 04	6	6	IMPBW101	Control Malt Handling and Milling in Brewing
J1TY 04	6	6	IMPBW102	Control Mashing and Conversion in Brewing
J1V0 04	6	7	IMPBW103	Control Wort Boiling, Clarification and Cooling in Brewing
J1V1 04	6	6	IMPBW106	Control Fermentation in Brewing
J1V2 04	6	6	IMPBW113	Control Maturation and Conditioning in Brewing
J1V3 04	5	5	IMPBW116	Carry out Filtration and Dilution for Chilled and Filtered Beer in Brewing
J1V4 04	6	6	IMPBW117	Carry out Cask Beer Preparation and Racking in Brewing
J1V5 04	5	5	IMPBW118	Contribute to the Production of Beer in a Brewing Environment
J1V6 04	5	6	IMPBW120	Use and Store Process Gases in Brewing
J1V7 04	6	6	IMPBW201	Handle and Store Bright Beer in Brewery
J1V8 04	6	6	IMPBW202	Carry out Beer Packaging in Brewing

**Group B — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J1V9 04	6	6	IMPBW203	Carry out Pasteurisation and Sterile Filtration for Packaging in Brewing
J1VA 04	6	6	IMPBW204	Carry out Container Inspection and Labelling in Brewing
J1VB 04	5	5	IMPBW205	Carry out Bottling in Brewing
J1VC 04	5	5	IMPBW206	Carry out Canning in Brewing
J1VD 04	5	5	IMPBW207	Control Kegging in Brewing
J1VE 04	5	5	IMPBW209	Carry out Packaging Preparation and Online Checks in Brewing
J1VF 04	6	6	IMPBW210	Carry out the Assessment of Packaging Performance in Brewing
J1VG 04	5	5	IMPBW211	Carry out Quality Control for Packaging in Brewing
J1VH 04	5	5	IMPBW212	Carry out Flavour Quality Assurance in Brewing
J1VJ 04	5	5	IMPBW213	Carry out Dissolved Oxygen Quality Assurance in Brewing

**Group C — Optional units: Candidates may take up to 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J04T 04	6	10	IMPPO201	Operate Central Control Systems in Food and Drink Operations
J051 04	5	5	IMPEM107	Contribute to the Maintenance of Plant and Equipment in Food and Drink Operations
J052 04	5	5	4006	Carry out Disinfection in Food and Drink Operations
J054 04	5	5	IMPQI101	Maintain Product Quality in Food and Drink Operations
J055 04	5	6	IMPQI205	Contribute to Continuous Improvement in Food Operations
J056 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
J057 04	6	6	IMPPO111	Carry out Task Handover Procedures in Food and Drink Operations

**Optional units: Group C — Candidates may take up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J058 04	5	5	2051	Monitor Food Hygiene Standards using Rapid Test Methods in Food and Drink Operations
J059 04	5	4	IMPHS104	Lift and Handle Materials in Food Manufacture
J05A 04	5	4	IMPHS201	Contribute to Environmental Safety in Food Manufacture
J05B 04	6	8	IMPPO113	Carry out Product Changeovers in Food and Drink Operations
J05C 04	6	6	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations
J05D 04	5	5	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations
J05E 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
J05F 04	6	6	IMPQI113	Carry out Sampling in Food and Drink Operations
J05G 04	6	5	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations
J05H 04	5	7	IMPPO105	Report and Record Production Information in Food and Drink Operations
J05J 04	6	6	IMPQI201	Organise and Improve Work Activities in Food Operations
J05K 04	5	5	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations
J05L 04	5	4	IMPSF119	Contribute to Sustainable Practice in a Food Environment
J05M 04	5	5	IMPSON401	Contribute to the Effectiveness of Food and Drink Retail Operations
J05N 04	5	6	IMPSON405	Sell Food and Drink Products in a Retail Environment
J05P 04	5	5	IMPSON409	Display Food and Drink Products in a Retail Environment
J05R 04	6	6	4016	Contribute to Maintaining Security and Minimising Stock Losses in Food and Drink Operations
J05S 04	6	7	4017	Control Effluent Treatment in Food and Drink Operations

**SVQ in Food and Drink Operations (Craft Bakery Skills)  
SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 2 mandatory units from Group A
- ◆ 4 optional units from Group B
- ◆ 2 optional units from Group B or C

<b>Group A — Mandatory units: Candidates must complete both units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04H 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
J04K 04	5	5	IMPHS101	Work Safely in Food Manufacture

<b>Group B — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0E0 04	5	5	IMPCB101	Select Weigh and Measure Ingredients in Bakery Operations
J0N4 04	5	5	IMPCB103	Prepare and Mix Dough in Bakery Operations
J0E1 04	5	6	IMPCB105	Divide, Mould and Shape Fermented Dough in Bakery Operations
J0N5 04	6	6	IMPCB106	Produce Laminated Pastry in Bakery Operations
J0N6 04	6	6	IMPCB107	Pin, Block and Shape Dough in Bakery Operations
J0N7 04	5	6	IMPCB108	Fill and Close Pastry Products in Bakery Operations
J0N8 04	5	6	IMPCB110	Tin and Tray Up Dough Products in Bakery Operations
J0N9 04	5	6	IMPCB111	Retard and Prove Dough Products in Bakery Operations
J0NJ 04	5	6	IMPCB114	Oven Bake Dough Products in Bakery Operations
J0NP 04	5	6	IMPCB117	Fry Dough Products in Bakery Operations
J0NW 04	5	6	IMPCB119	Batch Finish Dough Products in Bakery Operations
J0P0 04	5	6	IMPCB201	Prepare and Mix Flour Confectionery in Bakery Operations

**Group B — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J0P2 04	5	6	IMPCB203	Hand Deposit, Pipe and Sheet Flour Confectionery in Bakery Operations
J0P5 04	5	6	IMPCB204	Deposit and Griddle Hot Plate Products in Bakery Operations
J0P8 04	5	6	IMPCB205	Tray Up and Prepare Flour Confectionery in Bakery Operations
J0TV 04	5	6	IMPCB206	Oven Bake Flour Confectionery in Bakery Operations
J0TW 04	5	6	IMPCB207	Batch Finish Flour Confectionery in Bakery Operations
J0TY 04	5	6	IMPCB209	Assemble and Fill Celebration Cakes in Bakery Operations
J0V5 04	6	6	IMPCB210	Mask and Cover Celebration Cakes in Bakery Operations
J0VW 04	6	6	IMPCB211	Decorate and Store Celebration Cakes in Bakery Operations

**Group C — Optional units: Candidates may complete up to 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J0R5 04	5	4	2001	Plan and Organise Your Own Work Activities in a Food Business
J04A 04	6	3	3004	Communicate in a Business Environment
J0R4 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
J0R3 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
J054 04	5	5	IMPQI101	Maintain Product Quality in Food and Drink Operations
J055 04	5	6	IMPQI205	Contribute to Continuous Improvement in Food Operations
J056 04	6	7	3210	Clean In Place (CIP) Plant and Equipment in Food and Drink Operations
J057 04	6	6	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations
J058 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods in Food and Drink Operations
J059 04	5	4	IMPHS104	Lift and Handle Materials in Food Manufacture

<b>Group C — Optional units: Candidates may complete up to 2 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J05A 04	5	4	IMPHS201	Contribute to Environmental Safety in Food Manufacture
J051 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture
J0R1 04	5	7	IMPSPD108	Store and Organise Goods and Materials in Food and Drink Operations
J0R0 04	5	4	IMPSPD327	Prepare Goods and Materials for Despatch
J0YW 04	5	6	IMPSPD201	Supply Materials for Production in Food and Drink Operations
J053 04	5	6	IMPSPD309	Produce Product Packs in Food and Drink Operations
J0T0 04	5	7	IMPSPD312	Pack Orders for Despatch in Food and Drink Operations
J05B 04	6	8	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations
J05C 04	6	6	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations
J05D 04	5	5	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations
J04R 04	5	6	IMPPO210	Control Temperature Reduction in Food and Drink Operations
J0R7 04	6	8	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations
J0SK 04	5	6	IMPPO226	Slice and Bag Individual Products in Food Operations
J0R6 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
J05E 04	5	5	2210	Carry Out Hygiene Cleaning in Food and Drink Operations
J05F 04	6	6	IMPQI113	Carry Out Sampling in Food and Drink Operations
J05J 04	6	6	IMPQI201	Organise and Improve Work Activities in Food Operations
J03L 04	5	5	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations
J05L 04	5	4	IMPSPF119	Contribute to Sustainable Practice in a Food Environment

**Group C — Optional units: Candidates may complete up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0PT 04	4	6	IMPPO223	Prepare Ingredients and Store Fillings and Toppings in Food Operations
J0SJ 04	5	6	IMPPO228	Bake Off Products for Sale in Food Operations
J0PR 04	5	7	IMPSD310	Produce Individual Packs by Hand in Food and Drink Operations
J05N 04	5	6	IMPSO405	Sell Food and Drink Products in a Retail Environment
J05P 04	5	5	IMPSO409	Display Food and Drink Products in a Food Retail Environment
J0TA 04	4	3	IMPSO501	Prepare and Clear Areas for Counter/Take-away Service
J0T9 04	4	3	IMPSO503	Provide a Counter/Take-away Service
J0PK 04	5	4	IMPSO505	Prepare and Clear Areas for Table/Tray Service
J0PJ 04	4	3	IMPSO507	Provide a Table/Tray Service
J117 04	5	7	IMPSO511	Assemble and Process Products for Food Service
J0NH 04	6	6	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment

**SVQ in Food and Drink Operations (Dairy Skills)**  
**SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 2 mandatory units from Group A
- ◆ 4 optional units from Group B
- ◆ 2 optional units from Group B or C

<b>Group A — Mandatory units: Candidates must complete both units in this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04H 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
J04K 04	5	5	IMPHS101	Work Safely in Food Manufacture

<b>Group B — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J114 04	5	4	IMPPO248	Receive and Offload Bulk Liquids in Food and Drink Operations
J113 04	6	6	IMPDY101	Control Processing to Produce Liquid Fresh Milk
J110 04	5	5	IMPDY102	Control Processing to Produce UHT Milks
J10Y 04	5	5	IMPDY103	Control Processing to Produce Extended Shelf Life (ESL) Milks
J10X 04	5	5	IMPDY104	Control Processing to Produce Cream for Retail Packs
J10W 04	5	5	IMPDY105	Control Processing to Produce Cream (Sweet and Whey) for Further Processing
J10V 04	5	5	IMPDY106	Control Processing to Produce Filtered Dairy Products
J10T 04	5	5	IMPDY107	Control Processing to Produce Ice Cream
J10S 04	5	5	IMPDY108	Control Processing to Produce Evaporated Products
J10R 04	5	5	IMPDY109	Control Processing to Produce Dried Products
J10P 04	5	5	IMPDY110	Control Processing to Produce Butter, Spreads and Margarines (BSM) Products



**Group B — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J10N 04	5	5	IMPDY111	Control Processing to Produce Anhydrous Milk Fat (AMF) and Butter Oil
J10M 04	5	6	IMPDY112	Control Processing to Produce Cultured and Fermented Dairy Products
J10L 04	5	6	IMPDY113	Control Processing to Produce Natural Cheese
J10K 04	5	5	IMPDY114	Control Processing to Produce Processed Cheese
J10J 04	5	5	IMPDY115	Control Processing to Produce Liquid Whey Protein Concentration
J10H 04	5	6	IMPDY116	Prepare Starter Cultures in Dairy Processing
J0SC 04	5	5	IMPPO250	Weigh or Measure Ingredients in Food and Drink Operations
J10F 04	5	7	IMPPO252	Blend or Mix Ingredients in Food and Drink Operations
J10E 04	5	5	IMPDY127	Carry Out Cheese Pressing Operations
J10C 04	5	5	IMPDY129	Carry Out Cheese Piercing Operations
J10A 04	5	5	IMPDY131	Grade Cheese
J109 04	5	5	IMPDY135	Carry Out Cheese Smoking Operations
J108 04	5	5	IMPDY139	Carry Out Cheese Encasement Operations
J0SD 04	5	5	IMPPO254	Wrap By Hand in Food and Drink Operations
J106 04	5	5	IMPPO256	Operate Manual Dispensers in Food and Drink Operations
J105 04	5	5	IMPPO258	Control Filling in Food and Drink Operations

**Group C — Optional units: Candidates may complete up to 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J0R5 04	5	4	2001	Plan and Organise Your Own Work Activities in a Food Business
J04A 04	6	3	3004	Communicate in a Business Environment

**Group C — Optional units: Candidates may complete up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0R4 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
J0R3 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
J0R2 04	5	4	3212	Use Knives in Food and Drink Operations
J054 04	5	5	IMPQI101	Maintain Product Quality in Food and Drink Operations
J055 04	5	6	IMPQI205	Contribute to Continuous Improvement in Food Operations
J056 04	6	7	3210	Clean In Place (CIP) Plant and Equipment in Food and Drink Operations
J057 04	6	6	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations
J058 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods in Food and Drink Operations
J059 04	5	4	IMPHS104	Lift and Handle Materials in Food Manufacture
J05A 04	5	4	IMPHS201	Contribute to Environmental Safety in Food Manufacture
J051 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture
J0R1 04	5	7	IMPSPD108	Store and Organise Goods and Materials in Food and Drink Operations
J0R0 04	5	4	IMPSPD327	Prepare Goods and Materials for Despatch
J0YW 04	5	6	IMPSPD201	Supply Materials for Production in Food and Drink Operations
J053 04	5	6	IMPSPD309	Produce Product Packs in Food and Drink Operations
J0T0 04	5	7	IMPSPD312	Pack Orders for Despatch in Food and Drink Operations
J05B 04	6	8	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations
J05C 04	6	6	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations
J05D 04	5	5	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations
J04R 04	5	6	IMPPO210	Control Temperature Reduction in Food and Drink Operations

**Group C — Optional units: Candidates may complete up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0R7 04	6	8	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations
J0SK 04	5	6	IMPPO226	Slice and Bag Individual Products in Food Operations
J0R6 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
J05E 04	5	5	2210	Carry Out Hygiene Cleaning in Food and Drink Operations
J05F 04	6	6	IMPQI113	Carry Out Sampling in Food and Drink Operations
J05J 04	6	6	IMPQI201	Organise and Improve Work Activities in Food Operations
J03L 04	5	5	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations
J05L 04	5	4	IMPSF119	Contribute to Sustainable Practice in a Food Environment
J0PT 04	4	6	IMPPO223	Prepare Ingredients and Store Fillings and Toppings in Food Operations
J0PR 04	5	7	IMPSP310	Produce Individual Packs by Hand in Food and Drink Operations
J05N04	5	6	IMPSP405	Sell Food and Drink Products in a Retail Environment
J05P04	5	5	IMPSP409	Display Food and Drink Products in a Retail Environment
J0TA04	4	3	IMPSP501	Prepare and Clear Areas for Counter/Take-away Service
J0T904	4	3	IMPSP503	Provide a Counter/Take-away Service
J0PK04	5	4	IMPSP505	Prepare and Clear Areas for Table/Tray Service
J0PJ04	4	3	IMPSP507	Provide a Table/Tray Service
J11704	5	7	IMPSP511	Assemble and Process Products for Food Service
J0NH04	6	6	IMPSP407	Maximise Sales of Food and Drink Products in a Retail Environment

**SVQ in Food and Drink Operations (Distribution Skills)**  
**SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 2 mandatory units from Group A
- ◆ 4 optional units from Group B
- ◆ 2 optional units from Group B or C

<b>Group A — Mandatory units: Candidates must complete both units in this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04H 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
J04K 04	5	5	IMPHS101	Work Safely in Food Manufacture

<b>Group B — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0T5 04	5	6	IMPSD102	Receive Goods and Materials in Food and Drink Operations
J0R1 04	5	7	IMPSD108	Store and Organise Goods and Materials in Food and Drink Operations
J0VV 04	6	4	IMPSD118	Control Stock Levels in Food and Drink Operations
J0YW 04	5	6	IMPSD201	Supply Materials for Production in Food and Drink Operations
J1DK04	5	4	IMPSD205	Carry Out Bulk Filling in Food and Drink Operations
J0Y7 04	5	4	IMPSD203	Move and Handle Products and Materials in Food and Drink Operations
J0Y6 04	5	4	IMPSD207	Move Materials Using Mechanical Transfer Systems in Food and Drink Operations
J0T2 04	5	6	IMPSD301	Process Orders for Goods in Food and Drink Operations
J0T1 04	5	7	IMPSD304	Pick Orders and Store in Food and Drink Operations
J053 04	5	6	IMPSD309	Produce Product Packs in Food and Drink Operations
J0T0 04	5	7	IMPSD312	Pack Orders for Despatch in Food and Drink Operations

**Group B — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J0SY 04	5	7	IMPSD314	Assemble Different Products to a Pre-determined Pattern in Food and Drink Operations
J0Y0 04	5	6	IMPSD316	Palletise and Wrap Products in Food and Drink Operations
J0XY 04	5	7	IMPSD322	Load Consignments for Despatch in Food and Drink Operations
J0XX 04	5	5	IMPSD405	Planning the Route and Timings for the Delivery and Collection of Loads
J0XW 04	5	3	IMPSD407	Complete Pre-journey and Post-journey Procedures
J0XV 04	5	3	IMPSD409	Transport Goods and Materials
J0XT 04	5	6	IMPSD401	Lift, Transfer and Position Loads
J0XS 04	5	3	IMPSD403	Maintaining the Safety and the Security of the Load, Self and Property
J0XR 04	5	3	IMPSD411	Unloading the Vehicle

**Group C — Optional units: Candidates may complete up to 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J0R5 04	5	4	2001	Plan and Organise Your Own Work Activities in a Food Business
J04A 04	6	3	3004	Communicate in a Business Environment
J054 04	5	5	IMPQI101	Maintain Product Quality in Food and Drink Operations
J055 04	5	6	IMPQI205	Contribute to Continuous Improvement in Food Operations
J056 04	6	7	3210	Clean In Place (CIP) Plant and Equipment in Food and Drink Operations
J057 04	6	6	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations
J059 04	5	4	IMPHS104	Lift and Handle Materials in Food Manufacture
J05A 04	5	4	IMPHS201	Contribute to Environmental Safety in Food Manufacture
J051 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture

**Group C — Optional units: Candidates may complete up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J05B 04	6	8	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations
J05C 04	6	6	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations
J05D 04	5	5	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations
J04R 04	5	6	IMPPO210	Control Temperature Reduction in Food and Drink Operations
J0R7 04	6	8	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations
J0SK 04	5	6	IMPPO226	Slice and Bag Individual Products in Food Operations
J05E 04	5	5	2210	Carry Out Hygiene Cleaning in Food and Drink Operations
J05F 04	6	6	IMPQI113	Carry Out Sampling in Food and Drink Operations
J05J 04	6	6	IMPQI201	Organise and Improve Work Activities in Food Operations
J03L 04	5	5	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations
J05L 04	5	4	IMPSF119	Contribute to Sustainable Practice in a Food Environment

**SVQ in Food and Drink Operations (Fish and Shellfish Processing Skills)  
SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ The 2 mandatory units
- ◆ 4 units from Group A
- ◆ The remaining 2 units can be taken from Group A or B

The additional units are not compulsory.

<b>Mandatory units: Candidates must complete both the following units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3F5 04	5	6	2296	Control Shellfish Meat Extraction Operations
F7JW 04	5	7	2280	Fillet Fish by Hand
F7JX 04	5	7	2281	Process Fish by Hand
H447 04	5	6	2282	Grade Fish/Shellfish by Hand
H448 04	5	6	2283	Intake Fish/Shellfish
H3EV 04	5	6	2284	Control Fish/Shellfish Defrosting
H3EW 04	5	6	2285	Shuck Bivalves by Hand
H3EX 04	5	4	2286	Pack and Ice Fish/Shellfish
H3EY 04	5	6	2287	Grade Fish/Shellfish by Machine
H3F0 04	5	5	2289	Control the Fish/Shellfish Brining Process
F7K6 04	5	4	2290	Control the Dry Curing of Fish
H3F1 04	5	5	2291	Control the Fish/Shellfish Smoking Process
H3F2 04	5	4	2292	Control the Fish/Shellfish Marinating Process
H0D1 04	5	4	2293	Gut and Clean Fish by Hand
H3F3 04	5	4	2294	Assemble Fish/Shellfish Products by Hand
H3F4 04	5	5	2295	Extract Shellfish Meat by Hand

**Group A — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3F6 04	5	5	2297	Pack Live Shellfish for Despatch
H3F7 04	5	6	2298	Control Fish Gutting Operations
H3F8 04	5	6	2299	Control Fish Skinning Operations
H3JS 04	6	6	3286	Use Fish/Shellfish Quality Assessment Methods
H3F9 04	5	4	2300	Harvest Fish for Food Supply
F7KH 04	4	3	2301	Conduct Shellfish Depuration Operations
F7KJ 04	6	2	2302	Control Shellfish Depuration Production
F2K4 04	6	7	3193	Control Enrobing in Food Manufacture
F2PH 04	6	10	3185	Operate Central Control Systems in Food Manufacture
F2K7 04	6	8	3186	Control Manual Size Reduction in Food Manufacture
F2KM 04	5	6	2173	Control Weighing in Food Manufacture
F2K9 04	5	6	2193	Control Mixing in Food Manufacture
F2K6 04	6	8	3188	Control Heat Treatment in Food Manufacture
F2KC 04	6	9	2174	Control Separation in Food Manufacture
F2K5 04	6	8	3191	Control Forming in Food Manufacture
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
F2K2 04	6	8	3192	Control Depositing in Food Manufacture
H3DJ 04	5	5	2180	Control Defrosting in Food Manufacture
F7KM 04	5	5	2181	Prepare Sauces/Marinades by Hand in Food Manufacture
H3FA 04	5	5	2303	Process Fish/Shellfish for Sale in a Retail Environment
H3FB 04	5	6	2304	Display Fish/Shellfish for Retail Sale
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations



**Group A — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3HD 04	6	7	3194	Control Wrapping and Labelling in Food Manufacture

**Group B — Optional units: Candidates may complete up to 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3DX 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
H3DY 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
H3HF 04	5	4	3212	Use Knives in Food and Drink Operations
H3DH 04	4	6	2177	Prepare Ingredients and Store Fillings and Toppings in Food Manufacture
F2HK 04	5	6	2179	Bake-off Food Products for Sale
H3D0 04	5	7	2090	Produce Individual Packs by Hand in a Food Environment
H43Y 04	5	5	2158	Display Food Products in a Retail Food Environment
F98D 04	4	3	2159	Prepare and Clear Areas for Counter/Take-away Service
F9DD 04	4	3	2160	Provide a Counter/Take-away service
H43P 04	5	4	2161	Prepare and Clear Areas for Table/Tray Service
DT13 04	4	3	2162	Provide a Table/Tray Service
F2HE 04	5	7	2163	Assemble and Process Products for Food Service
H3D3 04	5	5	2096	Label Food Products by Hand
H43M 04	5	6	2157	Sell Food Products in a Retail Food Environment

**Group B — Optional units: Candidates may complete up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2JB 04	6	6	3177	Carry Out Task Hand-over Procedures in Food Manufacture
H3CP 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
H3KB 04	5	7	2081	Store Goods and Materials in a Food Environment
H3D2 04	5	5	2095	Prepare Orders for Despatch
H3D4 04	5	5	2097	Prepare Food Product Orders for Customers
H3CV 04	5	6	2083	Supply Materials for Production in Food and Drink Operations
H3CY 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	7	2091	Pack Orders for Despatch in a Food Environment
F2J7 04	6	8	3178	Carry out Product Changeovers in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H13E 04	5	4	2172	Contribute to Problem Resolution in a Food Environment
H3E0 04	5	4	2214	Deal with Waste in Food and Drink Operations
F2P4 04	5	6	2178	Slice and Bag Individual Food Products

**Group B — Optional units: Candidates may complete up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3DW 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
H3L3 04	5	4	3054	Carry Out Sampling in Food and Drink Operations
H135 04	5	7	2020	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H44A 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment In Food Manufacture

**Additional units: not compulsory**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3JT 04	6	6	3287	Principles of Fish or Shellfish for Retail Sale
H3JV 04	6	6	3288	Principles of Marine Finfish
H3JW 04	6	6	3289	Principles of Shellfish, Non Marine Finfish and Marine Food Products
H3JX 04	7	7	3290	Principles of Seafood Quality Science
H3JY 04	6	6	3291	Principles of Frying Fish and Chips
H3K0 04	6	3	3292	Principles of Brining and Salting Fish or Shellfish

<b>Additional units: not compulsory (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3K1 04	6	3	3293	Principles of Fish or Shellfish Quality Assessment
H3K2 04	6	3	3295	Principles of a Specialist Seafood Sales Service
H3JR 04	6	6	3285	Principles of Fish or Shellfish Smoking
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment

**SVQ in Food and Drink Operations (Food Sales and Service Skills)  
SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 2 mandatory units from Group A
- ◆ 4 optional units from Group B
- ◆ 2 optional units from Group B or C

<b>Group A — Mandatory units: Candidates must take both units in this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04H 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
J04K 04	5	5	IMPFS101	Work Safely in Food Manufacture

<b>Group B — Optional units: Candidates must take at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J05M 04	5	5	IMPFS0401	Contribute to the Effectiveness of Food and Drink Retail Operations
J0TC 04	4	4	IMPFS0403	Assist with Selling Food and Drink Retail Products
J05N 04	5	6	IMPFS0405	Sell Food and Drink Products in a Retail Environment
J05P 04	5	5	IMPFS0409	Display Food and Drink Products in a Retail Environment
J0TB 04	6	4	IMPFS0705	Serve on a Specialist Food Retail Counter
J0TA 04	4	3	IMPFS0501	Prepare and Clear Areas for Counter/Take-Away Service
J0T9 04	4	3	IMPFS0503	Provide a Counter/Take-Away Service
J0PK 04	5	4	IMPFS0505	Prepare and Clear Areas for Table/Tray Service
J0PJ 04	4	3	IMPFS0507	Provide a Table/Tray Service
J117 04	5	7	IMPFS0511	Assemble and Process Products for Food Service

**Group B — Optional units: Candidates must take at least 4 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0T5 04	5	6	IMPSPD102	Receive Goods and Materials in Food and Drink Operations
J0R1 04	5	7	IMPSPD108	Store and Organise Goods and Materials in Food and Drink Operations
J0VV 04	6	4	IMPSPD118	Control Stock Levels in Food and Drink Operations
J0T2 04	5	6	IMPSPD301	Process Orders for Goods in Food and Drink Operations
J0T1 04	5	7	IMPSPD304	Pick Orders and Store in Food and Drink Operations
J053 04	5	6	IMPSPD309	Produce Product Packs in Food and Drink Operations
J0T0 04	5	7	IMPSPD312	Pack Orders for Despatch in Food and Drink Operations
J0SY 04	5	7	IMPSPD314	Assemble Different Products to a Pre-determined Pattern in Food and Drink Operations
J049 04	8	5	3013	Deliver a Good Service to Customers
J0SX 04	5	5	2304	Display Fish/Shellfish for Retail Sale
J0SW 04	5	5	2262	Carry Out Butchery of Red Meat Primal Joints
J0SV 04	5	5	2263	Carry Out Poultry Butchery
J0ST 04	5	5	2264	Carry Out Wild Game Butchery
J0SP 04	6	5	3266	Display Meat or Poultry for Sale
J0SM 04	5	4	2271	Produce Added Value Meat or Poultry Products
J0SK 04	5	6	IMPPO226	Slice and Bag Individual Products in Food Operations
J0SJ 04	5	6	IMPPO228	Bake Off Food Products for Sale in Food Operations
J0SG 04	5	5	IMPPO711	Finish Bake-off Products
J0SF 04	5	5	IMPPO243	Control the Production of Bread-based Convenience Food in Food and Drink Operations

<b>Group B — Optional units: Candidates must take at least 4 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0SC 04	5	5	IMPPO250	Weigh or Measure Ingredients in Food and Drink Operations
J0SD 04	5	5	IMPPO254	Wrap by Hand in Food and Drink Operations
J0R2 04	5	4	3212	Use Knives in Food and Drink Operations
J0S8 04	5	5	2352	Control the Production of Ready-to-Eat Fresh Produce Products
J0PR 04	5	7	IMPSP310	Produce Individual Packs by Hand in Food and Drink Operations

<b>Group C — Optional units: Candidates may take up to 2 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0R5 04	5	4	2001	Plan and Organise Your Own Work Activities in a Food Business
J04A 04	6	3	3004	Communicate in a Business Environment
J054 04	5	5	IMPQI101	Maintain Product Quality in Food and Drink Operations
J055 04	5	6	IMPQI205	Contribute to Continuous Improvement in Food Operations
J059 04	5	4	IMPHS104	Lift and Handle Materials in Food Manufacture
J05A 04	5	4	IMPHS201	Contribute to Environmental Safety in Food Manufacture
J05C 04	6	6	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations
J05D 04	5	5	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations
J04R 04	5	6	IMPPO210	Control Temperature Reduction in Food and Drink Operations
J0R7 04	6	8	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations

<b>Group C — Optional units: Candidates must take up to 2 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J05E 04	5	5	2210	Carry Out Hygiene Cleaning in Food and Drink Operations
J05F 04	6	6	IMPQI113	Carry Out Sampling in Food and Drink Operations
J03L 04	5	5	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations
J05L 04	5	4	IMPSF119	Contribute to Sustainable Practice in a Food Environment



**SVQ in Food and Drink Operations: Food Manufacturing Excellence  
SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ A minimum of 3 units and maximum of 5 units from Group A
- ◆ A minimum of 3 units and maximum of 5 units from Group B

<b>Group A — Candidates must take a minimum of 3 units and maximum of 5 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J03B 04	6	9	3010	Develop Productive Working Relationships with Colleagues
J0V4 04	6	4	3009	Allocate and Monitor Work in a Food Business
J054 04	5	5	IMPQI101	Maintain Product Quality in Food and Drink Operations
J04H 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
J04K 04	5	5	IMPHS101	Work Safely in Food Manufacture
J05A 04	5	4	IMPHS201	Contribute to Environmental Safety in Food Manufacture
J051 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture
J04E 04	6	4	3101	Contribute to Developing Product Specifications in Food Manufacture
J05L 04	5	4	IMPSF119	Contribute to Sustainable Practice in a Food Environment

<b>Group B — Candidates must take a minimum of 3 units and maximum of 5 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J05J 04	6	6	IMPQI201	Organise and Improve Work Activities in Food Operations
J055 04	5	6	IMPQI205	Contribute to Continuous Improvement in Food Operations

**Group B — Candidates must take a minimum of 3 units and maximum of 5 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J03S 04	5	5	IMPQI208	Contribute to the Collection of Improvement Performance Data in Food Operations
J03L 04	5	5	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations
J0XH 04	5	5	IMPQI212	Contribute to the Improvement of Maintenance in Food Operations
J0XG 04	5	6	IMPQI214	Contribute to the Improvement of Standard Operating Procedures (SOPs) in Food Operations
J0XB 04	6	7	IMPQI216	Manage and Reduce Conflict in Improving Food Operations
J03T 04	5	5	IMPQI218	Contribute to the Maintenance of Compliance in Improving Food Operations
J05C 04	6	6	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations
J05D 04	5	5	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations

**SVQ in Food and Drink Operations (Fresh Produce Skills)  
SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ The 2 mandatory units
- ◆ 4 units from Group A
- ◆ The remaining 2 units can be taken from Group A or B

The additional units are not compulsory.

<b>Mandatory units: Candidates must complete the following 2 units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3FW 04	5	5	2345	Grade Fresh Produce by Hand
H3FX 04	5	5	2346	Cut Fresh Produce by Hand
H3FY 04	5	5	2347	Sculpt Fresh Produce by Hand
H3G0 04	5	5	2348	Control Fresh Produce Washing Operations
H3G1 04	5	5	2349	Control the Production of Fresh Produce Product Labels
H3G2 04	5	5	2350	Control Fresh Produce Chopping Operations
H3G6 04	5	3	2355	Sell Fresh Produce on the Wholesale Market
H3G7 04	5	5	2356	Control Fresh Produce Peeling Operations
H3KK 04	5	5	3332	Control Fresh Produce Ripening Operations
H3G3 04	5	5	2352	Control the Production of Ready-To-Eat Fresh Produce Products

**Group A — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3G4 04	5	5	2353	Control Fresh Produce Grading Operations
H3G5 04	5	5	2354	Control Fresh Produce Drying Operations
H3KR 04	6	6	3337	Control the Non-Invasive Testing of Produce

**Group B — Optional units: Candidates may complete up to 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3DX 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
H3DY 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
H3HF 04	6	4	3212	Use Knives in Food and Drinks Operations
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2JB 04	6	6	3177	Carry out Task Hand-over Procedures in Food Manufacture
H3CP 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods

**Group B — Optional units: Candidates may complete up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
B4BW 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment
H3KB 04	5	7	2081	Store Goods and Materials in a Food Environment
H3D2 04	5	5	2095	Prepare Orders for Despatch
H3D4 04	5	5	2097	Prepare Food Product Orders for Customers
H3CV 04	5	6	2083	Supply Materials for Production in Food and Drink Operations
H3CY 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	7	2091	Pack Orders for Despatch in a Food Environment
F2J7 04	6	8	3178	Carry Out Product Changeovers in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H13E 04	6	6	2172	Contribute to Problem Resolution in a Food Environment
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
F2P4 04	5	6	2178	Slice and Bag Individual Food Products
H3DW 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
H3L3 04	5	4	3054	Carry Out Sampling in Food and Drink Operations

**Group B — Optional units: Candidates may complete up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H135 04	5	7	2020	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H3DH 04	4	6	2177	Prepare Ingredients and Store Fillings and Toppings in Food Manufacture
H3D0 04	5	7	2090	Produce Individual Packs by Hand in a Food Environment
H43M 04	5	6	2157	Sell Food Products in a Retail Food Environment
H43Y 04	5	5	2158	Display Food Products in a Retail Food Environment
F98D 04	4	3	2159	Prepare and Clear Areas for Counter/Take-away Service
F9DD 04	4	3	2160	Provide a Counter/Take-away Service
H43P 04	5	4	2161	Prepare and Clear Areas for Table/Tray Service
DT13 04	4	3	2162	Provide a Table/Tray Service
F2HE 04	5	7	2163	Assemble and Process Products for Food Service
H3D3 04	5	5	2096	Label Food Products by Hand
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H3HD 04	6	7	3194	Control Wrapping and Labelling in Food Manufacture

<b>Additional units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3KH 04	6	6	3330	Principles of Fresh Produce Wholesaling
H3KJ 04	6	6	3331	Principles of the Fresh Produce Supply Chain
H3KL 04	6	5	3333	Principles of Fresh Produce Ripening
H3KM 04	6	5	3334	Principles of Fresh Produce Handling and Quality
H3KN 04	6	5	3335	Principles of the Fresh Produce Handling Systems
H3KP 04	6	7	3336	Principles of Fresh Produce Packaging and Preservation
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment

**SVQ in Food and Drink Operations (Livestock Market Driving Skills)**  
**SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 2 mandatory units from Group A
- ◆ 4 units from the production/processing sector specific units in Group B
- ◆ The remaining 2 units can be taken from Group B or C

<b>Group A — Mandatory units: Candidates must complete all units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J1VK 04	6	5	IMPLM101	Ensure Your Own Actions Reduce Risks to Health and Safety in Livestock Markets
J1VL 04	5	4	IMPLM103	Ensure the Health and Welfare of Livestock in Livestock Markets

<b>Group B — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J1VM 04	5	5	IMPLM107	Contribute to Bio-security in Livestock Markets
J1VN 04	5	7	IMPLM109	Maintain Effective Working Relationships in Livestock Markets
J1VP 04	5	6	IMPLM111	Receive and Pen Livestock in Livestock Markets
J1VR 04	5	6	IMP5D511	Receive Poultry in Food Operations
J1VS 04	6	7	IMPLM113	Control the Movement of Livestock Within the Market
J1VT 04	6	6	IMPLM115	Sort Livestock and Classify them for Sale or Dispatch in Livestock Markets
J1VV 04	5	4	IMPLM117	Display Livestock to Potential Buyers in Livestock Markets
J1VW 04	5	4	IMPLM119	Receive and Communicate Information in Livestock Markets
J1VX 04	6	5	IMPLM123	Maintain the Lairage of Livestock in Livestock Markets
J1VY 04	5	4	IMPLM125	Maintain the Cleanliness and Disinfection of the Livestock Market
J1W0 04	5	5	IMP5D519	Care for Livestock Pre-slaughter in Food Operations



**Group B — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J1W1 04	5	4	IMPSP521	Care for Poultry Pre-slaughter in Food Operations
J1W2 04	5	4	IMPSP507	Arrange Transport Scheduling for Delivery of Livestock in Operations

**Group C — Optional units: Candidates may take up to 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J04H 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
J1W3 04	5	5	IMPSP101	Work Safely in Food Manufacture
J0R5 04	5	4	2001	Plan and Organise Your Own Work Activities in a Food Business
J04A 04	6	3	CFABAA615	Communicate in a Business Environment
J0R4 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
J0R3 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
J0R2 04	5	4	3212	Use Knives in Food and Drink Operations
J1W4 04	5	5	IMPQI101	Maintain Product Quality in Food and Drink Operations
J1W5 04	5	6	IMPQI205	Contribute to Continuous Improvement in Food Operations
J056 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
J1W6 04	6	6	IMPPO111	Carry out Task Handover Procedures in Food and Drink Operations
J1W7 04	5	4	IMPSP104	Lift and Handle Materials in Food Manufacture
J1W8 04	5	4	IMPSP201	Contribute to Environmental Safety in Food Manufacture
J051 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture
J1W9 04	5	7	IMPSP108	Store and Organise Goods and Materials in Food and Drink Operations

<b>Group C — Optional units: Candidates may take up to 2 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J1WA 04	6	6	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations
J1WB 04	5	5	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations
J0R6 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
J05E 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
J1WC 04	6	6	IMPQI201	Organise and Improve Work Activities in Food Operations
J1WD 04	5	5	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations
J1WE 04	5	4	IMPSF119	Contribute to Sustainable Practice in a Food Environment

**SVQ in Food and Drink Operations (Meat and Poultry Skills)  
SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ The 2 mandatory units
- ◆ 4 units from Group A
- ◆ The remaining 2 units can be taken from Group A or B

The additional units are not compulsory.

<b>Mandatory units: Candidates must complete the following 2 units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2MD 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
F2MB 04	5	6	3075	Maintain the Workplace and Health and Safety in Food Manufacture

<b>Group A — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3D6 04	6	4	2120	Sort and Classify Livestock for Sale or Despatch in Food Manufacture
F2LE 04	5	5	2121	Display Livestock to Potential Buyers in Food Manufacture
F2RH 04	5	6	2122	Prepare, Move and Re-locate Livestock in Food Manufacture
F2HC 04	6	6	3135	Arrange Transport Scheduling for Delivery of Livestock in Food Manufacture
F2MY 04	5	6	2123	Receive Livestock in Food Manufacture
F2N1 04	5	6	2124	Receive Poultry in Food Manufacture
F2JG 04	4	5	2125	Contribute to Bio-security in Livestock Holding in Food Manufacture
F2MA 04	4	5	2126	Maintain Reception and Holding Areas for Livestock in Food Manufacture

**Group A — Optional units: Candidates must complete at least 4 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2HR 04	5	6	2127	Care for Livestock Pre-slaughter in Food Manufacture
F2HS 04	5	6	2128	Care for Poultry Pre-slaughter in Food Manufacture
F2R8 04	5	6	2130	Prepare and Monitor Feed and Water Supplies to Livestock in Food Manufacture
H3H3 04	6	6	3137	Maintain Lairage and Ante-mortem Facilities in Food Manufacture
H3D7 04	5	6	2131	Maintain Lairage and Ante-mortem Facilities for Religious Slaughter
H3E4 04	5	4	2245	Use Powered Tools or Equipment for Processing Meat
H3E5 04	5	5	2246	Carry out Manual Stunning of Meat or Poultry Species
F2J3 04	5	7	2247	Carry out Manual Bleeding Operations
H3E6 04	5	5	2248	Carry out Religious Slaughter
H3E7 04	5	5	2249	Carry out Bleeding Operations for Halal Meat
H3E8 04	5	4	2250	Skin Meat Species
H3E9 04	5	4	2251	Carry out Rodding and Clipping of Meat Carcasses
H3EA 04	5	4	2252	Split Meat Carcasses
H3EB 04	5	4	2253	Remove Category 1 Specified Risk Material in Meat Processing
H3EC 04	5	4	2254	Eviscerate Animals or Birds for Kosher Meat and Poultry
H3EE 04	5	4	2256	Sort Meat or Poultry Processing By-products
H3EF 04	5	4	2257	Process Offal and Meat Processing By-products
H445 04	5	6	2258	Carry out Primal Cutting of Meat or Poultry
H3NS 04	5	6	2259	Carry out Boning of Meat or Poultry

**Group A — Optional units: Candidates must complete at least 4 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H446 04	5	6	2260	Carry out Seaming or Filleting of Meat or Poultry
H3NT 04	5	6	2261	Carry out Trimming of Meat or Poultry
H3EG 04	5	5	2262	Carry out Butchery of Red Meat Primal Joints
H3EH 04	5	5	2263	Carry out Poultry Butchery
H3EJ 04	5	5	2264	Carry out Wild Game Butchery
H3EK 04	5	4	2265	Produce Portion Controlled Raw Meat or Poultry Products
F7KM 04	5	5	2181	Prepare Sauces/Marinades by Hand in Food Manufacture
H3EL 04	5	4	2266	Enhance Flavour in Meat or Poultry Products
H3EM 04	5	4	2267	Cure Meat Products
H3JD 04	5	4	3265	Control Massaging or Tumbling of Boneless Meat or Poultry
H3EN 04	5	5	2268	Produce Sausages by Hand
H3LL 04	5	4	2269	Produce Batch Meat or Poultry Products by Hand
H3ER 04	5	5	2270	Cook Batched Meat or Poultry
H3ES 04	5	4	2271	Produce Added Value Meat or Poultry Products
H3JE 04	6	5	3266	Display Meat or Poultry for Sale
F2KM 04	5	6	2173	Control Weighing in Food Manufacture
H3DN 04	5	5	2188	Weigh or Measure Ingredients in Food Manufacture
H3HD 04	6	7	3194	Control Wrapping & Labelling in Food Manufacture
H3DR 04	5	5	2190	Wrap by Hand in Food Manufacture
F2JT 04	5	5	2155	Contribute to the Effectiveness of Food Retail Operations
H43Y 04	5	5	2158	Display Food Products in a Retail Food Environment

**Group A — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H43M 04	5	6	2157	Sell Food Products in a Retail Food Environment
H3P1 04	8	5	3013	Deliver a Good Customer Service
H3D0 04	5	7	2090	Produce Individual Packs by Hand in a Food Environment
H3ED 04	5	4	2255	Eviscerate Meat or Poultry

**Group B — Optional units: Candidates may complete up to 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
FE02 04	6	3	3004	Communicate in a Business Environment
H3DX 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
H3DY 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
H3HF 04	5	4	3212	Use Knives in Food and Drink Operations
H3GH 04	5	4	3050	Maintain Product Quality in Food and Drink Operations
H136 04	5	4	2021	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2JB 04	6	6	3177	Carry out Task Hand-over Procedures in Food Manufacture
H3CP 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods
F2M4 04	6	6	2060	Lift and Handle Materials Safely in Food Manufacture

**Group B — Optional units: Candidates may complete up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
H3KB 04	5	7	2081	Store Goods and Materials in a Food Environment
H3D2 04	5	5	2095	Prepare Orders for Despatch
H3CV 04	5	6	2083	Supply Materials for Production in Food and Drink Operations
H3CY 04	5	6	2089	Produce Product Packs in a Food Environment
H3D1 04	5	7	2091	Pack Orders for Despatch in a Food Environment
F2J7 04	6	8	3178	Carry out Product Changeovers in Food Manufacture
H13D 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H13E 04	5	5	2172	Contribute to Problem Resolution in a Food Environment
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
F2P4 04	5	6	2178	Slice and Bag Individual Food Products
H3DV 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations
H3L3 04	5	4	3054	Carry out Sampling in Food and Drink Operations
H135 04	5	7	2020	Organise and Improve Work Activities for Achieving Excellence in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H134 04	5	5	2065	Contribute to Sustainable Practice in a Food Environment
H3DH 04	4	6	2177	Prepare Ingredients and Store Fillings and Toppings in Food Manufacture

**Group B — Optional units: Candidates may complete up to 2 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F98D 04	4	3	2159	Prepare and Clear Areas for Counter/Take-away Service
H43P 04	5	4	2161	Prepare and Clear Areas for Table/Tray Service
DT13 04	4	3	2162	Provide a Table/Tray Service
F2HE 04	5	7	2163	Assemble and Process Products for Food Service
H3D3 04	5	5	2096	Label Food Products by Hand
H3D4 04	5	5	2097	Prepare Food Product Orders for Customers
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H3DW 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
F9DD 04	4	3	2160	Provide a Counter/Take-away Service
F2HK 04	5	6	2179	Bake-off Food Products for Sale
H44A 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture

**Additional units: not compulsory**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3JB 04	6	6	3261	Principles of Butchery



<b>Additional units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3JC 04	6	6	3262	Principles of Curing Meat
H3JF 04	6	6	3267	Principles of a Specialist Raw Meat Service
H3JG 04	6	6	3268	Principles of a Specialist Cooked Meat Service
H3JK 04	6	6	3271	Principles of Classification of Meat or Poultry Carcasses
H3JM 04	6	6	3273	Principles of Added Value Meat or Poultry Products
H3JP 04	6	6	3275	Principles of Meat or Poultry Processing By-products

**SVQ in Food and Drink Operations (Production and Processing Skills)  
SCQF level 5**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 2 mandatory units from Group A
- ◆ 4 optional units from Group B
- ◆ 2 optional units from Group B or C

<b>Group A — Mandatory units: Candidates must complete both units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04H 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
J04K 04	5	5	IMPHS101	Work Safely in Food Manufacture

<b>Group B — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J05M 04	5	5	IMPSSO401	Contribute to the Effectiveness of Food and Drink Retail Operations
J0NM 04	7	6	IMPPO115	Contribute to Optimising Work Areas in Food and Drink Operations
J0S3 04	6	5	IMPPO103	Plan Production Schedules in Food and Drink Operations
J0S2 04	6	6	IMPPO107	Start Up Plant and Equipment in Food and Drink Operations
J0S1 04	6	6	IMPPO109	Shut Down Plant and Equipment in Food and Drink Operations
J0S0 04	6	6	IMPPO121	Start Up Multi-stage Operations in Food and Drink Operations
J0RY 04	6	6	IMPPO123	Shut Down Multi-stage Operations in Food and Drink Operations
J0RX 04	5	7	IMPPO105	Report and Record Production Information in Food and Drink Operations
J04T 04	6	10	IMPPO201	Operate Central Control Systems in Food and Drink Operations

**Group B — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J0RW 04	6	8	IMPPO203	Control Manual Size Reduction in Food and Drink Operations
J0RV 04	6	8	IMPPO205	Control Size Reduction in Food and Drink Operations
J0RT 04	5	6	IMPPO206	Control Weighing in Food and Drink Operations
J0RS 04	5	6	IMPPO207	Control Mixing in Food and Drink Operations
J0RR 04	6	8	IMPPO208	Control Heat Treatment in Food and Drink Operations
J0RP 04	6	8	IMPPO209	Control Segregation and Integrity in Food and Drink Operations
J0RN 04	5	6	IMPPO211	Control Batching in Food and Drink Operations
J0RM 04	6	8	IMPPO212	Control Conversion in Food and Drink Operations
J0RL 04	6	8	IMPPO213	Control Conditioning in Food and Drink Operations
J0RJ 04	6	8	IMPPO214	Control Forming in Food and Drink Operations
J0RH 04	6	8	IMPPO215	Control Depositing in Food and Drink Operations
J0RG 04	6	7	IMPPO216	Control Enrobing in Food and Drink Operations
J04X 04	6	7	IMPPO218	Control Bottling and Packing in Food and Drink Operations
J0RF 04	6	7	IMPPO219	Control Pelletising in Food and Drink Operations
J0RE 04	6	8	IMPPO220	Control Milling in Food and Drink Operations
J0RD 04	6	6	IMPPO221	Control Slicing and Bagging in Food and Drink Operations
J0RC 04	5	5	IMPPO230	Control Product Defrosting in Food Operations
J0RB 04	5	5	IMPPO232	Prepare Sauces/Marinades by Hand in Food Operations

**Group B — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J0RA 04	5	5	IMPPO234	Control Membrane Processing in Food Operations
J0R9 04	5	5	IMPPO236	Control Bottle Washing in Food and Drink Operations
J04Y 04	5	5	IMPPO240	Control Canning in Food and Drink Operations
J0R8 04	5	4	IMPPO241	Select and Prepare Raw Materials in Food and Drink Operations
J054 04	5	5	IMPQI101	Maintain Product Quality in Food and Drink Operations
J04R 04	5	6	IMPPO210	Control Temperature Reduction in Food and Drink Operations
J0R7 04	6	8	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations
J0R6 04	5	4	2211	Control Washing and Drying Machinery in Food and Drink Operations
J05E 04	5	5	2210	Carry out Hygiene Cleaning in Food and Drink Operations

**Group C — Optional units: Candidates may complete up to 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J0R5 04	5	4	2001	Plan and Organise Your Own Work Activities in a Food Business
J04A 04	6	3	3004	Communicate in a Business Environment
J0R4 04	5	4	2212	Prepare Tools and Equipment for Use in Food and Drink Operations
J0R3 04	5	4	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations
J0R2 04	5	4	3212	Use Knives in Food and Drink Operations
J055 04	5	6	IMPQI205	Contribute to Continuous Improvement in Food Operations

<b>Group C — Optional units: Candidates may complete up to 2 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J056 04	6	7	3210	Clean In Place (CIP) Plant and Equipment in Food and Drink Operations
J057 04	6	6	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations
J058 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods in Food and Drink Operations
J059 04	5	4	IMPHS104	Lift and Handle Materials in Food Manufacture
J05A 04	5	4	IMPHS201	Contribute to Environmental Safety in Food Manufacture
J051 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture
J0R1 04	5	7	IMPSPD108	Store and Organise Goods and Materials in Food and Drink Operations
J0R0 04	5	4	IMPSPD327	Prepare Goods and Materials for Despatch
J0YW 04	5	6	IMPSPD201	Supply Materials for Production in Food and Drink Operations
J053 04	5	6	IMPSPD309	Produce Product Packs in Food and Drink Operations
J0T0 04	5	7	IMPSPD312	Pack Orders for Despatch in Food and Drink Operations
J05B 04	6	8	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations
J05C 04	6	6	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations
J05D 04	5	5	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations
J0SK 04	5	6	IMPPO226	Slice and Bag Individual Products in Food Operations
J05F 04	6	6	IMPQI113	Carry Out Sampling in Food and Drink Operations
J05J 04	6	6	IMPQI201	Organise and Improve Work Activities in a Food Environment

<b>Group C — Optional units: Candidates may complete up to 2 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J03L 04	5	5	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations
J05L 04	5	4	IMPSF119	Contribute to Sustainable Practice in a Food Environment
J0PT 04	4	6	IMPPO223	Prepare Ingredients and Store Fillings and Toppings in Food Operations
J0SJ 04	5	6	IMPPO228	Bake Off Products for Sale in Food Operations
J0PR 04	5	7	IMPSD310	Produce Individual Packs by Hand in Food and Drink Operations
J05N 04	5	6	IMPSO405	Sell Food and Drink Products in a Retail Environment
J05P 04	5	5	IMPSO409	Display Food and Drink Products in a Retail Environment
J0TA 04	4	3	IMPSO501	Prepare and Clear Areas for Counter/Take-away Service
J0T9 04	4	3	IMPSO503	Provide a Counter/Take-away Service
J0PK 04	5	4	IMPSO505	Prepare and Clear Areas for Table/Tray Service
J0PJ 04	4	3	IMPSO507	Provide a Table/Tray Service
J117 04	5	7	IMPSO511	Assemble and Process Products for Food Service
J0NH 04	6	6	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment

## SVQ in Food and Drink Operations (Brewing Skills) at SCQF level 5

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 2 mandatory units
- ◆ 6 optional units

The additional units are not compulsory.

<b>Group A — Mandatory units: Candidates must complete both units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04H 04	5	6	2050	Maintain Workplace Food Safety Standards in Manufacture
J04K 04	5	5	IMPHS101	Work Safely in Food Manufacture

<b>Group B — Optional units: Candidates must complete a minimum of 4 units and maximum of 6 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0HL 04	6	7	4001	Control Transfer of Hopped Wort in Brewing
J04M 04	6	7	4002	Control Fermentation in Brewing
J04N 04	6	7	4003	Control Yeast Cropping and Storage in Brewing
J04P 04	6	7	4004	Control Yeast Selection, Treatment and Pitching in Brewing
J04R 04	5	6	IMPPO210	Control Temperature Reduction in Food and Drink Operations
J04S 04	6	8	IMPPO209	Control Segregation and Integrity in Food and Drink Operations
J04T 04	6	10	IMPPO201	Operate Central Control Systems in Food and Drink Operations
J04W 04	5	5	IMPSPD116	Monitor and Maintain Storage Systems and Procedures in Food and Drink Operations
J04X 04	6	7	IMPPO218	Control Bottling and Packing in Food and Drink Operations
J04Y 04	5	5	IMPPO240	Control Canning in Food and Drink Operations

<b>Group B — Optional units: Candidates must complete a minimum of 4 units and maximum of 6 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J050 04	6	7	4005	Control Kegging in Brewing
J051 04	5	5	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture
J052 04	5	5	4006	Carry Out Disinfection in Food and Drink Operations
J053 04	5	6	IMPSP309	Produce Product Packs in Food and Drink Operations
J054 04	5	5	IMPQI101	Maintain Product Quality in Food and Drink Operations
J055 04	5	6	IMPQI205	Contribute to Continuous Improvement in Food Operations
J056 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
J057 04	6	6	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations

<b>Group C — Optional units: Candidates may complete up to 2 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J058 04	5	5	2051	Monitor Food Hygiene Standards Using Rapid Test Methods in Food and Drink Operations
J059 04	5	4	IMPHS104	Lift and Handle Materials in Food Manufacture
J05A 04	5	4	IMPHS201	Contribute to Environmental Safety in Food Manufacture
J05B 04	6	8	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations
J0FC 04	6	6	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations
J05D 04	5	5	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations
J05E 04	5	5	2210	Carry Out Hygiene Cleaning in Food and Drink Operations



<b>Group C — Optional units: Candidates may complete up to 2 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J05F 04	6	6	IMPQI113	Carry Out Sampling in Food and Drink Operations
J05G 04	6	5	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations
J05H 04	5	7	IMPPO105	Report and Record Production Information in Food and Drink Operations
J05J 04	6	6	IMPQI201	Organise and Improve Work Activities in Food Operations
J05K 04	5	5	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations
J05L 04	5	4	IMPSF119	Contribute to Sustainable Practice in a Food Environment
J05M 04	5	5	IMPSON401	Contribute to the Effectiveness of Food and Drink Retail Operations
J05N 04	5	6	IMPSON405	Sell Food and Drink Products in a Retail Environment
J05P 04	5	5	IMPSON409	Display Food and Drink Products in a Retail Environment
J05R 04	6	6	4016	Contribute to Maintaining Stock Security and Minimising Stock Losses in Food and Drink Operations
J05S 04	6	7	4017	Control Effluent Treatment in Food and Drink Operations

<b>Group D — Additional units: not compulsory</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J05T 04	5	3	IMPBW101K	Principles of Malt Milling and Conditioning in Brewing
J05V 04	5	3	IMPBW102K	Principles of Conversion and Mashing in Brewing

<b>Group D — Additional units: not compulsory (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J05W 04	5	3	IMPBW103K	Principles of Wort Boiling in Brewing
J05X 04	5	3	IMPBW104K	Principles of Wort Clarification and Cooling in Brewing
J060 04	5	3	IMPBW107K	Principles of Wort Oxygenation in Brewing
J061 04	5	3	IMPBW108K	Principles of Fermentation Vessels and Control in Brewing
J062 04	5	3	IMPBW112K	Principles of Yeast Husbandry and Handling in Brewing
J063 04	5	3	IMPBW113K	Principles of Maturation and Cooling of Cask Beer
J064 04	5	3	IMPBW114K	Principles of Maturation and Chilling of Chilled and Filtered Beer in Brewing
J065 04	5	3	IMPBW115K	Principles of Carbonation and Nitrogenation of Chilled and Filtered Beer in Brewing
J066 04	5	3	IMPBW117K	Principles of Cask Beer Preparation and Racking in Brewing
J067 04	5	3	IMPBW118K	Principles of Beer Production in Brewing
J068 04	5	3	IMPBW119K	Principles of Water Sourcing, Use and Effluent in Brewing
J069 04	5	3	IMPBW120K	Principles of Process Gas Application in Brewing
J06G 04	5	3	IMPBW121K	Principles of Brewing Industry and Beer Production
J06H 04	5	3	IMPBW122K	Principles of Marketing Beer
J06L 04	5	3	IMPBW201K	Principles of Handling and Storing Bright Beer in Brewing
J06M 04	5	3	IMPBW202K	Principles of Beer Packaging in Brewing
J06N 04	5	3	IMPBW203K	Principles of Pasteurisation and Sterile Filtration for Packaging in Brewing
J06P 04	5	3	IMPBW204K	Principles of Container Inspection and Labelling in Brewing
J06R 04	5	3	IMPBW205K	Principles of Bottling in Brewing
J06S 04	5	3	IMPBW206K	Principles of Canning in Brewing

<b>Group D — Additional units: not compulsory (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J06T 04	5	3	IMPBW208K	Principles of Kegs and Kegging in Brewing
J06V 04	5	3	IMPBW209K	Principles of Packaging Preparation and On-Line Checks in Brewing
J06W 04	5	3	IMPBW210K	Principles of the Assessment of Packaging Performance in Brewing
J06X 04	5	3	IMPBW211K	Principles of Quality Control for Packaging in Brewing
J06Y 04	5	3	IMPBW212K	Principles of Flavour Quality Assurance in Brewing
J070 04	5	3	IMPBW213K	Principles of Dissolved Oxygen Quality Assurance in Brewing

## SVQ in Food and Drink Operations SCQF level 6

There are eight SVQs in Food and Drink Operations at SCQF level 6 frameworks. SQA certifies these as separate qualifications.

- ◆ SVQ in Food and Drink Operations SCQF level 6
- ◆ SVQ in Food and Drink Operations (Bakery Skills) SCQF level 6
- ◆ SVQ in Food and Drink Operations (Engineering Maintenance) SCQF level 6
- ◆ SVQ in Food and Drink Operations (Fish and Shellfish Industry Skills) SCQF level 6
- ◆ SVQ in Food and Drink Operations: Food Manufacturing Excellence SCQF level 6
- ◆ SVQ in Food and Drink Operations (Meat and Poultry Skills) SCQF level 6
- ◆ SVQ in Food and Drink Operations (Supply Chain Skills) SCQF level 6
- ◆ SVQ in Food Technology SCQF Level 6

## SVQ in Food and Drink Operations at SCQF level 6

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 1 unit from Group A
- ◆ 4 units from Group B
- ◆ 3 remaining units from Group A, B or C

<b>Group A — Candidates must complete at least 1 unit from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J03G 04	6	6	3069	Monitor Food Safety at Critical Control Points in Food and Drink Operations
J0PF 04	6	6	IMPHS307	Monitor Health, Safety and Environmental Systems in Food Manufacture
J03N 04	6	7	IMPQI103	Monitor and Maintain Product Quality in Food and Drink Operations

<b>Group B — Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0W6 04	6	6	3091	Support Commissioning of Plant, Equipment and Processes in Food Manufacture
J05F 04	6	6	IMPQI113	Carry Out Sampling in Food and Drink Operations
J0W4 04	5	5	IMPQI116	Carry Out Testing in Food and Drink Operations
J03A 04	6	6	3100	Develop Product Specifications in Food Manufacture
J0NX 04	6	7	IMPSF111	Control and Monitor Energy Efficiency in a Food Environment
J0W2 04	6	7	IMPSF113	Control and Monitor Waste Minimisation in a Food Environment
J0W1 04	6	7	IMPSF115	Control and Monitor Water Usage in a Food Environment
J0VY 04	6	6	IMPSF117	Control and Monitor Transport Efficiency in a Food Environment
J0VX 04	6	7	3213	Monitor and Control the Disposal of Waste in Food and Drink Operations
J0VV 04	6	4	IMPSD118	Control Stock Levels in Food and Drink Operations
J04E 04	6	4	3101	Contribute to Developing Product Specifications in Food Manufacture
J04F 04	6	4	3102	Contribute to Amending Product Specifications in Food Manufacture
J039 04	6	4	3103	Develop a New Product in a Food Business
J041 04	6	5	3104	Develop Food Test Samples in a Food Business
J03J 04	6	5	3105	Carry Out Organoleptic Testing in a Food Business
J0S3 04	6	5	IMPPM103	Plan Production Schedules in Food and Drink Operations
J0VS 04	6	4	IMPPM107	Monitor and Report on Production Performance in Food and Drink Operations

<b>Group B — Candidates must complete at least 4 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04B 04	6	4	IMPPM109	Carry Out Process Control of Production in Food and Drink Operations
J0S2 04	6	6	IMPPO107	Start Up Plant and Equipment in Food and Drink Operations
J0S1 04	6	6	IMPPO109	Shut Down Plant and Equipment in Food and Drink Operations
J057 04	6	6	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations
J05B 04	6	8	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations
J0S0 04	6	6	IMPPO121	Start Up Multi-stage Operations in Food and Drink Operations
J0RY 04	6	6	IMPPO123	Shut Down Multi-stage Operations in Food and Drink Operations
J0R5 04	5	4	2001	Plan and Organise Your Own Work Activities in a Food Business
J0VJ 04	6	5	3001	Provide Leadership in Your Area of Responsibility in a Food Business
J042 04	6	5	3002	Promote and Support Creative Thinking in a Food Business
J04A 04	6	3	3004	Communicate in a Business Environment
J0VH 04	6	4	3005	Motivate Colleagues in a Food Business
J0V6 04	6	5	3007	Develop and Manage a Team in a Food Business
J03F 04	6	4	3008	Contribute to Cross Functional Team Work in a Food Business
J0V4 04	6	4	3009	Allocate and Monitor Work in a Food Business
J03B 04	6	9	3010	Develop Productive Working Relationships with Colleagues
J0V0 04	6	9	3012	Assess Learner Achievement
J049 04	8	5	3013	Deliver a Good Service to Customers

<b>Group C — Candidates may complete up to 3 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04D 04	6	6	IMPQI224	Manage Organisational Change and Improvement in Food Operations
J03V 04	6	6	3211	Monitor Hygiene Cleaning in Food and Drink Operations
J0P1 04	8	7	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture
J0NY 04	6	6	3092	Maintain Plant and Equipment in Food Manufacture
J05G 04	6	5	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations
J03K 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations
J04C 04	6	6	3072	Report on Food Safety Compliance in Food and Drink Operations
J03W 04	6	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food and Drink Operations
J0NV 04	7	6	IMPHS203	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture
J0NR 04	7	7	IMPPM111	Manage Production Performance in Food and Drink Operations
J0NN 04	7	7	IMPPM114	Evaluate Production Performance in Food and Drink Operations
J0NM 04	7	6	IMPPO115	Contribute to Optimising Work Areas in Food and Drink Operations
J047 04	7	6	IMPPO117	Diagnose Production Problems in Food and Drink Operations
J048 04	7	7	IMPPO119	Resolve Production Problems in Food and Drink Operations
J045 04	6	7	IMPQI105	Monitor and Control Quality of Work Activities in Food and Drink Operations

**Group C — Candidates may complete up to 3 units from this group  
(continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0PA 04	6	6	IMPSPD306	Set Up and Maintain Picking and Packing Orders in Food and Drink Operations
J0P9 04	6	5	IMPSPD307	Monitor Effectiveness of Picking and Packing Operations in Food and Drink Operations
J0PD 04	6	6	IMPSPD111	Organise the Receipt and Storage of Goods in Food and Drink Operations
J04G 04	5	5	IMPSPD116	Monitor and Maintain Storage Systems and Procedures in Food and Drink Operations
J0NL 04	6	6	IMPSP0419	Set Up and Maintain Operations in Food and Drink Retail Manufacture
J0NH 04	6	6	IMPSP0407	Maximise Sales of Food and Drink Products in a Retail Environment



**SVQ in Food and Drink Operations (Bakery Skills)**  
**SCQF level 6**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 1 mandatory unit from Group A
- ◆ 4 optional units from Group B
- ◆ 3 remaining units from Group A, B or C

<b>Group A — Candidates must complete at least 1 unit from the following group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J03G 04	6	6	3069	Monitor Food Safety at Critical Control Points in Food and Drink Operations
J0PF 04	6	6	IMP307	Monitor Health, Safety and Environmental Systems in Food Manufacture
J03N 04	6	7	IMPQ1103	Monitor and Maintain Product Quality in Food and Drink Operations

<b>Group B — Candidates must complete at least 4 units from the following group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J1K6 04	7	7	IMPCB124	Design and Develop Specialist Individual Dough-based Products
J1K7 04	6	7	IMPCB125	Evaluate Specialist Individual Dough-based Products
J1K8 04	6	7	IMPCB126	Produce Specialist Individual Dough-based Products
J1K9 04	7	7	IMPCB215	Design and Develop Specialist Individual Flour Confectionery Products
J1KA 04	6	6	IMPCB127	Batch Produce Specialist Fermented Dough Products
J1KB 04	6	6	IMPCB129	Batch Produce Specialist Non-Fermented Dough Products
J1KC 04	6	7	IMPCB216	Evaluate Specialist Individual Flour Confectionery Products
J1KD 04	6	7	IMPCB217	Produce Specialist Individual Flour Confectionery Products

<b>Group B — Candidates must complete at least 4 units from the following group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J1KG 04	6	6	IMPCB218	Batch Produce Specialist Flour Confectionery Products

<b>Group C — Candidates may complete up to 3 units from the following group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04D 04	6	6	IMPQI224	Manage Organisational Change and Improvement in Food Operations
J03V 04	6	6	3211	Monitor Hygiene Cleaning in Food and Drink Operations
J0P1 04	8	7	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture
J0NY 04	6	6	3092	Maintain Plant and Equipment in Food Manufacture
J05G 04	6	5	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations
J0NX 04	6	7	IMPSF111	Control and Monitor Energy Efficiency in a Food Environment
J03K 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations
J04C 04	6	6	3072	Report on Food Safety Compliance in Food and Drink Operations
J03W 04	6	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food and Drink Operations
J0NV 04	7	6	IMPHS203	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture
J0NR 04	7	7	IMPPM111	Manage Production Performance in Food and Drink Operations
J0NN 04	7	7	IMPPM114	Evaluate Production Performance in Food and Drink Operations
J0NM 04	7	6	IMPPO115	Contribute to Optimising Work Areas in Food and Drink Operations

**Group C — Candidates may complete up to 3 units from the following group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
J047 04	7	6	IMPPO117	Diagnose Production Problems in Food and Drink Operations
J048 04	7	7	IMPPO119	Resolve Production Problems in Food and Drink Operations
J045 04	6	7	IMPQI105	Monitor and Control Quality of Work Activities in Food and Drink Operations
J0PA 04	6	6	IMPSPD306	Set Up and Maintain Picking and Packing Orders in Food and Drink Operations
J0P9 04	6	5	IMPSPD307	Monitor Effectiveness of Picking and Packing Operations in Food and Drink Operations
J0PD 04	6	6	IMPSPD111	Organise the Receipt and Storage of Goods in Food and Drink Operations
J04G 04	5	5	IMPSPD116	Monitor and Maintain Storage Systems and Procedures in Food and Drink Operations
J0NH 04	6	6	IMPSPD407	Maximise Sales of Food and Drink Products in a Retail Environment
J0NL 04	6	6	IMPSPD419	Set Up and Maintain Operations in Food and Drink Retail Manufacture
J1KR 04	6	6	IMPSPD420	Monitor Effectiveness of Operations in Food and Drink Retail Manufacture
J1KS 04	6	6	IMPSPD509	Plan and Co-ordinate Food Services
J1KT 04	6	6	IMPSPD513	Set Up and Maintain Food Service Operations in Food Manufacture
J1KV 04	6	6	IMPSPD514	Monitor Effectiveness of Food Service Operations in Food Manufacture

**SVQ in Food and Drink Operations (Engineering Maintenance)**  
**SCQF level 6**

To attain the qualification candidates must complete **10** units in total. This comprises:

- ◆ 4 mandatory units
- ◆ 3 units from Group A
- ◆ 2 units from Group B
- ◆ 1 unit from Group C

The additional units are not compulsory.

<b>Mandatory units: Candidates must complete the following 4 units</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
HD5H 04	5	6	EM109 IMPEM109S IMPEM110K	Comply with Statutory Regulations and Organisational Safety Requirements in Food and Drink Operations
HD5J 04	5	5	EM111 IMPEM111S IMPEM112K	Use Engineering Drawings and Documents in Maintenance Activities in Food and Drink Operations
HD5K 04	5	5	EM113 IMPEM113S IMPEM114K	Work Efficiently and Effectively in Engineering Food and Drink Operations
HD5L 04	6	41	EM115 IMPEM115S IMPEM116K	Handover and Confirm Completion of Maintenance Activities within Food and Drink Operations

<b>Group A — Optional units: Candidates must complete 3 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
HD5M 04	6	58	EM117 IMPEM117S IMPEM118	Carry out Fault Diagnosis on Engineered Systems within Food and Drink Operations
HD5N 04	6	56	EM119 IMPEM119S IMPEM120K	Maintain Mechanical Equipment within an Engineered System used in Food and Drink Operations
HD5P 04	6	56	EM121 IMPEM121S IMPEM122K	Maintain Fluid Power Equipment within an Engineered System used in Food and Drink Operations

**Group A — Optional units: Candidates must complete 3 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
HD5R 04	6	56	EM123 IMPEM123S IMPEM124K	Maintain Process Controller Equipment within an Engineered System used in Food and Drink Operations
HD5T 04	6	53	EM125 IMPEM125S IMPEM126K	Carry out Preventative Planned Maintenance on Engineered Systems within Food and Drink Operations
HD5V 04	6	37	EM127 IMPEM127S IMPEM128K	Carry out Condition Monitoring of Plant and Equipment used within Food and Drink Operations
HD5W 04	6	53	EM129 IMPEM129S IMPEM130K	Assist in the Installation of Equipment to Produce an Engineered System in Food and Drink Operations
HD5X 04	6	25	EM131 IMPEM131S IMPEM132K	Apply Total Productive Maintenance (TPM) in Food and Drink Operations

**Group B — Optional units: Candidates must complete 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
HD5Y 04	6	58	EM135 IMPEM135S IMPEM136K	Carry out Fault Diagnosis on Services and Systems for Food and Drink Operations
HD60 04	6	51	EM137 IMPEM137S IMPEM138K	Maintain Fresh Water Distribution Systems and Equipment used in Food and Drink Operations
HD61 04	6	53	EM139 IMPEM139S IMPEM140K	Maintain Waste/Foul Water Distribution Systems and Equipment used in Food and Drink Operations
HD62 04	6	56	EM141 IMPEM141S IMPEM142K	Maintain Workplace Environmental Control Systems used in Food and Drink Operations
HD63 04	6	53	EM143 IMPEM143S IMPEM144K	Maintain Emergency Power Generation Equipment used in Food and Drink Operations
HD64 04	6	53	EM145 IMPEM145S IMPEM146K	Maintain Heating and Ventilation Systems used in Food and Drink Operations

<b>Group B — Optional units: Candidates must complete 2 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
HD65 04	6	53	EM147 IMPEM147S IMPEM148K	Maintain Air Conditioning and Ventilation Systems used in Food and Drink Operations
HD66 04	6	53	EM149 IMPEM149S IMPEM150K	Maintain Gas Distribution Systems and Equipment used in Food and Drink Operations
HD67 04	6	53	EM151 IMPEM151S IMPEM152K	Maintain Compressed Air Systems and Equipment used in Food and Drink Operations
HD68 04	6	56	EM153 IMPEM153S IMPEM154K	Maintain Instrumentation and Control Systems used in Food and Drink Operations

<b>Group C — Optional units: Candidates must complete 1 unit from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
HD69 04	6	58	EM161 IMPEM161S IMPEM162K	Carry out Fault Diagnosis on Instrumentation and Control Equipment and Circuits used in Food and Drink Operations
HD6A 04	6	51	EM163 IMPEM163S IMPEM164K	Carry out Preventative Planned Maintenance on Instrumentation and Control Equipment used in Food and Drink Operations
HD6C 04	6	54	EM165 IMPEM165S IMPEM166K	Repair/Overhaul Instrumentation and Control Equipment used in Food and Drink Operations
HD6D 04	6	39	EM167 IMPEM167S IMPEM168K	Test and Calibrate Instrumentation and Control Equipment and Circuits used in Food and Drink Operations
HD6E 04	6	53	EM169 IMPEM169S IMPEM170K	Assist in the Installation of Instrumentation and Control Equipment used in Food and Drink Operations

**SVQ in Food and Drink Operations (Fish and Shellfish Industry Skills)  
SCQF level 6**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ At least 1 mandatory unit
- ◆ 4 units from Group A
- ◆ 2 units from Group A, B or C
- ◆ The remaining 1 unit can be from Group A, B or C

<b>Mandatory units: Candidates must complete at least 1 unit from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H659 04	7	5	3296	Monitor Fish or Shellfish Operations
H65A 04	7	6	3297	Manage Fish and Shellfish Operations
H3G8 04	6	5	3001	Provide Leadership in your Area of Responsibility of a Food Business

<b>Group A — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H65B 04	6	6	3298	Monitor the Reception and Holding of Live Fish or Shellfish
H65C 04	7	4	3299	Establish Procedures for Monitoring Oil Frying Operations
H3GF 04	6	4	3009	Allocate and Monitor Work in a Food Business
H3L9 04	N/A	N/A	3012	Assess Learner Achievement
H65D 04	8	11	3014	Facilitate Individual Learning and Development
H3GY 04	6	5	3105	Carry out Organoleptic Testing in a Food Business
F2J6 04	6	4	3167	Carry Out Process Control of Production in Food Manufacture
F2J7 04	6	8	3178	Carry Out Product Changeovers in Food Manufacture
H65E 04	7	7	3055	Carry Out Quality Audits
H3GK 04	6	6	3054	Carry out Sampling in Food and Drink Operations

<b>Group A — Optional units: Candidates must complete at least 4 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2JB 04	6	6	3177	Carry Out Task Hand-over Procedures in Food Manufacture
H3L4 04	7	6	3052	Carry out Testing in Food and Drink Operations
FE02 04	6	3	3004	Communicate in a Business Environment
H3KA 04	6	7	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations
F2K2 04	6	8	3192	Control Depositing in Food Manufacture
F2K4 04	6	7	3193	Control Enrobing in Food Manufacture
F2K5 04	6	8	3191	Control Forming in Food Manufacture
F2K6 04	6	8	3188	Control Heat Treatment in Food Manufacture
F2K7 04	6	8	3186	Control Manual Size Reduction in Food Manufacture
F2KC 04	6	9	2174	Control Separation in Food Manufacture
F2PH 04	6	10	3185	Operate Central Control Systems in Food Manufacture
H3GT 04	6	4	3102	Contribute to Amending Product Specifications in Food Manufacture
H3GE 04	6	4	3008	Contribute to Cross Functional Team Work in a Food Business
H3L7 04	6	4	3101	Contribute to Developing Product Specifications in Food Manufacture
H3CR 04	6	6	2061	Contribute to Environmental Safety in Food Manufacture
H3HC 04	6	6	3184	Contribute to Problem Diagnosis in a Food Environment
H138 04	6	7	3061	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment
H0CM 04	6	2	2302	Control Shellfish Depuration Production



**Group A — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DR4A 04	6	9	3010	Develop Productive Working Relationships with Colleagues
H3LA 04	8	5	3013	Deliver a Good Service to Customers
H3L6 04	6	4	3123	Control Stock Levels in a Food Environment
H147 04	7	5	3087	Control Transport Efficiency in a Food Environment
H145 04	7	6	3085	Control Waste Minimisation in a Food Environment
H146 04	7	6	3086	Control Water usage in a Food Environment
H3HD 04	6	8	3194	Control Wrapping and Labelling in Food Manufacture
H3GV 04	6	4	3103	Develop a New Product in a Food Business
H3GD 04	6	5	3007	Develop and Manage a Team in a Food Business
H3GW 04	6	5	3104	Develop Food Test Samples in a Food Business
F2L5 04	6	6	3100	Develop Product Specifications in Food Manufacture
H440 04	6	6	3155	Maximise Sales of Food Products in a Food Retail Environment
H3L5 04	6	7	3213	Monitor and Control the Disposal of Waste in Food and Drink Operations
H3H7 04	6	4	3166	Monitor and Report on Production Performance in Food Manufacture
H3GB 04	6	4	3005	Motivate Colleagues in a Food Business
H3P3 04	5	4	2001	Plan and Organise your Own Work Activities in a Food Business
F2R2 04	6	5	3165	Plan Production Schedules in Food Manufacture
H3G9 04	6	5	3002	Promote and Support Creative Thinking in a Food Business

**Group A — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H449 04	6	6	3156	Set Up and Maintain Operations in Retail Food Manufacture
H3NW 04	6	6	3183	Shut Down Multi Stage Operations in Food Manufacture
F2P0 04	6	6	3176	Shut Down Plant and Equipment in Food Manufacture
F2PA 04	6	6	3175	Start up Plant and Equipment in Food Manufacture
F2RX 04	6	6	3091	Support Commissioning of Plant, Equipment and Processes in Food Manufacture
H3JS 04	6	6	3286	Use Fish/Shellfish Quality Assessment Methods
H3NV 04	6	6	3182	Start Up Multi-stage Operations in Food Manufacture

**Group B — Optional units: Candidates may complete up to 3 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3GL 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Manufacture
F2JP 04	7	6	3179	Contribute to Optimising Work Areas in Food Manufacture
F2JW 04	7	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food Manufacture
H144 04	7	6	3084	Control Energy Efficiency in a Food Environment
H442 04	7	6	3180	Diagnose Production Problems in a Food Environment
H3HA 04	7	7	3169	Evaluate Production Performance in Food Manufacture
H3L0 04	6	4	3053	Interpret and Communicate Information and Data in Food and Drink Operations

<b>Group B — Optional units: Candidates may complete up to 3 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2M8 04	6	6	3092	Maintain Plant and Equipment in Food Manufacture
F2MF 04	7	6	2062	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture
H3KY 04	8	7	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture
H13N 04	6	7	3065	Manage Organisational Change for Achieving Excellence in a Food Environment
H3H9 04	7	7	3168	Manage Production Performance in Food Manufacture
H3GJ 04	6	4	3051	Monitor and Control Quality of Work Activities in Food and Drink Operations
H3GG 04	6	5	3049	Monitor and Maintain Product Quality in Food and Drink Operations
H3L2 04	5	5	3122	Monitor and Maintain Storage Systems and Procedures in a Food Environment
H3YG 04	6	5	3125	Monitor Effectiveness of Picking and Packing Operations in a Food Environment
F2NY 04	6	3	3069	Monitor Food Safety at Critical Control Points in Manufacture
F2P1 04	6	6	3076	Monitor Health, Safety and Environmental Systems in Food Manufacture
H3HE 04	6	6	3211	Monitor Hygiene Cleaning in Food and Drink Operations
H3H1 04	6	6	3120	Organise the Receipt and Storage of Goods in a Food Environment
F2N6 04	6	6	3072	Report on Compliance with Food Safety Requirements in Manufacture
H443 04	7	7	3181	Resolve Production Problems in a Food Environment

**Group B — Optional units: Candidates may complete up to 3 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3YF 04	6	6	3124	Set Up and Maintain Picking and Packing Orders in a Food Environment

**Group C — Optional units: Candidates may complete up to 2 units from this group**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3K0 04	6	3	3292	Principles of Brining and Salting Fish or Shellfish
H13J 04	7	7	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3K1 04	6	3	3293	Principles of Fish or Shellfish Quality Assessment
H3JR 04	6	6	3285	Principles of Fish or Shellfish Smoking
H3H0 04	7	3	3110	Principles of Food Policy and Regulation
H3JY 04	6	6	3291	Principles of Frying Fish and Chips
H3JV 04	6	6	3288	Principles of Marine Finfish
H3GA 04	6	6	3003	Principles of Organisational Compliance in a Food Business
H3JX 04	7	7	3290	Principles of Seafood Quality Science
H3JW 04	6	6	3289	Principles of Shellfish, Non-Marine Finfish and Marine Food Products
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment
H3K2 04	6	3	3295	Principles of a Specialist Seafood Sales Service
H3JT 04	6	6	3287	Principles of Fish or Shellfish for Retail Sale
H3GC 04	6	5	3006	Principles of Communication in a Food Business

**SVQ in Food and Drink Operations: Food Manufacturing Excellence**  
**SCQF level 6**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ A minimum of 3 units and maximum of 5 units from Group A
- ◆ A minimum of 3 units and maximum of 5 units from Group B

<b>Group A — Candidates must take a minimum of 3 units and maximum of 5 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04A 04	6	3	3004	Communicate in a Business Environment
J03B 04	6	9	3010	Develop Productive Working Relationships with Colleagues
J0V4 04	6	4	3009	Allocate and Monitor Work in a Food Business
J0R5 04	5	4	2001	Plan and Organise Your Own Work Activities in a Food Business
J03K 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations
J0X8 04	5	5	IMPQI220	Contribute to the Development of an Improvement Culture in Food Operations
J0X7 04	7	7	IMPQI222	Plan Organisational Change and Improvement in Food Operations
J04D 04	6	6	IMPQI224	Manage Organisational Change and Improvement in Food Operations
J0X6 04	5	5	IMPQI227	Provide Organisational Support for Improvement in Food Operations
J0X5 04	6	6	IMPQI229	Monitor Change and Improvement in Food Operations
J03M 04	7	7	IMPQI231	Evaluate Organisational Change and Improvement in Food Operations
J0X4 04	6	5	IMPQI233	Contribute to the Development of an Improvement Strategy in Food Operations
J0X3 04	6	4	IMPQI236	Identify Learning and Skills Needs for Improvement in Food Operations

<b>Group A — Candidates must take a minimum of 3 units and maximum of 5 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0X2 04	6	5	IMPQI238	Provide Coaching and Mentoring for Improvement in Food Operations
J0X1 04	6	6	IMPQI240	Provide Training for Improvement in Food Operations
J0X0 04	6	6	IMPQI242	Assess Teams and Individuals for Improvement in Food Operations
J0WY 04	6	6	IMPQI244	Manage Workplace Organisational Improvement in Food Operations
J0WX 04	6	5	IMPQI246	Manage Compliance to Support Improvement in Food Operations

<b>Group B — Candidates must take a minimum of 3 units and maximum of 5 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0NX 04	6	7	IMPSF111	Control and Monitor Energy Efficiency in a Food Environment
J0W2 04	6	7	IMPSF113	Control and Monitor Waste Minimisation in a Food Environment
J0W1 04	6	7	IMPSF115	Control and Monitor Water Usage in a Food Environment
J0VY 04	6	6	IMPSF117	Control and Monitor Transport Efficiency in a Food Environment
J0WR 04	6	5	IMPQI248	Analyse Current Improvement Practice in Food Operations
J0WP 04	6	5	IMPQI260	Carry Out Value Stream Mapping (VSM) in Food Operations
J0WM 04	6	4	IMPQI263	Implement and Evaluate Visual Management Systems in Food Operations
J047 04	7	6	IMPP0117	Diagnose Production Problems in Food and Drink Operations
J0WL 04	6	5	IMPQI266	Analyse and Select Areas for Improvement in Food Operations
J0WK 04	6	5	IMPQI269	Apply Failure Modes and Effects Analysis (FMEA) in Food Operations

<b>Group B — Candidates must take a minimum of 3 units and maximum of 5 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J048 04	7	7	IMPPO119	Resolve Production Problems in Food and Drink Operations
J0WJ 04	6	5	IMPQI272	Plan and Agree Targets for Improvement in Food Operations
J0WH 04	6	5	IMPQI274	Implement a Problem Solving Methodology for Improvement in Food Operations
J0WG 04	6	5	IMPQI279	Implement Improvement Programmes in Food Operations
J0WF 04	6	5	IMPQI281	Implement a Set-up Reduction Programme in Food Operations
J0WE 04	7	6	IMPQI284	Implement Mistake/Error Proofing (Poka Yoke) in Food Operations
J0WD 04	6	4	IMPQI287	Measure and Collect Improvement Data and Information in Food Operations
J0WC 04	6	4	IMPQI289	Analyse and Evaluate Improvement Outcomes in Food Operations
J0WB 04	6	5	IMPQI295	Sustain Improvement in Food Operations
J0W9 04	6	5	IMPQI297	Review and Select Improvement Models in Food Operations

**SVQ in Food and Drink Operations (Meat and Poultry Skills)**  
**SCQF level 6**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ At least 1 mandatory unit
- ◆ 4 units from Group A
- ◆ The remaining 3 units can be taken from Group A or B

The additional units are not compulsory.

<b>Mandatory units: Candidates must complete at least 1 unit from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2NY 04	6	3	3069	Monitor Food Safety at Critical Control Points in Manufacture
F2P1 04	6	6	3076	Monitor Health, Safety and Environmental Systems in Food Manufacture
H3GG 04	6	5	3049	Monitor and Maintain Product Quality in Food and Drink Operations

<b>Group A — Optional units: Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
F2HC 04	6	6	3135	Arrange Transport Scheduling for the Delivery of Livestock in Food Manufacture
F2N5 04	6	6	3136	Monitor and Control Reception of Livestock in Food Manufacture
F2P7 04	5	6	2129	Monitor the Health and Welfare of Livestock Pre-slaughter in Food Manufacture
F2M6 04	6	6	3137	Monitor Lairage and Ante-mortem Facilities in Food Manufacture
H3J5 04	7	6	3255	Control an Automated Stunning System
H3J6 04	6	5	3256	Control an Automated Bleeding System



**Group A — Optional units: Candidates must complete at least 4 units from this group (continued)**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H3J7 04	6	4	3257	Control a Carcase Shackling System
H3J8 04	6	5	3258	Control an Automated De-hairing or De-Feathering System
H3J9 04	6	5	3259	Control Automated Meat or Poultry Processing Operations
H3JA 04	6	5	3260	Control a Carcase Electrical Stimulation System
F2KK 04	5	6	2175	Control Temperature Reduction in Food Manufacture
H3DJ 04	5	5	2180	Control Defrosting in Food Manufacture
H3JD 04	5	4	3265	Control Massaging or Tumbling of Boneless Meat or Poultry
F2KM 04	5	6	2173	Control Weighing in Food Manufacture
F7KP 04	6	4	3158	Serve on a Specialist Food Retail Counter
H3ET 04	5	6	2272	Monitor Bleeding for Kosher Meat
H3JH 04	6	5	3269	Monitor Carcase Production
H3JJ 04	6	5	3270	Monitor an Automated Meat or Poultry Processing System
H3JL 04	6	4	3272	Monitor Meat or Poultry Further Processing
H3JN 04	6	5	3274	Monitor the Recovery of Meat or Poultry Processing By-products
H440 04	6	6	3155	Maximise Sales of Food Products in a Retail Environment
H3HD 04	6	8	3194	Control Wrapping and Labelling in Food Manufacture

<b>Group B — Optional units: Candidates may complete up to 3 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H13N 04	6	7	3065	Manage Organisational Change for Achieving Excellence in a Food Environment
H3HE 04	6	6	3211	Monitor Hygiene Cleaning in Food and Drink Operations
H3KY 04	8	7	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture
F2M8 04	6	6	3091	Maintain Plant and Equipment in Food Manufacture
H3L0 04	6	6	3053	Interpret and Communicate Information and Data in Food and Drink Operations
H144 04	7	6	3084	Control Energy Efficiency in a Food Environment
F2JH 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Manufacture
F2N6 04	6	6	3072	Report on Compliance with Food Safety Requirements in Manufacture
F2JW 04	7	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food Manufacture
F2MF 04	7	6	2062	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture
H3H9 04	7	7	3168	Manage Production Performance in Food Manufacture
H3HA 04	7	7	3169	Evaluate Production Performance in Food Manufacture
F2JP 04	7	6	3179	Contribute to Optimising Work Areas in Food Manufacture
H3GJ 04	6	4	3051	Monitor and Control Quality of Work Activities in Food and Drink Operations
H3YF 04	6	6	3124	Set up and Maintain Picking and Packing Orders in a Food Environment

**Group B — Optional units: Candidates may complete up to 3 units from this group (continued)**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3YG 04	6	5	3125	Monitor Effectiveness of Picking and Packing Operations in a Food Environment
H3L1 04	6	6	3120	Organise the Receipt and Storage of Goods and Materials in a Food Environment
H3L2 04	5	5	3122	Monitor and Maintain Storage Systems and Procedures in a Food Environment
H449 04	6	6	3156	Set Up and Maintain Operations in Retail Food Manufacture
F2R0 04	6	6	3159	Plan and Co-ordinate Food Services
H444 04	6	6	3160	Set Up and Maintain Food Service Operations in Food Manufacture
F2NR 04	6	6	3161	Monitor Effectiveness of Food Service Operations in Food Manufacture
H3YE 04	6	6	3157	Monitor Effectiveness of Operations in Retail Food Manufacture
H442 04	7	6	3180	Diagnose Production Problems in a Food Environment
H443 04	7	7	3181	Resolve Production Problems in a Food Environment

**Additional units: not compulsory**

<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H3GC 04	6	5	3006	Principles of Communication in a Food Business
H3H0 04	7	3	3110	Principles of Food Policy and Regulation
H157 04	7	4	3080	Principles of Sustainability in a Food Environment
H3GN 04	7	4	3082	Principles of Waste Minimisation in a Food Environment

<b>Additional units: not compulsory (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
H13J 04	7	4	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment
H3GA 04	6	6	3003	Principles of Organisational Compliance in a Food Business
H3GP 04	6	6	3083	Principles of Efficient Water Usage in a Food Environment
H3GM 04	7	4	3081	Principles of Energy Efficiency in a Food Environment
H3JB 04	6	6	3261	Principles of Butchery
H3JC 04	6	6	3262	Principles of Curing Meat
H3JF 04	6	6	3267	Principles of a Specialist Raw Meat Service
H3JG 04	6	6	3268	Principles of a Specialist Cooked Meat Service
H3JK 04	6	6	3271	Principles of Classification of Meat or Poultry Carcasses
H3JM 04	6	6	3273	Principles of Added Value Meat or Poultry Products
H3JP 04	6	6	3275	Principles of Meat or Poultry Processing By-products

**SVQ in Food and Drink Operations (Supply Chain Skills)**  
**SCQF level 6**

To attain the qualification candidates must complete **8** units in total. This comprises:

- ◆ 1 unit from Group A
- ◆ 4 units from Group B
- ◆ 3 units from Group A, B or C

<b>Group A — Candidates must take at least 1 unit from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J03G 04	6	6	3069	Monitor Food Safety at Critical Control Points in Food and Drink Operations
J0PF 04	6	6	IMPHS307	Monitor Health, Safety and Environmental Systems in Food Manufacture
J03N 04	6	7	IMPQI103	Monitor and Maintain Product Quality in Food and Drink Operations

<b>Group B — Candidates must complete at least 4 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0PD 04	6	6	IMPSPD111	Organise the Receipt and Storage of Goods in Food and Drink Operations
J0PC 04	6	5	IMPSPD113	Monitor and Maintain Storage Conditions in Food and Drink Operations
J0PB 04	5	4	IMPSPD114	Monitor Stored Goods and Materials in Food and Drink Operations
J04G 04	5	5	IMPSPD116	Monitor and Maintain Storage Systems and Procedures in Food and Drink Operations
J0PA 04	6	6	IMPSPD306	Set up and Maintain Picking and Packing Orders in Food and Drink Operations
J0P9 04	6	5	IMPSPD307	Monitor Effectiveness of Picking and Packing Operations in Food and Drink Operations

<b>Group B — Candidates must complete at least 4 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0P6 04	6	5	IMPSPD319	Monitor Wrapping and Labelling of Products in Food and Drink Operations
J0P4 04	6	6	IMPSPD324	Set Up and Maintain Despatch and Transport of Products in Food and Drink Operations
J0P3 04	6	6	IMPSPD325	Monitor Effectiveness of Despatch and Transport Operations in Food and Drink Operations

<b>Group C — Candidates may take up to 3 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J04D 04	6	6	IMPQI224	Manage Organisational Change and Improvement in Food Operations
J03V 04	6	6	3211	Monitor Hygiene Cleaning in Food and Drink Operations
J0P1 04	8	7	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture
J0NY 04	6	6	3092	Maintain Plant and Equipment in Food Manufacture
J05G 04	6	5	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations
J0NX 04	6	7	IMPSPF111	Control and Monitor Energy Efficiency in a Food Environment
J03K 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations
J04C 04	6	6	3072	Report on Food Safety Compliance in Food and Drink Operations
J03W 04	6	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food and Drink Operations

<b>Group C — Candidates may take up to 3 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J0NV 04	7	6	IMPHS203	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture
J0NR 04	7	7	IMPPM111	Manage Production Performance in Food and Drink Operations
J0NN 04	7	7	IMPPM114	Evaluate Production Performance in Food and Drink Operations
J0NM 04	7	6	IMPPO115	Contribute to Optimising Work Areas in Food and Drink Operations
J047 04	7	6	IMPPO117	Diagnose Production Problems in Food and Drink Operations
J048 04	7	7	IMPPO119	Resolve Production Problems in Food and Drink Operations
J045 04	6	7	IMPQI105	Monitor and Control Quality of Work Activities in Food and Drink Operations
J0NL 04	6	6	IMPSSO419	Set Up and Maintain Operations in Food and Drink Retail Manufacture
J0NH 04	6	6	IMPSSO407	Maximise Sales of Food and Drink Products in a Retail Environment

## SVQ in Food Technology at SCQF Level 6

To attain the qualification candidates must complete **12** units in total. This comprises:

- ◆ 6 mandatory units
- ◆ 6 optional units

<b>Mandatory units: Candidates must complete all 6 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J039 04	6	4	3103	Develop a New Product in a Food Business
J03A 04	6	6	3100	Develop Product Specifications in Food Manufacture
J03B 04	6	9	3010	Develop Productive Working Relationships with Colleagues
J03C 04	6	6	IMPHS305	Implement Health, Safety and Environmental Management Systems in Food Manufacture
J03D 04	7	7	4008	Analyse Food Safety Hazards and Risks in Food and Drink Operations
J03F 04	6	4	3008	Contribute to Cross Functional Team Work in a Food Business

<b>Optional units: Candidates must complete 6 units from this group</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J03G 04	6	6	3069	Monitor Food Safety at Critical Control Points in Food and Drink Operations
J03H 04	6	6	4009	Produce Action Plans to Control Food Safety Hazards and Risks in Food and Drink Operations
J03J 04	6	5	3105	Carry Out Organoleptic Testing in a Food Business
J03K 04	6	5	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations
J03L 04	5	5	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations



<b>Optional units: Candidates must complete 6 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J03M 04	7	7	IMPQI231	Evaluate Organisational Change and Improvement in Food Operations
J03N 04	6	7	IMPQI103	Monitor and Maintain Product Quality in Food and Drink Operations
J03P 04	6	6	4007	Implement Controls to Manage Safe Food Sources and Products in Food and Drink Operations
J03R 04	5	5	4010	Implement Measures to Control Pests in Food and Drink Operations
J03S 04	5	5	IMPQI208	Contribute to the Collection of Improvement Performance Data in Food Operations
J03T 04	5	5	IMPQI218	Contribute to the Maintenance of Compliance in Improving Food Operations
J03V 04	6	6	3211	Monitor Hygiene Cleaning in Food and Drink Operations
J03W 04	6	6	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food and Drink Operations
J03X 04	6	6	4013	Determine Shelf Life of a Food Product
J03Y 04	5	5	4014	Plan and Manage a Product Development Trial in a Food Business
J040 04	5	5	4015	Evaluate a Product Development Trial in a Food Business
J041 04	6	5	3104	Develop Food Test Samples in a Food Business
J042 04	6	5	3002	Promote and Support Creative Thinking in a Food Business
J043 04	6	6	4011	Select Packaging Materials for Food Product Development
J044 04	6	6	4012	Design Packaging for Food Products
J045 04	6	7	IMPQI105	Monitor and Control Quality of Work Activities in Food and Drink Operations

<b>Optional units: Candidates must complete 6 units from this group (continued)</b>				
<b>SQA ref</b>	<b>SCQF level</b>	<b>SCQF credit points</b>	<b>SSC ref</b>	<b>Title</b>
J046 04	6	5	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations
J047 04	7	6	IMPPO117	Diagnose Production Problems in Food and Drink Operations
J048 04	7	7	IMPPO119	Resolve Production Problems in Food and Drink Operations
J049 04	8	5	3013	Deliver a Good Service to Customers
J04A 04	6	3	3004	Communicate in a Business Environment
J04B 04	6	4	IMPPM109	Carry Out Process Control of Production in Food and Drink Operations
J04C 04	6	6	3072	Report on Food Safety Compliance in Food and Drink Operations
J04D 04	6	6	IMPQI224	Manage Organisational Change and Improvement in Food Operations
J04E 04	6	4	3101	Contribute to Developing Product Specifications in Food Manufacture
J04F 04	6	4	3102	Contribute to Amending Product Specifications in Food Manufacture
J04G 04	5	5	IMPSD116	Monitor and Maintain Storage Systems and Procedures in Food and Drink Operations

## **An assessment strategy for the SVQ**

As part of their review of the SVQ(s), the standards-setting body the National Skills Academy for Food and Drink, has developed an assessment strategy which defines a range of requirements including:

- ◆ the occupational expertise of assessors and verifiers
- ◆ a definition of simulation
- ◆ definition of the workplace
- ◆ information on a model of independent assessment or external quality control

The relevant parts of the assessment strategy are published on SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)), and both SQA and centres must comply with these requirements.

## **Why would people be interested in the SVQ?**

People will take SVQs for a variety of reasons: to gain promotion, to prove their job competence, or for personal development. There will be other reasons too. One of the first things to do is to find out why your candidates want to do the SVQ, and to advise them of the appropriateness of the qualification. If anyone is acting as a coach or mentor to your candidates, they might help you to do this.

## How do candidates begin?

### Choosing the SVQ

You should make sure that candidates get guidance before starting out on an SVQ — they need advice to ensure that their existing job remit, skills, experience, and their plans for progression, are matched to the SVQ selected. It does not have to be you as the assessor, who carried out the matching process, but whoever has responsibility for this should ensure that the assessment opportunities available to the candidate are also considered.

### Example

Lynn had worked as a food processor for four years but did not possess any formal qualifications. She wanted to do a qualification which would give her national recognition of the skills she already had. As she had a lot of experience in both manufacturing and packaging products, her Training and Development Manager advised her to consider the SVQ in Food and Drink Operations (Production and Processing Skills) at SCQF level 5. To achieve this, Lynn will need to complete 8 units from the framework.

When the Training and Development Manager matched Lynn's job remit, existing skills and experience with the SVQ, it emerged that Lynn should be able to generate sufficient evidence to meet the requirements of the following SVQ units:

- ◆ J04H 04 Maintain Workplace Food Safety Standards in Manufacture
- ◆ F2MB 04 Maintain the Workplace Health and Safety in Food Manufacture
- ◆ J05E 04 Carry out Hygiene Cleaning in Food and Drink Operations
- ◆ J054 04 Maintain Product Quality in Food and Drink Operations
- ◆ J059 04 Lift and Handle Materials in Food Manufacture

The Training and Development Manager arranged for an assessor within the company to provide Lynn with guidance on how to collect evidence and construct a portfolio to achieve these units.

Lynn also had some experience in relation to two further units; however, some planning was required in order to provide her with the opportunity to demonstrate competence in these areas.

The units were:

- ◆ H3KB 04 Store Goods and Materials in a Food Environment
- ◆ J0NM 04 Contribute to Optimising Work Areas in Food and Drink Operations

The Training and Development Manager arranged for the assessor to accompany Lynn when she is working in the store to observe her identifying correct storage locations for goods and materials, then arranging and putting the stock in allocated locations. The assessor would also be able to observe Lynn controlling the use of the work area. For both units, a combination of observation, questioning and assessment of working practices will be used to ensure Lynn meets the requirements for the units.

Lynn had little experience of the areas covered by the final unit:

◆ J0S3 04 Plan Production Schedules in Food and Drink Operations

Since Lynn's job remit would not cover all these areas of the SVQ, the Training and Development Manager arranged for her to shadow a senior member of staff for observation and practice in relation to the manufacture of different products.

All these arrangements were agreed by everyone involved and then written up in an assessment plan for Lynn.

## 2 Preparing to assess the SVQ

This section offers practical advice on how to begin to go about assessing your candidates for the SVQ. This advice is offered as examples of good practice — you may develop your own approaches to assessing your candidates which also work well.

### Your role and your candidate's role

Assessing the SVQ will involve several stages. Both you and the candidate should be clear on your roles in the assessment process before you begin.

#### Your role

- ◆ ensure candidates understand what is to be assessed and how it is to be assessed
- ◆ ensure the conditions and resources required for assessment are available
- ◆ help candidates to identify and gather evidence
- ◆ observe and record candidates carrying out the activities described in the standards — records should say what has been observed, how it was carried out, and what it demonstrates
- ◆ assess products of the candidate's own work
- ◆ question candidates and record results
- ◆ help candidates to present evidence
- ◆ authenticate the evidence candidates provide
- ◆ judge evidence and make assessment decisions
- ◆ identify gaps or shortfalls in candidates' competence
- ◆ provide feedback to candidates throughout the assessment process
- ◆ record achievement

#### Candidates' role

- ◆ prepare for assessment — become familiar with the standards, what is to be assessed and how it is to be assessed
- ◆ help to identify sources of evidence and how these could be assessed
- ◆ carry out activities, and/or produce products of own work, and/or answer questions
- ◆ gather and present evidence
- ◆ receive and act on feedback from the assessor

## Planning

In planning for assessment, you will find it helpful to meet with your candidate and plan what is to be assessed, in what way, and when and where the assessment is to take place. This discussion can be confirmed in the form of an agreed assessment plan between you and your candidate.

You should treat assessment plans as working documents — they can be updated and changed as you review progress with your candidate.

As you are planning assessment, don't forget to make the most of opportunities to *integrate* assessment. This means planning to assess an activity which draws on the contents of different units or elements. It can be a practical and cost-effective way of assessing your candidate's competence.

If you are a new assessor working towards your Learning and Development units (the national standards in assessment and verification) you will need copies of completed assessment plans as part of your evidence.

To help you plan for assessment, we have produced an assessment plan which covers unit J059 04 Lift and Handle Materials in Food Manufacture.

You will notice that we have included spaces to enter dates when the assessment plan has been reviewed. Any gaps identified during these reviews should be discussed with your candidates and noted for action in the assessment plan.

## Assessment plan

Units	J059 04 Lift and Handle Materials in Food Manufacture				
Elements					
Activities	Performance criteria (PC)	Method of assessment/ sources of evidence	Date of assessment	Evidence already available	Links to other units (PC and range)
Lifting and handling materials in the workplace.	1, 2, 3, 4	Observation	06/03/16	Checking records of documents completed	H3KB 04 Store Goods and Materials in a Food Environment
Accurately assess risks before lifting and handling		Written and oral questioning		Witness Testimony	
Use handling equipment correctly		Evidence from company systems			
Move or transport material		Reviewing the outcomes of work			



<b>Questioning for knowledge and understanding not apparent from performance to be identified from 2nd review</b>	Why the relevant health and safety and food safety standards are important and should be followed when moving and handling materials.	Questioning	06/03/16		
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**Assessor's signature** Diane Reid

**1st review due** 02/04/16

**Candidate's signature** Lynn Kingston

**2nd review due** \_\_\_\_\_

**Date of agreement** 30/02/16

**Date of completion** \_\_\_\_\_

## Selecting methods of assessment

The methods of assessment you use should be valid, reliable and practicable.

- ◆ By *valid* we mean that the assessment method should be appropriate to the standards.
- ◆ By *reliable* we mean that the assessment method should ensure consistent results when used with different candidates, different assessors and on different occasions.
- ◆ By *practicable* we mean that the method ensures that the assessment makes best use of available resources, equipment and time.

Before you assess a candidate, you must make sure that the methods of assessment you have chosen to use, along with any assessment materials (such as questions and sample answers) have been agreed within your centre through its system of internal quality assurance. This system is often called *internal verification* — its purpose is to help to ensure that assessment methods are valid, reliable and practicable.

There are both benefits and challenges when you are assessing SVQs in the workplace, or in conditions of the workplace. When you select methods of assessment, you should try to offer the candidate the benefits of workplace assessment and minimise any potential difficulties.

The benefits might be:

- ◆ familiarity of the work area and the equipment, so the candidate is comfortable during the assessment
- ◆ resources to be used are already available
- ◆ performance and product evidence will be valid and can be authenticated
- ◆ candidate can seek guidance from fellow colleagues and supervisors if required
- ◆ candidate can progress at his/her own pace

The challenges might be:

- ◆ shift working
- ◆ location of workplace
- ◆ pressure of work
- ◆ all criteria not met during the time and date of assessment — simulation may be required

### Example

You might agree with a candidate working in a food processing company, who has to demonstrate how to produce individual packs by hand, that this will be carried out by **observation** as and when such situations arise. If you are an assessor who is working alongside the candidate you should be well placed to observe the candidate's performance, perhaps completing a prepared checklist and questioning the candidate about the situation afterwards.

## Methods of assessment

Assessment may involve a range of assessment methods. For SVQs, some of the most commonly used methods are observation, product evidence, and questioning.

### Observation

Observation by an assessor is considered to be the most valid and reliable method of assessment. It can be organised in a variety of ways:

- ◆ working alongside the candidate
- ◆ arranging to visit when naturally-occurring activities are carried out by the candidate
- ◆ arranging for activities to take place

Observation by the assessor can often be supplemented by other types of assessment methods such as questioning. For example, it may be appropriate to ask oral questions of candidates as they carry out naturally-occurring activities.

For the unit Prepare Sauces/Marinades by Hand in Food Manufacture, examples could be preparing the equipment and work area, accurately measuring the ingredients, and disposing of waste materials according to procedures.

### Product evidence

As candidates work towards achieving the SVQ, they will produce evidence in the form of products of their work. The nature of this evidence can vary widely depending on what the candidate's job entails, but an example of product evidence is the production schedules produced in the unit Plan Production Schedules in Food Manufacture.

## Questioning

Candidates have to show that they can meet the knowledge specifications for the SVQs. For these SVQs, knowledge and understanding is specified for each unit. Much of a candidate's knowledge and understanding will be apparent from what they do or produce as part of their work, but this will not always be the case, and questioning can be a useful way of confirming what candidates know and understand.

Questions can be asked in a variety of forms, such as oral questions, short answer written questions, and multiple choice.

You should be careful that the method of questioning does not go beyond the competence required for the SVQ and become a barrier to fair assessment. For example, some candidates will feel more comfortable with oral questions than written.

### Example

In unit H3DV 04, Carry Out Hygiene Cleaning in Food and Drink Operations, you could have a professional discussion with the candidate about hygiene standards. The following questions could be asked to assess the knowledge and understanding.

- ◆ Why is it important to ensure correct dilution of cleaning materials?
- ◆ What are the COSHH and risk assessment requirements and precautions to be taken when handling or storing cleaning materials?
- ◆ Why is it important to identify and report any signs of contamination, damage or environmental concerns?

## Other methods of assessment

These methods, like questioning, are often used for authentication. See Section 3 for more about authenticating candidates' evidence.

### Personal statements

You might sometimes find it helpful to ask a candidate to give an account of why they did an activity in a certain way or how they produced a product of their work. This is often referred to as a *personal statement*. You should take care to ensure that by asking candidates to produce such statements, you are not asking them to demonstrate competence beyond what is required by the standards. You should also be selective in the use of personal statements, and make sure they have not been produced as a substitute to a more valid, reliable and practical method of assessment.

#### Example

A personal statement describes how the candidate has dealt with a specific situation, eg if they had had a situation where they had a difference of opinion with a colleague, the candidate could give a full account of the situation, explaining the steps they took to ensure they did not cause offence and developed good working relationships. A personal statement should not be used as a substitute for skills evidence.

### Witness testimony

For practical reasons, you may not be able to observe all the activities carried out by your candidates, but might feel that other people may be able to provide a statement on what your candidates have been doing or producing as part of their work.

Statements of this kind are called *witness testimony*, and are often used to support other evidence produced by candidates. If witness testimony is used, you should, ideally, identify witnesses and opportunities for using their testimony as part of assessment planning.

You should bear in mind that the weight of the evidence will vary, depending on the knowledge and expertise of the person providing the witness testimony. You will have to take these factors into account as you make your judgement.

Strongest	Someone with considerable occupational expertise in the candidate's area of work and who is familiar with the standards. This person may also be an assessor or internal verifier qualified with the L and D units, A/V units or 'D-units'.
↑	
	Someone with considerable occupational expertise in the candidate's area of work and who is familiar with the standards.
	Someone with considerable occupational expertise in the candidate's area of work, but with no knowledge of the standards.
	Someone who may be a colleague of the candidate, but with no knowledge of the standards.
↓	
Weakest	Someone with no or little knowledge of the candidate's work or no knowledge of the standards.

Witness testimony is unlikely to be sufficient in itself for a decision about the candidate's competence, and would normally be supplemented by questioning candidates.

For example, in the unit Contribute to Cross Functional Team Work in a Food Business, the candidate must be able to demonstrate that they contributed to team working. A witness testimony could provide valid and reliable evidence of the candidate providing this type of assistance.

## Simulation

*Simulation* is any structured assessment exercise involving a specific task which reproduces real-life situations.

On some occasions, it may not be practical to assess a candidate in real work. Examples might be where the standards require candidates to carry out emergency or contingency procedures, or where client confidentiality is an issue, or where a candidate's job role does not cover all aspects of the qualification.

The National Skills Academy for Food and Drink, the Food and Drink Sector Skills Council, has defined what it regards as simulation, and has specified in their assessment strategy that simulation is not acceptable.

For more details on simulation and what constitutes performance in the workplace, look at the assessment strategy on SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk).

[http://www.sqa.org.uk/sqa/files\\_ccc/SVQ\\_Food\\_Drink\\_Assessment\\_Strategy.pdf](http://www.sqa.org.uk/sqa/files_ccc/SVQ_Food_Drink_Assessment_Strategy.pdf)

## **Other sources of evidence**

Other sources of evidence can be previous experience or learning, case studies or assignments.

SQA's *Guide to Assessment* (see section 5) has more advice on methods of assessment and how to ensure that your assessment is valid, reliable and practicable.

### 3 Generating evidence

The methods of assessment you use should generate sufficient evidence to demonstrate the candidate's competence.

We described earlier the circumstances in which you might choose to use different methods of assessment. Starting on the next page, this section gives you examples of forms which you can use to record and present evidence of:

- ◆ observation (by the assessor)
- ◆ questions and candidate responses
- ◆ personal statement (produced by the candidate)
- ◆ witness testimony

There are blank forms which you can copy and use in assessment in Appendix 1.



## **Observation**

For observation, note that the form asks you to record the skills and activities observed. This helps you to make a judgement on how the activity was carried out and what it demonstrates.

## Observation record

Unit/element(s) Store Goods and Materials in a Food Environment – H3KB 04

Candidate L Kingston

Evidence index number 1

Date of observation 17/03/16

Skills/activities observed	Performance criteria covered
I conducted an observation of Lynn dealing with the storage of goods and materials in a food environment.	1, 2
Lynn identified the correct storage locations for a variety of food products and packaging materials.	1
She handled the goods correctly, and checked them visually to ensure that they matched with invoice records. She placed the goods in the allocated spaces adhering to the company rotation policy. Lynn worked very neatly ensuring that goods could be easily accessed.	1, 2
Lynn then updated the stock records and passed them to the store manager.	2

### Knowledge and understanding apparent from this observation

Lynn was able to demonstrate knowledge and understanding of the processes and procedures for storing goods and materials. She was able to demonstrate that she could identify the correct storage locations for a variety of goods and materials. She worked hygienically and safely, and handled the stock with care ensuring that there was no damage. Lynn also demonstrated that she was able to complete stock records accurately and promptly. She was asked specific questions regarding the 2002 Guidance on the Control of Substances Hazardous to Health Regulations (COSHH), and why complete and accurate documentation is important.

### Other units/elements to which this evidence may contribute

Plan and Organise your own Work Activities in Food Manufacture 1, 2 & 3  
Carry Out Hygiene Cleaning in Food and Drink Operations 2.

**Assessor's comments and feedback to candidate**

Good evidence of your ability to deal with goods and materials — specifically working safely and hygienically when handling stock. You maintained a friendly professional manner throughout, and stored the goods and materials making best use of space. You were able to identify the storage requirements for the identified number of goods and materials and you completed stock records accurately.

You will need to provide evidence of taking effective action in response to one operating problem — this does not need to be observed.

I can confirm the candidate's performance was satisfactory.

**Assessor's signature** *Diane Reid*                      **Date** *17/03/16*

**Candidate's signature** *Lynn Kingston*                      **Date** *17/03/16*

## **Questions and candidate responses**

This form can be used to record any questions you might ask the candidate to establish what they know and understand. You should note the candidate's responses on this form too.

Note that there is a space near the top of the form for you to record when, where, how and why you asked the questions.

Where you want to give the candidate written questions, this form could also be used.

## Record of questions and candidate's answers

<b>Unit</b>	Store Goods and Materials in a Food Environment – H3KB 04
<b>Element(s)</b>	Performance Requirement(s): 2 — K & U 9, 17
<b>Evidence index number</b>	2
<b>Circumstances of assessment</b>	
Oral questioning at candidate's workplace following observation to confirm knowledge and understanding.	
<b>List of questions and candidate's responses</b>	
<b>Q</b>	Why do we use COSHH?
<b>A</b>	Because they are the regulations that apply to storage of goods and materials.
<b>Q</b>	How often should you review the store COSHH assessment?
<b>A</b>	The assessment should be kept up to date – the frequency of the reviews will depend on the risk. If there is any change a review should be carried out immediately.
<b>Q</b>	What do we need to include in our records for staff health surveillance?
<b>A</b>	We need to ensure that the person's details are accurately recorded – this includes their name, National Insurance number, and the substance they were exposed to. The date of the surveillance test should be noted, as should the outcome of the test.
<b>Q</b>	Why is complete and accurate documentation important?
<b>A</b>	In the store it is essential to ensure that stock records are accurate, that food products are stored hygienically and safely and that stock rotation is maintained.

**Assessor's signature** Diane Reid **Date** 17/03/16

**Candidate's signature** Lynn Kingston **Date** 17/03/16

## **Candidate's personal statement**

If a personal statement is being used as evidence, it should be completed by the candidate. The statement should record what they did, how and why they chose to carry out an activity or produce work in a certain way. Where other people may have been present during an activity and they may be able to provide witness testimony, the candidate should record how the statement links to other evidence in the column provided.

## Personal statement

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Unit, elements, performance criteria, performance statements, scope covered
01/06/16	3	<p>Today I attended our monthly team meeting where I contributed to the action planning process.</p> <p>I reported back on the improvements from last month's action plan and identified that two of the improvements were working well, one was not. I presented a report on improvements in output and less wastage.</p> <p>I suggested a change in the location of the rolls of labels from stores to a suitable place on the factory floor, this would save time as it takes at least 15 minutes to obtain the labels from stores and this has an effect on the production line. It was agreed that this would be tried for one line in consultation with the team on the line. I will report back at next month's meeting.</p>	<p><b>H3KB 04</b></p> <p><b>JONM 04</b></p>	<p><b>H3KB 04</b></p>

Candidate's signature Lynn Kingston

Date 01/06/16

## **Witness testimony**

Remember when you begin to use witness testimony that it must be capable of being authenticated — even if the testimony itself is being used to authenticate a candidate's claim to competence.

To make sure the witness testimony is genuine, you must ensure that you have a record of who is acting as a witness, their relationship to the candidate (eg supervisor, client) address, telephone number and the date. There are spaces for this information in the form.



## Witness testimony

<b>SVQ title and level</b>	SVQ in Food and Drink Operations (Production and Processing Skills) SCQF level 5
<b>Candidate's name</b>	Lynn Kingston
<b>Evidence index no</b>	4
<b>Index no of other evidence which this testimony relates to (if any)</b>	
<b>Element(s)</b>	J0NM 04 Contribute to Optimising Work Areas in Food and Drink Operations
<b>Date of evidence</b>	15/03/16
<b>Name of witness</b>	Hamish Green
<b>Designation/relationship to candidate</b>	Line Manager
<b>Details of testimony</b>	
<p>Lynn was asked to work in a different production team, as a member of staff was ill. She was able to work with the others in the team carrying out the tasks allocated, and on occasion was able to assist others who were not able to keep up with the production line.</p> <p>She ensured that she checked the instructions she was given and actively sought reassurance from others on the production line to ensure she was completing the task correctly.</p> <p>Lynn made sure that she communicated any difficulties quickly and suggested alternative ways of approaching the task, including changing the allocation of tasks to ensure the team could complete the production process to meet the schedule.</p>	

I can confirm the candidate's performance was satisfactory.

**Witness's signature**     *H Green*                          **Date**     15/03/16    

**Witness** (please select the appropriate box):

- Holds L and D unit 9D/9D1, A1/A2 or D32/D33 qualifications
- Is familiar with the SVQ standards to which the candidate is working

## Filling the gaps

There may come a time when your candidate has provided evidence for most of the unit (or SVQ), but there are some gaps. For example, you may find that certain situations, such as handling contingencies, have not arisen during assessment. Often these will relate to dealing with health and safety issues, or unexpected problems with workflow like delays in receiving information from another part of the organisation.

In this SVQ, such gaps are likely to occur in generating evidence for:

- ◆ emergency procedures
- ◆ dealing with difficult situations
- ◆ breakdowns in equipment
- ◆ health and safety issues.

You may be able to overcome these by questions.

## Guidance and support to candidates

At all times during the assessment process — from planning through to making your assessment decision — feedback should be ongoing, clear and constructive. Feedback should be given against the national standards by relating it to the evidence provided, including the knowledge specifications.

Where there are any shortfalls in a candidate's competence, you should discuss these with your candidate and make plans for re-assessment.

## Judging candidate evidence and making an assessment decision

In judging candidate evidence, you must be satisfied that your candidates can work consistently to the required standard, and that the evidence they have produced is their own. You must consider whether your candidate understands and applies the knowledge evidence and how this links to performance evidence.

Evidence must:

- ◆ be relevant to the SVQ
- ◆ be authentic
- ◆ show current competence
- ◆ be sufficient to help you form a decision about the candidate's competence

## **Insufficient evidence**

You have to judge whether the candidate has produced enough evidence required by the standards for you to reach a decision about their evidence.

Where there is insufficient evidence, you should say this to your candidate. You should tell them that it is not that they are not yet competent — there is simply not enough evidence on which to make a decision.

In this situation, your feedback to your candidates must help them produce more evidence and/or plan for further assessment.

## **Authenticating candidates' evidence**

Authentication is required where you have not observed candidates' performance at first hand.

You can check whether a candidate has produced evidence which they claim shows their competence by questioning them or, if this is appropriate, asking them to produce a personal statement, using witness testimony, or seeking peer reports from other colleagues of the candidate.

### **Example**

In the unit Maintain Product Quality in Food and Drink Operations, the candidate would have to produce records and reports of quality checks written accurately and clearly. They would also require a personal statement (where there was no witness) and/or a witness statement/peer report from a colleague who observed the quality checks.

## 4 Recording achievement

You should retain all evidence — clearly referenced — for internal and external verification.

The candidate's evidence is normally kept in a file, often called a *portfolio*. These documents help you and your candidates to collect, present and cross-reference the evidence to the national standards. They are also a means of recording your assessment decisions, and they tell an external verifier what stage a candidate has reached in achieving the SVQ.

Recording documents do not need to be paper-based — it is possible to use an electronic format for collecting and structuring the evidence. Whatever format you and your candidates choose to use, the documents must show what evidence was generated, the assessment decisions you made, how the evidence meets the standards, and where the evidence can be located. You should avoid photocopying items simply to put them in a portfolio — a clear explanation of where the evidence can be found (for example, in a filing cabinet) may be sufficient for the external verifier to follow it up and include it in the visit.

There are various reasons why record-keeping is so important:

- ◆ it provides a way of tracking a candidate's progress in achieving an SVQ
- ◆ it helps candidates to make claims for certification of their competence
- ◆ internal verifiers and external verifiers use the records to sample assessment decisions
- ◆ it helps us to monitor the quality assurance of our qualifications

If your candidates' evidence is incomplete, or cannot be located, or if there is inaccurate cross-referencing to the standards, there is a risk that an internal verifier or external verifier will be unable to confirm your assessment decisions.

To help you and your candidate present evidence and record your assessment decision, we have provided examples of the forms which you and your candidate might use to compile the portfolio.

- ◆ Completing the unit progress record
- ◆ Using the evidence index
- ◆ Completing the element achievement record

These forms are also used in SQA's portfolio.

## **Completing the unit progress record**

You should complete this form each time your candidate achieves a unit from the SVQ by adding your signature and the date next to the relevant unit.

At this stage, candidates should make sure they have completed the recording documents correctly and that their evidence can be easily located. Only then should they circle the relevant unit number at the top of the form. This enables both of you to see at a glance what stage the candidate is at in their SVQ.

## Unit progress record

**Qualification and level** SVQ in Food and Drink Operations (Production and Processing Skills)

**Candidate** Lynn Kingston

To achieve the whole qualification, you must prove competence in xx **mandatory** units and xx **optional** units.

### Unit checklist

<b>Mandatory</b>	J0NM 04	F2MB 04				
<b>Optional</b>	H3DV04	H3GH 04	F2M4 04	H3KB 04	F2JP 04	F2R2 04

### Mandatory units achieved

Unit number	Title	Assessor's signature	Date
J04H 04	Maintain Workplace Food Safety Standards in Manufacture		
J04K 04	Work Safely in Food Manufacture		

### Optional units achieved

Unit number	Title	Assessor's signature	Date
J05E 04	Contribute to the Effectiveness of Food and Drink Retail Operations	<i>Diane Reid</i>	30/03/16
J0S1 04	Shut Down Plant and Equipment in Food and Drink Operations		
J0RY 04	Shut Down Multi-stage Operations in Food and Drink Operations		
J0RR 04	Control Heat Treatment in Food and Drink Operations		
J0R5 04	Plan and Organise Your Own Work Activities in a Food Business		
J055 04	Contribute to Continuous Improvement in Food Operations		

## Using the index of evidence

The purpose of the index of evidence is to help you locate and work through the candidate's evidence. It should give you a summary of what evidence the candidate has collected, and where (eg in a portfolio) it can be found.

The index of evidence should be completed by entering:

- ◆ the index number for each piece of evidence
- ◆ a description of each piece of evidence
- ◆ the place or location where it can be found
- ◆ the initials of the internal verifier and the date (if they have sampled the candidate's evidence)

Ideally, it should be candidates themselves (with your support and encouragement) who complete the index.

You must make sure that the information in the evidence index is accurate when your candidates' portfolios are presented for assessment and verification — particularly the information about where the evidence can be located. This is important because we suggest that anything which has been produced as day-to-day work is kept in its normal location, but anything which has been produced through assessment for the SVQ, eg observation checklists, is filed in the candidate's portfolio. In this way, your candidate can avoid having to photocopy work products just for the sake of including them in a portfolio. It also means that evidence produced as a result of assessment is kept safely in a central file.

If the index of evidence is not completed with an accurate description and location of the evidence, there is a risk that an internal verifier or external verifier might be unable to confirm your assessment decisions.





## Completing the element achievement record

To help you and your candidates cross-reference the evidence to the standards of the SVQs, we have provided records similar to those produced in the SQA portfolio. Use one record for each element. The grids should be completed by:

- ◆ entering the evidence index number in the first column
- ◆ giving a brief description of the evidence in the second
- ◆ ticking the relevant boxes for the performance criteria (or statements of competence as they are sometimes known)
- ◆ entering the areas of knowledge and understanding the piece of evidence covers

If integrated assessment is used (linking performance criteria or elements across different units) the evidence should be cross-referenced back to the relevant units.

We have provided a completed example to show how to use the record.

**Element achievement record**

**Unit**      J0T1 04 Pick Orders and Store in Food Manufacture

**Element**

Evidence index no	Description of evidence	PC/performance statements						Areas of knowledge and understanding/scope																				
		1	2					1	2	3	4	5	6	7	8													
1	Observation	✓	✓					✓	✓	✓	✓	✓	✓	✓	✓													
2	Questions		✓										✓		✓													
3	Personal statement	✓	✓					✓	✓		✓																	
4	Witness testimony	✓	✓					✓		✓	✓																	

**Unit**

**Element**

**Notes/comments**

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

**Candidate's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assessor's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Internal verifier's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## 5 Further information

### What else should I read?

The publications listed here provide additional information on how to implement SVQs. Details of these and other SQA publications are available on our website at **www.sqa.org.uk** on the 'Publications, Sales and Downloads' section. They can be ordered from SQA's Business Development and Customer Support Team — telephone 0303 333 0330. Please note that there may be a charge for some of these publications.

*Assessor/Verifier units: assessment guidance*

*External Verification: A Guide for Centres*

*Guide to Assessment*

*Introduction to Assessment Arrangements for Schools and Colleges*

*SQA's Quality Framework: a guide for centres*

*Operational Help Centre*

The Operational Guide for Centres has been replaced by the online Operational Help Centre on **www.sqa.org.uk**

# Appendix 1: Blank recording forms

## Unit progress record

Qualification and level \_\_\_\_\_

Candidate \_\_\_\_\_

To achieve the whole qualification, you must prove competence in xx **mandatory** units and xx **optional** units.

### Unit checklist

<b>Mandatory</b>							
<b>Optional</b>							

### Mandatory units achieved

Unit number	Title	Assessor's signature	Date

### Optional units achieved

Unit number	Title	Assessor's signature	Date







**Unit**

**Element**

<b>Notes/comments</b>
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The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

<b>Candidate's signature</b>	_____	<b>Date</b>	_____
<b>Assessor's signature</b>	_____	<b>Date</b>	_____
<b>Internal verifier's signature</b>	_____	<b>Date</b>	_____

## Assessment plan

Units					
Elements					
Activities	Performance criteria (PC)	Method of assessment/ sources of evidence	Date of assessment	Evidence already available	Links to other units (performance criteria and range)
Questioning for knowledge and understanding not apparent from performance to be identified from 2nd review					

Assessor's signature \_\_\_\_\_

1st review due \_\_\_\_\_

Candidate's signature \_\_\_\_\_

2nd review due \_\_\_\_\_

Date of agreement \_\_\_\_\_

Date of completion \_\_\_\_\_

**Personal statement**

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Unit, elements, performance criteria, performance statements, scope covered

**Candidate's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Observation record**

**Unit/element(s)** \_\_\_\_\_

**Candidate** \_\_\_\_\_

**Evidence index number** \_\_\_\_\_

**Date of observation** \_\_\_\_\_

<b>Skills/activities observed</b>	<b>Performance criteria covered</b>

**Knowledge and understanding apparent from this observation**

**Other units/elements to which this evidence may contribute**

**Assessor's comments and feedback to candidate**

I can confirm the candidate's performance was satisfactory.

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Witness testimony

<b>SVQ title and level</b>	
<b>Candidate's name</b>	
<b>Evidence index no</b>	
<b>Index no of other evidence which this testimony relates to (if any)</b>	
<b>Element(s)</b>	
<b>Date of evidence</b>	
<b>Name of witness</b>	
<b>Designation/relationship to candidate</b>	
<b>Details of testimony</b>	

I can confirm the candidate's performance was satisfactory.

**Witness signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness** (please select the appropriate box):

- Holds L and D unit 9D/9D1, A1/A2 or D32/D33 qualifications
- Is familiar with the SVQ standards to which the candidate is working

**Record of questions and candidate's answers**

<b>Unit</b>	
<b>Element(s)</b>	
<b>Evidence index number</b>	
<b>Circumstances of assessment</b>	
<b>List of questions and candidate's responses</b>	
<b>Q</b>	
<b>A</b>	
<b>Q</b>	
<b>A</b>	
<b>Q</b>	
<b>A</b>	
<b>Q</b>	
<b>A</b>	
<b>Q</b>	
<b>A</b>	

**Assessor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Candidate's signature** \_\_\_\_\_ **Date** \_\_\_\_\_