



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

Publication code: DB6240
First edition: November 2016
Second edition: July 2019
Third edition: May 2024

The information in this publication may be reproduced in support of SQA qualifications. If it is reproduced, SQA should be clearly acknowledged as the source. If it is to be used for any other purpose, then written permission must be obtained from the Assessment Materials Officer at SQA. It must not be reproduced for trade or commercial purposes.

Published by the Scottish Qualifications Authority
The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ
Lowden, 24 Wester Shawfair, Dalkeith, Midlothian, EH22 1FD

www.sqa.org.uk

© Scottish Qualifications Authority 2024

Contents

	About SVQs and the SCQF	2
	How are standards defined in SVQs?	4
	Who is involved in SVQs?	5
	The following steps are involved in preparing a candidate for undertaking an SVQ	5
1	The SVQ in Food and Drink Operations at SCQF levels 5 and 6	6
	Structure of the SVQs	6
	SVQ in Food and Drink Operations SCQF level 5	6
	SVQ in Food and Drink Operations SCQF level 6	47
	An assessment strategy for the SVQ	77
	Why would people be interested in the SVQ?	77
	How do candidates begin?	78
	Choosing the SVQ	78
2	Preparing to assess the SVQ	80
	Your role and your candidate's role	80
	Planning	81
	Assessment plan	82
	Selecting methods of assessment	84
	Methods of assessment	85
	Observation	85
	Product evidence	85
	Questioning	85
	Other methods of assessment	86
	Personal statements	86
	Witness testimony	86
	Simulation	87
	Other sources of evidence	88
3	Generating evidence	89
	Observation	89
	Observation record	90
	Questions and candidate responses	92
	Candidate's personal statement	94
	Witness testimony	96
	Filling the gaps	98
	Guidance and support to candidates	98
	Judging candidate evidence and making an assessment decision	98
	Insufficient evidence	99
	Authenticating candidates' evidence	99
4	Recording achievement	100
	Completing the unit progress record	101
	Unit progress record	102
	Using the index of evidence	103
	Index of evidence	104
	Completing the element achievement record	105
	Element achievement record	106
	Appendix 1: Blank recording forms	108

About this guide

This guide provides some examples of how to assess your candidates for the **SVQs in Food and Drink Operations at SCQF levels 5 and 6**. You may use 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, and are usually delivered in the workplace in partnership with a training provider or college. 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/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 SCQF levels 1–7. 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 employee/candidate 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 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

SCQF level 4	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.
SCQF level 5	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.
SCQF level 6/7	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.
SCQF level 8/9	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.
SCQF level 11	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**.

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.

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 candidate in the workplace and decides if they are competent, eg a supervisor
- **the internal verifier** an individual who ensures that the assessor applies the standards uniformly and consistently eg the supervisor's line manager
- **the external verifier*** an individual appointed by SQA who ensures that standards are being applied uniformly and consistently , by checking that the evidence submitted for each candidate meets the requirements

*Assessors and verifiers in centres/the workplace 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 these SVQs — see SQA's website: www.sqa.org.uk.

Assessors and verifiers are also expected to obtain an appropriate qualification in assessment and verification.

The following steps are involved in preparing a candidate for undertaking an SVQ

- Decide on the plan of units to be undertakenplanning 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 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 10 SVQ in Food and Drink Operations SCQF level 5 frameworks.

SQA certificates 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 (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 **eight** units in total. This comprises:

- two mandatory units from Group A
- four units from the production/processing sector specific units in Group B
- the remaining two units can be taken from Group B or C

Mandatory units: Group A

Candidates must complete all units in this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04H 04	2050	Maintain Workplace Food Safety Standards in Manufacture	5	6
J04K 04	IMPBS101	Work Safely in Food Manufacture	5	5

Optional units: Group B

Candidates must complete at least four units in this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J1TX 04	IMPBW101	Control Malt Handling and Milling in Brewing	6	6
J1TY 04	IMPBW102	Control Mashing and Conversion in Brewing	6	6
J1V0 04	IMPBW103	Control Wort Boiling, Clarification and Cooling in Brewing	6	7
J1V1 04	IMPBW106	Control Fermentation in Brewing	6	6
J1V2 04	IMPBW113	Control Maturation and Conditioning in Brewing	6	6
J1V3 04	IMPBW116	Carry out Filtration and Dilution for Chilled and Filtered Beer in Brewing	5	5
J1V4 04	IMPBW117	Carry out Cask Beer Preparation and Racking in Brewing	6	6
J1V5 04	IMPBW118	Contribute to the Production of Beer in a Brewing Environment	5	5
J1V6 04	IMPBW120	Use and Store Process Gases in Brewing	5	6
J1V7 04	IMPBW201	Handle and Store Bright Beer in Brewery	6	6
J1V8 04	IMPBW202	Carry out Beer Packaging in Brewing	6	6
J1V9 04	IMPBW203	Carry out Pasteurisation and Sterile Filtration for Packaging in Brewing	6	6

SVQ in Food and Drink Operations (Brewing Skills) SCQF level 5 (continued)**Optional units: Group B (continued)**

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

Optional units: Group C

Candidates may take up to two units from this group.

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

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

Optional units: Group C (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J058 04	2051	Monitor Food Hygiene Standards using Rapid Test Methods in Food and Drink Operations	5	5
J059 04	IMPHS104	Lift and Handle Materials in Food Manufacture	5	4
J05A 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J05B 04	IMPP0113	Carry out Product Changeovers in Food and Drink Operations	6	8
J05C 04	IMPP0125	Contribute to Problem Diagnosis in Food and Drink Operations	6	6
J05D 04	IMPP0127	Contribute to Problem Resolution in Food and Drink Operations	5	5
J05E 04	2210	Carry out Hygiene Cleaning in Food and Drink Operations	5	5
J05F 04	IMPQI113	Carry out Sampling in Food and Drink Operations	6	6
J05G 04	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations	6	5
J05H 04	IMPP0105	Report and Record Production Information in Food and Drink Operations	5	7
J05J 04	IMPQI201	Organise and Improve Work Activities in Food Operations	6	6
J05K 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J05L 04	IMPSF119	Contribute to Sustainable Practice in a Food Environment	5	4
J05M 04	IMPSO401	Contribute to the Effectiveness of Food and Drink Retail Operations	5	5
J05N 04	IMPSO405	Sell Food and Drink Products in a Retail Environment	5	6
J05P 04	IMPSO409	Display Food and Drink Products in a Retail Environment	5	5
J05R 04	4016	Contribute to Maintaining Security and Minimising Stock Losses in Food and Drink Operations	6	6
J05S 04	4017	Control Effluent Treatment in Food and Drink Operations	6	7

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

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

- two mandatory units from Group A
- four optional units from Group B
- two optional units from Group B or C

Group A — Mandatory units

Candidates must complete all two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04H 04	2050	Maintain Workplace Food Safety Standards in Manufacture	5	6
J04K 04	IMPHS101	Work Safely in Food Manufacture	5	5

Group B — Optional units

Candidates must complete at least four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J0E0 04	IMPCB101	Select Weigh and Measure Ingredients in Bakery Operations	5	5
J0N4 04	IMPCB103	Prepare and Mix Dough in Bakery Operations	5	5
J0E1 04	IMPCB105	Divide, Mould and Shape Fermented Dough in Bakery Operations	5	6
J0N5 04	IMPCB106	Produce Laminated Pastry in Bakery Operations	6	6
J0N6 04	IMPCB107	Pin, Block and Shape Dough in Bakery Operations	6	6
J0N7 04	IMPCB108	Fill and Close Pastry Products in Bakery Operations	5	6
J0N8 04	IMPCB110	Tin and Tray Up Dough Products in Bakery Operations	5	6
J0N9 04	IMPCB111	Retard and Prove Dough Products in Bakery Operations	5	6
J0NJ 04	IMPCB114	Oven Bake Dough Products in Bakery Operations	5	6
J0NP 04	IMPCB117	Fry Dough Products in Bakery Operations	5	6
J0NW 04	IMPCB119	Batch Finish Dough Products in Bakery Operations	5	6
J0P0 04	IMPCB201	Prepare and Mix Flour Confectionery in Bakery Operations	5	6

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

Group B — Optional units: (continued)

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

Group C — Optional units

Candidates may complete up to two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J0R5 04	2001	Plan and Organise Your Own Work Activities in a Food Business	5	4
J04A 04	3004	Communicate in a Business Environment	6	3
J0R4 04	2212	Prepare Tools and Equipment for Use in Food and Drink Operations	5	4
J0R3 04	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations	5	4
J054 04	IMPQI101	Maintain Product Quality in Food and Drink operations	5	5
J055 04	IMPQI205	Contribute to Continuous Improvement in Food Operations	5	6
J056 04	3210	Clean In Place (CIP) Plant and Equipment in Food and Drink Operations	6	7
J057 04	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations	6	6

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

Group C — Optional units: (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J058 04	2051	Monitor Food Hygiene Standards Using Rapid Test Methods in Food and Drink Operations	5	5
J059 04	IMPHS104	Lift and Handle Materials in Food Manufacture	5	4
J05A 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J051 04	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture	5	5
J0R1 04	IMPSD108	Store and Organise Goods and Materials in Food and Drink Operations	5	7
J0R0 04	IMPSD327	Prepare Goods and Materials for Despatch	5	4
J0YW 04	IMPSD201	Supply Materials for Production in Food and Drink Operations	5	6
J053 04	IMPSD309	Produce Product Packs in Food and Drink Operations	5	6
J0T0 04	IMPSD312	Pack Orders for Despatch in Food and Drink Operations	5	7
J05B 04	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations	6	8
J05C 04	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations	6	6
J05D 04	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations	5	5
J04R 04	IMPPO210	Control Temperature Reduction in Food and Drink Operations	5	6
J0R7 04	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations	6	8
J0SK 04	IMPPO226	Slice and Bag Individual Products in Food Operations	5	6
J0R6 04	2211	Control Washing and Drying Machinery in Food and Drink Operations	5	4
J05E 04	2210	Carry Out Hygiene Cleaning in Food and Drink Operations	5	5
J05F 04	IMPQI113	Carry Out Sampling in Food and Drink Operations	6	6

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

Group C — Optional units: (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J05J 04	IMPQI201	Organise and Improve Work Activities in Food Operations	6	6
J03L 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J05L 04	IMPSF119	Contribute to Sustainable Practice in a Food Environment	5	4
J0PT 04	IMPPO223	Prepare Ingredients and Store Fillings and Toppings in Food Operations	4	6
J0SJ 04	IMPPO228	Bake Off Products for Sale in Food Operations	5	6
J0PR 04	IMPSD310	Produce Individual Packs by Hand in Food and Drink Operations	5	7
J05N 04	IMPSO405	Sell Food and Drink Products in a Retail Environment	5	6
J05P 04	IMPSO409	Display Food and Drink Products in a Food Retail Environment	5	5
J0TA 04	IMPSO501	Prepare and Clear Areas for Counter/Take-away Service	4	3
J0T9 04	IMPSO503	Provide a Counter/Take-away Service	4	3
J0PK 04	IMPSO505	Prepare and Clear Areas for Table/Tray Service	5	4
J0PJ 04	IMPSO507	Provide a Table/Tray Service	4	3
J117 04	IMPSO511	Assemble and Process Products for Food Service	5	7
J0NH 04	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment	6	6

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

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

- two mandatory units from Group A
- four optional units from Group B
- two optional units from Group B or C

Group A — Mandatory units

Candidates must complete all two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04H 04	2050	Maintain Workplace Food Safety Standards in Manufacture	5	6
J04K 04	IMPHS101	Work Safely in Food Manufacture	5	5

Group B — Optional units

Candidates must complete at least four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J114 04	IMPPO248	Receive and Offload Bulk Liquids in Food and Drink Operations	5	4
J113 04	IMPDY101	Control Processing to Produce Liquid Fresh Milk	6	6
J110 04	IMPDY102	Control Processing to Produce UHT Milks	5	5
J10Y 04	IMPDY103	Control Processing to Produce Extended Shelf Life (ESL) Milks	5	5
J10X 04	IMPDY104	Control Processing to Produce Cream for Retail Packs	5	5
J10W 04	IMPDY105	Control Processing to Produce Cream (Sweet and Whey) for Further Processing	5	5
J10V 04	IMPDY106	Control Processing to Produce Filtered Dairy Products	5	5
J10T 04	IMPDY107	Control Processing to Produce Ice Cream	5	5
J10S 04	IMPDY108	Control Processing to Produce Evaporated Products	5	5
J10R 04	IMPDY109	Control Processing to Produce Dried Products	5	5

SVQ in Food and Drink Operations (Dairy Skills) SCQF level 5 (continued)**Group B — Optional units (continued)**

SQA code	SSC code	Title	SCQF level	SCQF credits
J10P 04	IMPDY110	Control Processing to Produce Butter, Spreads and Margarines (BSM) Products	5	5
J10N 04	IMPDY111	Control Processing to Produce Anhydrous Milk Fat (AMF) and Butter Oil	5	5
J10M 04	IMPDY112	Control Processing to Produce Cultured and Fermented Dairy Products	5	6
J10L 04	IMPDY113	Control Processing to Produce Natural Cheese	5	6
J10K 04	IMPDY114	Control Processing to Produce Processed Cheese	5	5
J10J 04	IMPDY115	Control Processing to Produce Liquid Whey Protein Concentration	5	5
J10H 04	IMPDY116	Prepare Starter Cultures in Dairy Processing	5	6
J0SC 04	IMPPO250	Weigh or Measure Ingredients in Food and Drink Operations	5	5
J10F 04	IMPPO252	Blend or Mix Ingredients in Food and Drink Operations	5	7
J10E 04	IMPDY127	Carry Out Cheese Pressing Operations	5	5
J10C 04	IMPDY129	Carry Out Cheese Piercing Operations	5	5
J10A 04	IMPDY131	Grade Cheese	5	5
J109 04	IMPDY135	Carry Out Cheese Smoking Operations	5	5
J108 04	IMPDY139	Carry Out Cheese Encasement Operations	5	5
J0SD 04	IMPPO254	Wrap By Hand in Food and Drink Operations	5	5
J106 04	IMPPO256	Operate Manual Dispensers in Food and Drink Operations	5	5
J105 04	IMPPO258	Control Filling in Food and Drink Operations	5	5

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

Group C — Optional units

Candidates may complete up to two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J0R5 04	2001	Plan and Organise Your Own Work Activities in a Food Business	5	4
J04A 04	3004	Communicate in a Business Environment	6	3
J0R4 04	2212	Prepare Tools and Equipment for Use in Food and Drink Operations	5	4
J0R3 04	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations	5	4
J0R2 04	3212	Use Knives in Food and Drink Operations	5	4
J054 04	IMPQI101	Maintain Product Quality in Food and Drink Operations	5	5
J055 04	IMPQI205	Contribute to Continuous Improvement in Food Operations	5	6
J056 04	3210	Clean In Place (CIP) Plant and Equipment in Food and Drink Operations	6	7
J057 04	IMPP0111	Carry Out Task Handover Procedures in Food and Drink Operations	6	6
J058 04	2051	Monitor Food Hygiene Standards Using Rapid Test Methods in Food and Drink Operations	5	5
J059 04	IMPHS104	Lift and Handle Materials in Food Manufacture	5	4
J05A 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J051 04	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture	5	5
J0R1 04	IMPSD108	Store and Organise Goods and Materials in Food and Drink Operations	5	7
J0R0 04	IMPSD327	Prepare Goods and Materials for Despatch	5	4
J0YW 04	IMPSD201	Supply Materials for Production in Food and Drink Operations	5	6
J053 04	IMPSD309	Produce Product Packs in Food and Drink Operations	5	6

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

Group C — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0T0 04	IMPSD312	Pack Orders for Despatch in Food and Drink Operations	5	7
J05B 04	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations	6	8
J05C 04	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations	6	6
J05D 04	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations	5	5
J04R 04	IMPPO210	Control Temperature Reduction in Food and Drink Operations	5	6
J0R7 04	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations	6	8
J0SK 04	IMPPO226	Slice and Bag Individual Products in Food Operations	5	6
J0R6 04	2211	Control Washing and Drying Machinery in Food and Drink Operations	5	4
J05E 04	2210	Carry Out Hygiene Cleaning in Food and Drink Operations	5	5
J05F 04	IMPQI113	Carry Out Sampling in Food and Drink Operations	6	6
J05J 04	IMPQI201	Organise and Improve Work Activities in Food Operations	6	6
J03L 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J05L 04	IMPSF119	Contribute to Sustainable Practice in a Food Environment	5	4
J0PT 04	IMPPO223	Prepare Ingredients and Store Fillings and Toppings in Food Operations	4	6
J0PR 04	IMPSD310	Produce Individual Packs by Hand in Food and Drink Operations	5	7
J05N 04	IMPSO405	Sell Food and Drink Products in a Retail Environment	5	6
J05P 04	IMPSO409	Display Food and Drink Products in a Retail Environment	5	5
J0TA 04	IMPSO501	Prepare and Clear Areas for Counter/Take-away Service	4	3
J0T9 04	IMPSO503	Provide a Counter/Take-away Service	4	3

SVQ in Food and Drink Operations (Dairy Skills) SCQF level 5 (continued)**Group C — Optional units (continued)**

SQA code	SSC code	Title	SCQF level	SCQF credits
J0PK 04	IMPSO505	Prepare and Clear Areas for Table/Tray Service	5	4
J0PJ 04	IMPSO507	Provide a Table/Tray Service	4	3
J117 04	IMPSO511	Assemble and Process Products for Food Service	5	7
J0NH 04	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment	6	6

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

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

- two mandatory units from Group A
- four optional units from Group B
- two optional units from Group B or C

Group A — Mandatory units

Candidates must complete all two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04H 04	2050	Maintain Workplace Food Safety Standards in Manufacture	5	6
J04K 04	IMPHS101	Work Safely in Food Manufacture	5	5

Group B — Optional units

Candidates must complete at least four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J0T5 04	IMPSD102	Receive Goods and Materials in Food and Drink Operations	5	6
J0R1 04	IMPSD108	Store and Organise Goods and Materials in Food and Drink Operations	5	7
J0VV 04	IMPSD118	Control Stock Levels in Food and Drink Operations	6	4
J0YW 04	IMPSD201	Supply Materials for Production in Food and Drink Operations	5	6
J1DK 04	IMPSD205	Carry Out Bulk Filling in Food and Drink Operations	5	4
J0Y7 04	IMPSD203	Move and Handle Products and Materials in Food and Drink Operations	5	4
J0Y6 04	IMPSD207	Move Materials Using Mechanical Transfer Systems in Food and Drink Operations	5	4
J0T2 04	IMPSD301	Process Orders for Goods in Food and Drink Operations	5	6
J0T1 04	IMPSD304	Pick Orders and Store in Food and Drink Operations	5	7
J053 04	IMPSD309	Produce Product Packs in Food and Drink Operations	5	6

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0T0 04	IMPSD312	Pack Orders for Despatch in Food and Drink Operations	5	7
J0SY 04	IMPSD314	Assemble Different Products to a Pre-determined Pattern in Food and Drink Operations	5	7
J0Y0 04	IMPSD316	Palletise and Wrap Products in Food and Drink Operations	5	6
J0XY 04	IMPSD322	Load Consignments for Despatch in Food and Drink Operations	5	7
J0XX 04	IMPSD405	Planning the Route and Timings for the Delivery and Collection of Loads	5	5
J0XW 04	IMPSD407	Complete Pre-journey and Post-journey Procedures	5	3
J0XV 04	IMPSD409	Transport Goods and Materials	5	3
J0XT 04	IMPSD401	Lift, Transfer and Position Loads	5	6
J0XS 04	IMPSD403	Maintaining the Safety and the Security of the Load, Self and Property	5	3
J0XR 04	IMPSD411	Unloading the Vehicle	5	3

Group C — Optional units

Candidates may take up to two units from this group

SQA code	SSC code	Title	SCQF level	SCQF credits
J0R5 04	2001	Plan and Organise Your Own Work Activities in a Food Business	5	4
J04A 04	3004	Communicate in a Business Environment	6	3
J054 04	IMPQI101	Maintain Product Quality in Food and Drink Operations	5	5
J055 04	IMPQI205	Contribute to Continuous Improvement in Food Operations	5	6
J056 04	3210	Clean In Place (CIP) Plant and Equipment in Food and Drink Operations	6	7
J057 04	IMPP0111	Carry Out Task Handover Procedures in Food and Drink Operations	6	6

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

Group C — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J059 04	IMPHS104	Lift and Handle Materials in Food Manufacture	5	4
J05A 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J051 04	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture	5	5
J05B 04	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations	6	8
J05C 04	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations	6	6
J05D 04	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations	5	5
J04R 04	IMPPO210	Control Temperature Reduction in Food and Drink Operations	5	6
J0R7 04	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations	6	8
J0SK 04	IMPPO226	Slice and Bag Individual Products in Food Operations	5	6
J05E 04	2210	Carry Out Hygiene Cleaning in Food and Drink Operations	5	5
J05F 04	IMPQI113	Carry Out Sampling in Food and Drink Operations	6	6
J05J 04	IMPQI201	Organise and Improve Work Activities in Food Operations	6	6
J03L 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J05L 04	IMPSF119	Contribute to Sustainable Practice in a Food Environment	5	4

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

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

- two mandatory units from Group A
- four units from the production/processing sector specific units in Group B
- the remaining two units can be taken from Group B or C
- the knowledge units in Group D are additional to the requirements for this SVQ

Group A — Mandatory units

Candidates must complete all two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04H 04	2050	Maintain Workplace Food Safety Standards in Manufacture	5	6
J04K 04	IMPFS101	Work Safely in Food Manufacture	5	5

Group B — Optional units

Candidates must complete four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J4X8 04	IMPFP101	Fillet Fish by Hand	5	7
J4X9 04	IMPFP102	Process Fish by Machine	5	5
J4XA 04	IMPFP103	Process Fish by Hand	5	5
J4XB 04	IMPFP105	Grade Fish or Shellfish by Hand	5	5
J4XC 04	IMPFP107	Intake Fish or Shellfish	5	5
J4XD 04	IMPFP109	Control Fish or Shellfish Defrosting	5	5
J4XE 04	IMPFP111	Shuck Bivalves by Hand	5	5
J4XF 04	IMPFP113	Pack and Ice Fish or Shellfish	5	4
J4XG 04	IMPFP115	Grade Fish or Shellfish by Machine	5	4
J4XH 04	IMPFP117	Control the Fish or Shellfish Brining Process	5	5
J4XJ 04	IMPFP119	Control the Dry Curing of Fish or Shellfish	5	5

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J4XK 04	IMPFP121	Control the Fish or Shellfish Smoking Process	5	5
J4XL 04	IMPFP123	Control the Fish or Shellfish Marinating Process	5	4
J4XM 04	IMPFP125	Gut and Clean Fish by Hand	5	4
J4XN 04	IMPFP127	Assemble Fish or Shellfish Products by Hand	5	4
J4XP 04	IMPFP129	Extract Shellfish Meat by Hand	5	5
J4XR 04	IMPFP131	Extract Shellfish Meat by Machine	5	5
J4XS 04	IMPFP133	Pack Live Shellfish for Dispatch	5	5
J4XT 04	IMPFP135	Control Fish Gutting Operations	5	5
J4XV 04	IMPFP136	Control Fish Skinning Operations	5	5
J4X7 04	IMPFP137	Use Fish or Shellfish Quality Assessment Methods	6	6
J4XW 04	IMPFP138	Harvest Fish or Shellfish for Human Consumption	5	4
J4XX 04	IMPFP140	Conduct Shellfish Depuration Operations	5	5
J4WW 04	IMPFP142	Control Shellfish Depuration Production	5	5
J0RG 04	IMPPO216	Control Enrobing in Food and Drink Operations	6	7
J04T 04	IMPPO201	Operate Central Control Systems in Food and Drink Operations	6	10
J0RW 04	IMPPO203	Control Manual Size Reduction in Food and Drink Operations	6	8
J0RT 04	IMPPO206	Control Weighing in Food and Drink Operations	5	6
J0RS 04	IMPPO207	Control Mixing in Food and Drink Operations	5	6
J0RR 04	IMPPO208	Control Heat Treatment in Food and Drink Operations	6	8
J0RP 04	IMPPO209	Control Segregation and Integrity in Food and Drink Operations	6	8

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0RJ 04	IMPPO214	Control Forming in Food and Drink Operations	6	8
J04R 04	IMPPO210	Control Temperature Reduction in Food and Drink Operations	5	6
J0R7 04	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations	6	8
J0RH 04	IMPPO215	Control Depositing in Food and Drink Operations	6	8
J0RC 04	IMPPO230	Control Product Defrosting in Food Operations	5	5
J0RB 04	IMPPO232	Prepare Sauces/Marinades by Hand in Food Operations	5	5
J4XY 04	IMPFP144	Process Fish or Shellfish for Retail Sale	5	5
J4Y0 04	IMPFP146	Display Fish or Shellfish for Retail Sale	5	5
J054 04	IMPQI101	Maintain Product Quality in Food and Drink Operations	5	5

Group C — Optional units

Candidates must complete two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J4WA 04	IMPOM117	Plan and Organise your Own Work Activities in a Food and Drink Business	5	4
J04A 04	PPL2FOH7	Communicate in a Business Environment	5	4
J4WB 04	IMPSO110	Prepare Tools and Equipment for use in Food and Drink Operations	5	5
J4WC 04	IMPSO112	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations	5	4
J4TC 04	IMPSO114	Use Knives in Food and Drink Operations	5	4
J055 04	IMPQI205	Contribute to Continuous Improvement in Food Operations	5	6

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

Group C — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J4WD 04	IMPSO103	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations	6	6
J057 04	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations	6	6
J058 04	2051	Monitor Food Hygiene Standards Using Rapid Test Methods in Food and Drink Operations	5	5
J059 04	IMPHS104	Lift and Handle Materials in Food Manufacture	5	4
H3CR 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J4WF 04	IMPEM107	Contribute to the Maintenance of Plant and Equipment in Food and Drink Operations	5	5
J1W9 04	IMPSD108	Store and Organise Goods and Materials in Food and Drink Operations	5	7
J0R0 04	IMPSD327	Prepare Goods and Materials for Despatch	5	4
J0YW 04	IMPSD201	Supply Materials for Production in Food and Drink Operations	5	6
J053 04	IMPSD309	Produce Product Packs in Food and Drink Operations	5	6
J0T0 04	IMPSD312	Pack Orders for Despatch in Food and Drink Operations	5	7
J05B 04	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations	6	8
J05C 04	IMPPO125	Contribute To Problem Diagnosis in Food and Drink Operations	6	6
J05D 04	IMPPO127	Contribute To Problem Resolution in Food and Drink Operations	5	5
J0SK 04	IMPPO226	Slice and Bag Individual Products in Food Operations	5	6
J4WG 04	IMPSO108	Control Washing and Drying Machinery in Food and Drink Operations	5	4
J4WH 04	IMPSO101	Carry Out Hygiene Cleaning in Food and Drink Operations	5	5
J05F 04	IMPQI113	Carry Out Sampling in Food and Drink Operations	6	6

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

Group C — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J05J 04	IMPQI201	Organise and Improve Work Activities in Food Operations	6	6
J1WD 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J05L 04	IMPSF119	Contribute to Sustainable Practice in a Food Environment	5	4
J0PT 04	IMPPO223	Prepare Ingredients and Store Fillings and Toppings in Food Operations	4	6
J0SJ 04	IMPPO228	Bake-off Products for Sale in Food Operations	5	6
J0PR 04	IMPSD310	Produce Individual Packs by Hand in Food and Drink Operations	5	7
J05P 04	IMPSO409	Display Food and Drink Products in a Retail Environment	5	5
J0TA 04	IMPSO501	Prepare and Clear Areas for Counter/Take-Away Service	4	3
J0T9 04	IMPSO503	Provide a Counter/Take-Away Service	4	3
J0PK 04	IMPSO505	Prepare and Clear Areas for Table/Tray Service	5	4
J0PJ 04	IMPSO507	Provide a Table/Tray Service	4	3
J117 04	IMPSO511	Assemble and Process Products for Food Service	5	7
J0NH 04	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment	6	6
J05N 04	IMPSO405	Sell Food and Drink Products in a Retail Environment	5	6

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

Group D — Additional units (not compulsory)

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

SVQ in Food and Drink Operations (Food Sales and Service Skills)

SCQF level 5

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

- two mandatory units from Group A
- four optional units from Group B
- two optional units from Group B or C

Group A — Mandatory units

Candidates must complete all two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04H 04	2050	Maintain Workplace Food Safety Standards in Manufacture	5	6
J04K 04	IMPHS101	Work Safely in Food Manufacture	5	5

Group B — Optional units

Candidates must complete at least four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J05M 04	IMPSO401	Contribute to the Effectiveness of Food and Drink Retail Operations	5	5
J0TC 04	IMPSO403	Assist With Selling Food and Drink Retail Products	4	4
J05N 04	IMPSO405	Sell Food and Drink Products in a Retail Environment	5	6
J05P 04	IMPSO409	Display Food and Drink Products in a Retail Environment	5	5
J0TB 04	IMPSO705	Serve on a Specialist Food Retail Counter	6	4
J0TA 04	IMPSO501	Prepare and Clear Areas for Counter/Take-away Service	4	3
J0T9 04	IMPSO503	Provide a Counter/Take-away Service	4	3
J0PK 04	IMPSO505	Prepare and Clear Areas for Table/Tray Service	5	4
J0PJ 04	IMPSO507	Provide a Table/Tray Service	4	3
J117 04	IMPSO511	Assemble and Process Products for Food Service	5	7
J0T5 04	IMPSD102	Receive Goods and Materials in Food and Drink Operations	5	6

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0R1 04	IMPSD108	Store and Organise Goods and Materials in Food and Drink Operations	5	7
J0VV 04	IMPSD118	Control Stock Levels in Food and Drink Operations	6	4
J0T2 04	IMPSD301	Process Orders for Goods in Food and Drink Operations	5	6
J0T1 04	IMPSD304	Pick Orders and Store in Food and Drink Operations	5	7
J053 04	IMPSD309	Produce Product Packs in Food and Drink Operations	5	6
J0T0 04	IMPSD312	Pack Orders for Despatch in Food and Drink Operations	5	7
J0SY 04	IMPSD314	Assemble Different Products to a Pre-determined Pattern in Food and Drink Operations	5	7
J049 04	3013	Deliver a Good Service to Customers	8	5
J0SX 04	2304	Display Fish/Shellfish for Retail Sale	5	5
J0SW 04	2262	Carry Out Butchery of Red Meat Primal Joints	5	5
J0SV 04	2263	Carry Out Poultry Butchery	5	5
J0ST 04	2264	Carry Out Wild Game Butchery	5	5
J0SP 04	3266	Display Meat or Poultry for Sale	6	5
J0SM 04	2271	Produce Added Value Meat or Poultry Products	5	4
J0SK 04	IMPPO226	Slice and Bag Individual Products in Food Operations	5	6
J0SJ 04	IMPPO228	Bake Off Food Products for Sale in Food Operations	5	6
J0SG 04	IMPSO711	Finish Bake-off Products	5	5
J0SF 04	IMPPO243	Control the Production of Bread-based Convenience Food in Food and Drink Operations	5	5
J0SC 04	IMPPO250	Weigh or Measure Ingredients in Food and Drink Operations	5	5
J0SD 04	IMPPO254	Wrap by Hand in Food and Drink Operations	5	5

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0R2 04	3212	Use Knives in Food and Drink Operations	5	4
J0S8 04	2352	Control the Production of Ready-to-eat Fresh Produce Products	5	5
J0PR 04	IMPSD310	Produce Individual Packs by Hand in Food and Drink Operations	5	7

Group C — Optional units

Candidates may take up to two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J0R5 04	2001	Plan and Organise Your Own Work Activities in a Food Business	5	4
J04A 04	3004	Communicate in a Business Environment	6	3
J054 04	IMPQI101	Maintain Product Quality in Food and Drink Operations	5	5
J055 04	IMPQI205	Contribute to Continuous Improvement in Food Operations	5	6
J059 04	IMPHS104	Lift and Handle Materials in Food Manufacture	5	4
J05A 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J05C 04	IMPP0125	Contribute to Problem Diagnosis in Food and Drink Operations	6	6
J05D 04	IMPP0127	Contribute to Problem Resolution in Food and Drink Operations	5	5
J04R 04	IMPP0210	Control Temperature Reduction in Food and Drink Operations	5	6
J0R7 04	IMPP0217	Control Wrapping and Labelling in Food and Drink Operations	6	8
J05E 04	2210	Carry Out Hygiene Cleaning in Food and Drink Operations	5	5
J05F 04	IMPQI113	Carry Out Sampling in Food and Drink Operations	6	6
J03L 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J05L 04	IMPSF119	Contribute to Sustainable Practice in a Food Environment	5	4

SVQ in Food and Drink Operations: Food Manufacturing Excellence

SCQF level 5

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

- A minimum of three units and maximum of five units from Group A
- A minimum of three units and maximum of five units from Group B

Group A — Candidates must take a minimum of three units and maximum of five units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J03B 04	3010	Develop Productive Working Relationships with Colleagues	6	9
J0V4 04	3009	Allocate and Monitor Work in a Food Business	6	4
J054 04	IMPQ1101	Maintain Product Quality in Food and Drink Operations	5	5
J04H 04	2050	Maintain Workplace Food Safety Standards in Manufacture	5	6
J04K 04	IMPHS101	Work Safely in Food Manufacture	5	5
J05A 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J051 04	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture	5	5
J04E 04	3101	Contribute to Developing Product Specifications in Food Manufacture	6	4
J05L 04	IMPSF119	Contribute to Sustainable Practice in a Food Environment	5	4

SVQ in Food and Drink Operations: Food Manufacturing Excellence
SCQF level 5 (continued)

Group B — Candidates must take a minimum of three units and maximum of five units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J05J 04	IMPQI201	Organise and Improve Work Activities in Food Operations	6	6
J055 04	IMPQI205	Contribute to Continuous Improvement in Food Operations	5	6
J03S 04	IMPQI208	Contribute to the Collection of Improvement Performance Data in Food Operations	5	5
J03L 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J0XH 04	IMPQI212	Contribute to the Improvement of Maintenance in Food Operations	5	5
J0XG 04	IMPQI214	Contribute to the Improvement of Standard Operating Procedures (SOPs) in Food Operations	5	6
J0XB 04	IMPQI216	Manage and Reduce Conflict in Improving Food Operations	6	7
J03T 04	IMPQI218	Contribute to the Maintenance of Compliance in Improving Food Operations	5	5
J05C 04	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations	6	6
J05D 04	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations	5	5

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

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

- two mandatory units from Group A
- four units from the production/processing sector specific units in Group B
- the remaining two units can be taken from Group B or C

Group A — Mandatory units

Candidates must complete all units in this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J1VK 04	IMPLM101	Ensure Your Own Actions Reduce Risks to Health and Safety in Livestock Markets	6	5
J1VL 04	IMPLM103	Ensure the Health and Welfare of Livestock in Livestock Markets	5	4

Group B — Optional units

Candidates must complete at least four units in this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J1VM 04	IMPLM107	Contribute to Bio-security in Livestock Markets	5	5
J1VN 04	IMPLM109	Maintain Effective Working Relationships in Livestock Markets	5	7
J1VP 04	IMPLM111	Receive and Pen Livestock in Livestock Markets	5	6
J1VR 04	IMPSD511	Receive Poultry in Food Operations	5	6
J1VS 04	IMPLM113	Control the Movement of Livestock Within the Market	6	7
J1VT 04	IMPLM115	Sort Livestock and Classify them for Sale or Dispatch in Livestock Markets	6	6
J1VV 04	IMPLM117	Display Livestock to Potential Buyers in Livestock Markets	5	4
J1VW 04	IMPLM119	Receive and Communicate Information in Livestock Markets	5	4
J1VX 04	IMPLM123	Maintain the Lairage of Livestock in Livestock Markets	6	5
J1VY 04	IMPLM125	Maintain the Cleanliness and Disinfection of the Livestock Market	5	4

SVQ in Food and Drink Operations (Livestock Market Droving Skills)
SCQF level 5 (continued)

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J1W0 04	IMPSD519	Care for Livestock Pre-slaughter in Food Operations	5	5
J1W1 04	IMPSD521	Care for Poultry Pre-slaughter in Food Operations	5	4
J1W2 04	IMPSD507	Arrange Transport Scheduling for Delivery of Livestock in Operations	5	4

Group C — Optional units

Candidates may take up to two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04H 04	2050	Maintain Workplace Food Safety Standards in Manufacture	5	6
J1W3 04	IMPHS101	Work Safely in Food Manufacture	5	5
J0R5 04	2001	Plan and Organise Your Own Work Activities in a Food Business	5	4
J04A 04	CFABAA615	Communicate in a Business Environment	6	3
J0R4 04	2212	Prepare Tools and Equipment for Use in Food and Drink Operations	5	4
J0R3 04	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations	5	4
J0R2 04	3212	Use Knives in Food and Drink Operations	5	4
J1W4 04	IMPQI101	Maintain Product Quality in Food and Drink Operations	5	5
J1W5 04	IMPQI205	Contribute to Continuous Improvement in Food Operations	5	6
J056 04	3210	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations	6	7
J1W6 04	IMPPO111	Carry out Task Handover Procedures in Food and Drink Operations	6	6
J1W7 04	IMPHS104	Lift and Handle Materials in Food Manufacture	5	4

SVQ in Food and Drink Operations (Livestock Market Droving Skills)
SCQF level 5 (continued)

Group C — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J1W8 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J051 04	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture	5	5
J1W9 04	IMPSD108	Store and Organise Goods and Materials in Food and Drink Operations	5	7
J1WA 04	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations	6	6
J1WB 04	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations	5	5
J0R6 04	2211	Control Washing and Drying Machinery in Food and Drink Operations	5	4
J05E 04	2210	Carry out Hygiene Cleaning in Food and Drink Operations	5	5
J1WC 04	IMPQI201	Organise and Improve Work Activities in Food Operations	6	6
J1WD 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J1WE 04	IMPSF119	Contribute to Sustainable Practice in a Food Environment	5	4

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

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

- two mandatory units from Group A
- four units from the production/processing sector specific units in Group B
- the remaining two units can be taken from Group B and C
- the knowledge units in Group D are additional to the requirements for this SVQ

Group A — Mandatory units

Candidates must complete all two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04H 04	2050	Maintain Workplace Food Safety Standards in Manufacture	5	6
J04K 04	IMPHS101	Work Safely in Food Manufacture	5	5

Group B — Optional units

Candidates must take at least four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J4TD 04	IMPSD501	Sort and Classify Livestock for Sale or Despatch in Food Operations	6	6
J4TE 04	IMPSD503	Display Livestock to Potential Buyers in Food Operations	5	5
J4TF 04	IMPSD505	Prepare, Move and Re-Locate Livestock in Food Operations	5	6
J1W2 04	IMPSD507	Arrange Transport Scheduling for Delivery of Livestock in Operations	5	4
J4TG 04	IMPSD509	Receive Livestock in Food Operations	5	6
J1VR 04	IMPSD511	Receive Poultry in Food Operations	5	6
J4TH 04	IMPSD515	Contribute to Bio-Security in Livestock Holding in Food Operations	5	4
J4TJ 04	IMPSD517	Maintain Reception and Holding Areas for Livestock in Food Operations	5	4
J1W0 04	IMPSD519	Care for Livestock Pre-Slaughter in Food Operations	5	5
J1W1 04	IMPSD521	Care for Poultry Pre-Slaughter in Food Operations	5	4

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J4TK 04	IMPSD525	Prepare and Monitor Feed and Water Supplies to Livestock in Food Operations	5	5
J4S7 04	IMPSD527	Maintain Lairage and Ante Mortem Facilities in Food Operations	6	6
J4TL 04	IMPSD529	Maintain Lairage and Ante Mortem Facilities for Religious Slaughter	6	6
J4TN 04	IMPMP101	Use Powered Tools or Equipment for Processing Meat or Poultry	5	4
J4TP 04	IMPMP103	Carry Out Manual Stunning of Meat or Poultry Species	5	5
J4TR 04	IMPMP110	Carry Out Manual Bleeding Operations	5	7
J4TT 04	IMPMP114	Carry Out Religious Slaughter	5	6
J4TV 04	IMPMP118	Carry Out Slaughtering for Halal Meat	5	7
J4V1 04	IMPMP122	Skin Meat Species	5	5
J4V9 04	IMPMP127	Carry Out Rodding and Clipping of Meat Carcasses	5	4
J4VF 04	IMPMP128	Split Meat Carcasses	5	5
J4VH 04	IMPMP130	Remove Category 1 Specified Risk Material in Meat Processing	5	4
J4VL 04	IMPMP135	Eviscerate Animals or Birds for Kosher Meat or Poultry	5	5
J4VM 04	IMPMP134	Eviscerate Meat or Poultry	5	5
J4VN 04	IMPMP139	Sort Meat or Poultry Processing By-Products	5	4
J4VP 04	IMPMP141	Process Meat or Poultry Offal or Processing By-Products	5	4
J4VR 04	IMPMP143	Carry Out Primal Cutting of Meat or Poultry	5	6
J4VS 04	IMPMP145	Carry Out Boning of Meat or Poultry	5	6
J4VT 04	IMPMP147	Carry Out Seaming or Filleting of Meat or Poultry	5	6
J4VV 04	IMPMP149	Carry Out Trimming of Meat or Poultry	5	6
J4VW 04	IMPMP151	Carry Out Butchery of Red Meat Primal Joints	5	6

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J4VX 04	IMPMP154	Carry Out Poultry Butchery	5	5
J4VY 04	IMPMP156	Carry Out Wild Game Butchery	5	5
J4W0 04	IMPMP158	Produce Portion Controlled Raw Meat or Poultry Products	5	4
J0RB 04	IMPPO232	Prepare Sauces/Marinades by Hand in Food Operations	5	5
J4W1 04	IMPMP160	Enhance Flavour in Meat or Poultry Products	5	4
J4W2 04	IMPMP162	Cure Meat Products	5	5
J4SE 04	IMPMP164	Control Massaging or Tumbling of Boneless Meat and Poultry	5	5
J4W3 04	IMPMP166	Produce Sausages by Hand	5	5
J4W4 04	IMPMP167	Manufacture Meat Products in a Retail Environment	5	6
J4W5 04	IMPMP168	Produce Batch Meat or Poultry Products by Hand	5	6
J4W7 04	IMPMP170	Cook Batched Meat or Poultry	5	5
J4W8 04	IMPMP172	Produce Added Value Meat or Poultry Products	5	4
J4W9 04	IMPMP174	Display Meat or Poultry for Sale	6	6
J0RT 04	IMPPO206	Control Weighing in Food and Drink operations	5	6
J0SC 04	IMPPO250	Weigh or Measure Ingredients in Food and Drink Operations	5	5
J0R7 04	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations	6	8
J0SD 04	IMPPO254	Wrap by Hand in Food and Drink Operations	5	5
J05M 04	IMPSO401	Contribute to the Effectiveness of Food and Drink Retail Operations	5	5
J05P 04	IMPSO409	Display Food and Drink Products in a Retail Environment	5	5
J05N 04	IMPSO405	Sell Food and Drink Products in a Retail Environment	5	6
J049 04	CFAWB12	Deliver a Good Service to Customers	8	5
J0PR 04	IMPSD310	Produce Individual Packs by Hand in Food and Drink Operations	5	7

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

Group C — optional units

Candidates may take up to two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J4WA 04	IMPOM117	Plan and Organise Your Own Work Activities in a Food Business	5	4
J04A 04	PPL2FOH7	Communicate in a Business Environment	5	4
J4WB 04	IMPSO110	Prepare Tools and Equipment for Use in Food and Drink Operations	5	5
J4WC 04	IMPSO112	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations	5	4
J4TC 04	IMPSO114	Use Knives in Food and Drink Operations	5	4
J054 04	IMPQI101	Maintain Product Quality in Food and Drink Operations	5	5
J055 04	IMPQI205	Contribute to Continuous Improvement in Food Operations	5	6
J4WD 04	IMPSO103	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations	6	6
J057 04	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations	6	6
J058 04	2051	Monitor Food Hygiene Standards Using Rapid Test Methods in Food and Drink Operations	5	5
J059 04	IMPHS104	Lift and Handle Materials in Food Manufacture	5	4
H3CR 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J4WF 04	IMPEM107	Contribute to the Maintenance of Plant and Equipment in Food and Drink Operations	5	5
J1W9 04	IMPSD108	Store and Organise Goods and Materials in Food and Drink Operations	5	7
J0R0 04	IMPSD327	Prepare Goods and Materials for Despatch	5	4
J0YW 04	IMPSD201	Supply Materials for Production in Food and Drink Operations	5	6
J053 04	IMPSD309	Produce Product Packs in Food and Drink Operations	5	6

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

Group C — optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0T0 04	IMPSD312	Pack Orders for Despatch in Food and Drink Operations	5	7
J05B 04	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations	6	8
J05C 04	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations	6	6
J05D 04	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations	5	5
J04R 04	IMPPO210	Control Temperature Reduction in Food and Drink Operations	5	6
J0SK 04	IMPPO226	Slice and Bag Individual Products in Food Operations	5	6
J4WG 04	IMPSO108	Control Washing and Drying Machinery in Food and Drink Operations	5	4
J4WH 04	IMPSO101	Carry out Hygiene Cleaning in Food and Drink Operations	5	5
J05F 04	IMPQI113	Carry Out Sampling in Food and Drink Operations	6	6
J05J 04	IMPQI201	Organise and Improve Work Activities in Food Operations	6	6
J1WD 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J05L 04	IMPSF119	Contribute to Sustainable Practice in a Food Environment	5	4
J0PT 04	IMPPO223	Prepare Ingredients and Store Fillings and Toppings in Food Operations	4	6
J0SJ 04	IMPPO228	Bake-Off Products for Sale in Food Operations	5	6
J0TA 04	IMPSO501	Prepare and Clear Areas for Counter/Take-Away Service	4	3
J0T9 04	IMPSO503	Provide a Counter/Take-Away Service	4	3
J0PK 04	IMPSO505	Prepare and Clear Areas for Table/Tray Service	5	4
J0PJ 04	IMPSO507	Provide a Table/Tray Service	4	3
J117 04	IMPSO511	Assemble and Process Products for Food Service	5	7
J0NH 04	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment	6	6

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

Group D — Additional units (not compulsory)

SQA code	SSC code	Title	SCQF level	SCQF credits
H13J 04	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment	7	7
H157 04	3080	Principles of Sustainability in a Food Environment	7	4
H3GM 04	3081	Principles of Energy Efficiency in a Food Environment	7	4
H3GN 04	3082	Principles of Waste Minimisation in a Food Environment	7	4
H3GP 04	3083	Principles of Efficient Water Usage in a Food Environment	6	6
H3JB 04	3261	Principles of Butchery	6	6
H3JC 04	3262	Principles of Curing Meat	6	6
H3JF 04	3267	Principles of a Specialist Raw Meat Service	6	6
H3JG 04	3268	Principles of a Specialist Cooked Meat Service	6	6
H3JK 04	3271	Principles of Classification of Meat or Poultry Carcases	6	6
H3JM 04	3273	Principles of Added Value Meat or Poultry products	6	6
H3JP 04	3275	Principles of Meat or Poultry Processing By-Products	6	6

SVQ in Food and Drink Operations (Production and Processing Skills)

SCQF level 5

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

- two mandatory units from Group A
- four optional units from Group B
- two optional units from Group B or C

Group A — Mandatory units

Candidates must complete all two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04H 04	2050	Maintain Workplace Food Safety Standards in Manufacture	5	6
J04K 04	IMPHS101	Work Safely in Food Manufacture	5	5

Group B — Optional units

Candidates must complete at least four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J05M 04	IMPSSO401	Contribute to the Effectiveness of Food and Drink Retail Operations	5	5
J0NM 04	IMPPO115	Contribute to Optimising Work Areas in Food and Drink Operations	7	6
J0S3 04	IMPPM103	Plan Production Schedules in Food and Drink Operations	6	5
J0S2 04	IMPPO107	Start Up Plant and Equipment in Food and Drink Operations	6	6
J0S1 04	IMPPO109	Shut Down Plant and Equipment in Food and Drink Operations	6	6
J0S0 04	IMPPO121	Start Up Multi-stage Operations in Food and Drink Operations	6	6
J0RY 04	IMPPO123	Shut Down Multi-stage Operations in Food and Drink Operations	6	6
J0RX 04	IMPPO105	Report and Record Production Information in Food and Drink Operations	5	7
J04T 04	IMPPO201	Operate Central Control Systems in Food and Drink Operations	6	10
J0RW 04	IMPPO203	Control Manual Size Reduction in Food and Drink Operations	6	8
J0RV 04	IMPPO205	Control Size Reduction in Food and Drink Operations	6	8

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0RT 04	IMPPO206	Control Weighing in Food and Drink Operations	5	6
J0RS 04	IMPPO207	Control Mixing in Food and Drink Operations	5	6
J0RR 04	IMPPO208	Control Heat Treatment in Food and Drink Operations	6	8
J0RP 04	IMPPO209	Control Segregation and Integrity in Food and Drink Operations	6	8
J0RN 04	IMPPO211	Control Batching in Food and Drink Operations	5	6
J0RM 04	IMPPO212	Control Conversion in Food and Drink Operations	6	8
J0RL 04	IMPPO213	Control Conditioning in Food and Drink Operations	6	8
J0RJ 04	IMPPO214	Control Forming in Food and Drink Operations	6	8
J0RH 04	IMPPO215	Control Depositing in Food and Drink Operations	6	8
J0RG 04	IMPPO216	Control Enrobing in Food and Drink Operations	6	7
J04X 04	IMPPO218	Control Bottling and Packing in Food and Drink Operations	6	7
J0RF 04	IMPPO219	Control Pelletising in Food and Drink Operations	6	7
J0RE 04	IMPPO220	Control Milling in Food and Drink Operations	6	8
J0RD 04	IMPPO221	Control Slicing and Bagging in Food and Drink Operations	6	6
J0RC 04	IMPPO230	Control Product Defrosting in Food Operations	5	5
J0RB 04	IMPPO232	Prepare Sauces/Marinades by Hand in Food Operations	5	5
J0RA 04	IMPPO234	Control Membrane Processing in Food Operations	5	5
J0R9 04	IMPPO236	Control Bottle Washing in Food and Drink Operations	5	5
J04Y 04	IMPPO240	Control Canning in Food and Drink Operations	5	5
J0R8 04	IMPPO241	Select and Prepare Raw Materials in Food and Drink Operations	5	4

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J054 04	IMPQI101	Maintain Product Quality in Food and Drink Operations	5	5
J04R 04	IMPPO210	Control Temperature Reduction in Food and Drink Operations	5	6
J0R7 04	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations	6	8
J0R6 04	2211	Control Washing and Drying Machinery in Food and Drink Operations	5	4
J05E 04	2210	Carry out Hygiene Cleaning in Food and Drink Operations	5	5

Group C — Optional units

Candidates may complete up to two units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J0R5 04	2001	Plan and Organise Your Own Work Activities in a Food Business	5	4
J04A 04	3004	Communicate in a Business Environment	6	3
J0R4 04	2212	Prepare Tools and Equipment for Use in Food and Drink Operations	5	4
J0R3 04	2213	Sharpen and Maintain Cutting Tools for Use in Food and Drink Operations	5	4
J0R2 04	3212	Use Knives in Food and Drink Operations	5	4
J055 04	IMPQI205	Contribute to Continuous Improvement in Food Operations	5	6
J056 04	3210	Clean In Place (CIP) Plant and Equipment in Food and Drink Operations	6	7
J057 04	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations	6	6
J058 04	2051	Monitor Food Hygiene Standards Using Rapid Test Methods in Food and Drink Operations	5	5
J059 04	IMPHS104	Lift and Handle Materials in Food Manufacture	5	4

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

Group C — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J05A 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J051 04	2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture	5	5
J0R1 04	IMPSD108	Store and Organise Goods and Materials in Food and Drink Operations	5	7
J0R0 04	IMPSD327	Prepare Goods and Materials for Despatch	5	4
J0YW 04	IMPSD201	Supply Materials for Production in Food and Drink Operations	5	6
J053 04	IMPSD309	Produce Product Packs in Food and Drink Operations	5	6
J0T0 04	IMPSD312	Pack Orders for Despatch in Food and Drink Operations	5	7
J05B 04	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations	6	8
J05C 04	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations	6	6
J05D 04	IMPPO127	Contribute to Problem Resolution in Food and Drink Operations	5	5
J0SK 04	IMPPO226	Slice and Bag Individual Products in Food Operations	5	6
J05F 04	IMPQI113	Carry Out Sampling in Food and Drink Operations	6	6
J05J 04	IMPQI201	Organise and Improve Work Activities in a Food Environment	6	6
J03L 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J05L 04	IMPSF119	Contribute to Sustainable Practice in a Food Environment	5	4
J0PT 04	IMPPO223	Prepare Ingredients and Store Fillings and Toppings in Food Operations	4	6
J0SJ 04	IMPPO228	Bake Off Products for Sale in Food Operations	5	6
J0PR 04	IMPSD310	Produce Individual Packs by Hand in Food and Drink Operations	5	7

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

Group C — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J05N 04	IMPSO405	Sell Food and Drink Products in a Retail Environment	5	6
J05P 04	IMPSO409	Display Food and Drink Products in a Retail Environment	5	5
J0TA 04	IMPSO501	Prepare and Clear Areas for Counter/Take-away Service	4	3
J0T9 04	IMPSO503	Provide a Counter/Take-away Service	4	3
J0PK 04	IMPSO505	Prepare and Clear Areas for Table/Tray Service	5	4
J0PJ 04	IMPSO507	Provide a Table/Tray Service	4	3
J117 04	IMPSO511	Assemble and Process Products for Food Service	5	7
J0NH 04	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment	6	6

SVQ in Food and Drink Operations SCQF level 6

There are seven SVQ in Food and Drink Operations at SCQF level 6 frameworks. SQA certificates 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 (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
- Spirits Operations SCQF level 6

SVQ in Food and Drink Operations at SCQF level 6

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

- one unit from Group A
- four units from Group B
- three remaining units from Group A, B or C

Group A

Candidates must take at least one unit from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J03G 04	3069	Monitor Food Safety at Critical Control Points in Food and Drink Operations	6	6
J0PF 04	IMPHS307	Monitor Health, Safety and Environmental Systems in Food Manufacture	6	6
J03N 04	IMPQI103	Monitor and Maintain Product Quality in Food and Drink Operations	6	7

SVQ in Food and Drink Operations at SCQF level 6 (continued)

Group B

Candidates must complete at least four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J0W6 04	3091	Support Commissioning of Plant, Equipment and Processes in Food Manufacture	6	6
J05F 04	IMPQI113	Carry Out Sampling in Food and Drink Operations	6	6
J0W4 04	IMPQI116	Carry Out Testing in Food and Drink Operations	5	5
J03A 04	3100	Develop Product Specifications in Food Manufacture	6	6
J0NX 04	IMPSF111	Control and Monitor Energy Efficiency in a Food Environment	6	7
J0W2 04	IMPSF113	Control and Monitor Waste Minimisation in a Food Environment	6	7
J0W1 04	IMPSF115	Control and Monitor Water Usage in a Food Environment	6	7
J0VY 04	IMPSF117	Control and Monitor Transport Efficiency in a Food Environment	6	6
J0VX 04	3213	Monitor and Control the Disposal of Waste in Food and Drink Operations	6	7
J0VV 04	IMPSD118	Control Stock Levels in Food and Drink Operations	6	4
J04E 04	3101	Contribute to Developing Product Specifications in Food Manufacture	6	4
J04F 04	3102	Contribute to Amending Product Specifications in Food Manufacture	6	4
J039 04	3103	Develop a New Product in a Food Business	6	4
J041 04	3104	Develop Food Test Samples in a Food Business	6	5
J03J 04	3105	Carry Out Organoleptic Testing in a Food Business	6	5
J0S3 04	IMPPM103	Plan Production Schedules in Food and Drink Operations	6	5
J0VS 04	IMPPM107	Monitor and Report on Production Performance in Food and Drink operations	6	4
J04B 04	IMPPM109	Carry Out Process Control of Production in Food and Drink Operations	6	4

SVQ in Food and Drink Operations at SCQF level 6 (continued)

Group B (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0S2 04	IMPPO107	Start Up Plant and Equipment in Food and Drink Operations	6	6
J0S1 04	IMPPO109	Shut Down Plant and Equipment in Food and Drink Operations	6	6
J057 04	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations	6	6
J05B 04	IMPPO113	Carry Out Product Changeovers in Food and Drink Operations	6	8
J0S0 04	IMPPO121	Start Up Multi-stage Operations in Food and Drink Operations	6	6
J0RY 04	IMPPO123	Shut Down Multi-stage Operations in Food and Drink Operations	6	6
J0R5 04	2001	Plan and Organise Your Own Work Activities in a Food Business	5	4
J0VJ 04	3001	Provide Leadership in Your Area of Responsibility in a Food Business	6	5
J042 04	3002	Promote and Support Creative Thinking in a Food Business	6	5
J04A 04	3004	Communicate in a Business Environment	6	3
J0VH 04	3005	Motivate Colleagues in a Food Business	6	4
J0V6 04	3007	Develop and Manage a Team in a Food Business	6	5
J03F 04	3008	Contribute to Cross Functional Team Work in a Food Business	6	4
J0V4 04	3009	Allocate and Monitor Work in a Food Business	6	4
J03B 04	3010	Develop Productive Working Relationships with Colleagues	6	9
J0V0 04	3012	Assess Learner Achievement	6	9
J049 04	3013	Deliver a Good Service to Customers	8	5

SVQ in Food and Drink Operations at SCQF level 6 (continued)

Group C

Candidates may take up to three units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04D 04	IMPQI224	Manage Organisational Change and Improvement in Food Operations	6	6
J03V 04	3211	Monitor Hygiene Cleaning in Food and Drink Operations	6	6
J0P1 04	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture	8	7
J0NY 04	3092	Maintain Plant and Equipment in Food Manufacture	6	6
J05G 04	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations	6	5
J03K 04	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations	6	5
J04C 04	3072	Report on Food Safety Compliance in Food and Drink Operations	6	6
J03W 04	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food and Drink Operations	6	6
J0NV 04	IMPHS203	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture	7	6
J0NR 04	IMPPM111	Manage Production Performance in Food and Drink Operations	7	7
J0NN 04	IMPPM114	Evaluate Production Performance in Food and Drink Operations	7	7
J0NM 04	IMPPO115	Contribute to Optimising Work Areas in Food and Drink Operations	7	6
J047 04	IMPPO117	Diagnose Production Problems in Food and Drink Operations	7	6
J048 04	IMPPO119	Resolve Production Problems in Food and Drink Operations	7	7
J045 04	IMPQI105	Monitor and Control Quality of Work Activities in Food and Drink Operations	6	7
J0PA 04	IMPSD306	Set Up and Maintain Picking and Packing Orders in Food and Drink Operations	6	6

SVQ in Food and Drink Operations at SCQF level 6 (continued)**Group C (continued)**

SQA code	SSC code	Title	SCQF level	SCQF credits
J0P9 04	IMPSD307	Monitor Effectiveness of Picking and Packing Operations in Food and Drink Operations	6	5
J0PD 04	IMPSD111	Organise the Receipt and Storage of Goods in Food and Drink Operations	6	6
J04G 04	IMPSD116	Monitor and Maintain Storage Systems and Procedures in Food and Drink Operations	5	5
J0NL 04	IMPSO419	Set Up and Maintain Operations in Food and Drink Retail Manufacture	6	6
J0NH 04	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment	6	6

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

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

- one mandatory unit from Group A
- four optional units from Group B
- three remaining units from Group A, B or C

Group A

Candidates must take at least one unit from the following group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J03G 04	3069	Monitor Food Safety at Critical Control Points in Food and Drink Operations	6	6
J0PF 04	IMPHS307	Monitor Health, Safety and Environmental Systems in Food Manufacture	6	6
J03N 04	IMPQI103	Monitor and Maintain Product Quality in Food and Drink Operations	6	7

Group B

Candidates must take at least four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J1K6 04	IMPCB124	Design and Develop Specialist Individual Dough-based Products	7	7
J1K7 04	IMPCB125	Evaluate Specialist Individual Dough-based Products	6	7
J1K8 04	IMPCB126	Produce Specialist Individual Dough-based Products	6	7
J1K9 04	IMPCB215	Design and Develop Specialist Individual Flour Confectionery Products	7	7
J1KA 04	IMPCB127	Batch Produce Specialist Fermented Dough Products	6	6
J1KB 04	IMPCB129	Batch Produce Specialist Non-Fermented Dough Products	6	6
J1KC 04	IMPCB216	Evaluate Specialist Individual Flour Confectionery Products	6	7
J1KD 04	IMPCB217	Produce Specialist Individual Flour Confectionery Products	6	7
J1KG 04	IMPCB218	Batch Produce Specialist Flour Confectionery Products	6	6

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

Group C

Candidates may take up to three units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04D 04	IMPQI224	Manage Organisational Change and Improvement in Food Operations	6	6
J03V 04	3211	Monitor Hygiene Cleaning in Food and Drink Operations	6	6
J0P1 04	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture	8	7
J0NY 04	3092	Maintain Plant and Equipment in Food Manufacture	6	6
J05G 04	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations	6	5
J0NX 04	IMPSF111	Control and Monitor Energy Efficiency in a Food Environment	6	7
J03K 04	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations	6	5
J04C 04	3072	Report on Food Safety Compliance in Food and Drink Operations	6	6
J03W 04	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food and Drink Operations	6	6
J0NV 04	IMPHS203	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture	7	6
J0NR 04	IMPPM111	Manage Production Performance in Food and Drink Operations	7	7
J0NN 04	IMPPM114	Evaluate Production Performance in Food and Drink Operations	7	7
J0NM 04	IMPPO115	Contribute to Optimising Work Areas in Food and Drink Operations	7	6
J047 04	IMPPO117	Diagnose Production Problems in Food and Drink Operations	7	6
J048 04	IMPPO119	Resolve Production Problems in Food and Drink Operations	7	7
J045 04	IMPQI105	Monitor and Control Quality of Work Activities in Food and Drink Operations	6	7

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

SQA code	SSC code	Title	SCQF level	SCQF credits
J0PA 04	IMPSD306	Set Up and Maintain Picking and Packing Orders in Food and Drink Operations	6	6
J0P9 04	IMPSD307	Monitor Effectiveness of Picking and Packing Operations in Food and Drink Operations	6	5
J0PD 04	IMPSD111	Organise the Receipt and Storage of Goods in Food and Drink Operations	6	6
J04G 04	IMPSD116	Monitor and Maintain Storage Systems and Procedures in Food and Drink Operations	5	5
J0NH 04	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment	6	6
J0NL 04	IMPSO419	Set Up and Maintain Operations in Food and Drink Retail Manufacture	6	6
J1KR 04	IMPSO420	Monitor Effectiveness of Operations in Food and Drink Retail Manufacture	6	6
J1KS 04	IMPSO509	Plan and Co-ordinate Food Services	6	6
J1KT 04	IMPSO513	Set Up and Maintain Food Service Operations in Food Manufacture	6	6
J1KV 04	IMPSO514	Monitor Effectiveness of Food Service Operations in Food Manufacture	6	6

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

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

- one mandatory unit from Group A
- four units from the production/processing sector specific units in Group B
- the remaining three units can be taken from Group B or C
- the knowledge units in Group D are additional to the requirements for this SVQ

Group A— Mandatory units

Candidates must complete one unit from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J4WJ 04	IMPFP158	Monitor Fish or Shellfish Operations	6	6
J4WK 04	IMPFP160	Manage Fish and Shellfish Operations	6	6
J4WL 04	IMPBP204	Provide Leadership in Your Area of Responsibility of a Food and Drink Business	6	5

Group B — Optional units

Candidates must complete four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J4WM 04	IMPFP162	Monitor the Reception and Holding of Live Fish and Shellfish	6	6
J4WN 04	IMPFP156	Monitor Frying Operations	6	6
J4WP 04	IMPOM111	Allocate and Monitor Work in a Food and Drink Business	6	4
J0V0 04	LSILADD09	Assess Learner Achievement	6	9
H65D 04	LSILADD07	Facilitate Individual Learning and Development	8	11
J4WR 04	IMPPD128	Carry Out Organoleptic Testing in a Food and Drink Business	6	4
J04B 04	IMPPM109	Carry Out Process Control of Production in Food and Drink Operations	6	4
J05B 04	IMPP0113	Carry Out Product Changeovers in Food and Drink Operations	6	8

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J05F 04	IMPQI113	Carry Out Sampling in Food and Drink Operations	6	6
J057 04	IMPPO111	Carry Out Task Handover Procedures in Food and Drink Operations	6	6
J0W4 04	IMPQI116	Carry Out Testing in Food and Drink Operations	5	5
J04A 04	PPL2FOH7	Communicate in a Business Environment	5	4
J4WD 04	IMPSO103	Clean in Place (CIP) Plant and Equipment in Food and Drink Operations	6	6
J0RH 04	IMPPO215	Control Depositing in Food and Drink Operations	6	8
J0RG 04	IMPPO216	Control Enrobing in Food and Drink Operations	6	7
J0RJ 04	IMPPO214	Control Forming in Food and Drink Operations	6	8
J0RR 04	IMPPO208	Control Heat Treatment in Food and Drink Operations	6	8
J0RW 04	IMPPO203	Control Manual Size Reduction in Food and Drink Operations	6	8
J0RP 04	IMPPO209	Control Segregation and Integrity in Food and Drink Operations	6	8
J04T 04	IMPPO201	Operate Central Control Systems in Food and Drink Operations	6	10
J4WS 04	IMPPD108	Contribute to Amending Product Specifications in Food and Drink Manufacture	6	5
J4WT 04	IMPOM109	Contribute to Cross Functional Team Work in a Food and Drink Business	6	5
J4WV 04	IMPPD106	Contribute to Developing Production Specifications in a Food and Drink Environment	6	5
H3CR 04	IMPHS201	Contribute to Environmental Safety in Food Manufacture	5	4
J05C 04	IMPPO125	Contribute to Problem Diagnosis in Food and Drink Operations	6	6

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J1WD 04	IMPQI210	Contribute to the Application of Improvement Techniques in Food Operations	5	5
J4WW 04	IMPFP142	Control Shellfish Depuration Production	5	5
H58V 04	CFAM&LDD 1	Develop and Sustain Productive Working Relationships with Colleagues	6	6
J049 04	CFAWB12	Deliver a Good Service to Customers	8	5
J0VV 04	IMPSD118	Control Stock Levels in Food and Drink Operations	6	4
J0VY 04	IMPSF117	Control and Monitor Transport Efficiency in a Food Environment	6	6
J0W2 04	IMPSF113	Control and Monitor Waste Minimisation in a Food Environment	6	7
J0W1 04	IMPSF115	Control and Monitor Water Usage in a Food Environment	6	7
J0R7 04	IMPP0217	Control Wrapping and Labelling in Food and Drink Operations	6	8
J4WX 04	IMPPD110	Develop a New Product in a Food and Drink Business	6	6
J4WY 04	IMPOM107	Develop and Manage a Team in a Food and Drink Business	7	5
J4X0 04	IMPPD117	Develop Food and Drink Test Samples	6	5
J4X1 04	IMPPD104	Develop Product Specifications in a Food and Drink Business	6	6
J0NH 04	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment	6	6
J4X2 04	IMPSO303	Monitor and Control the Disposal of Waste in Food and Drink Operations	6	7
J0VS 04	IMPPM107	Monitor and Report on Production Performance in Food and Drink Operations	6	4
J4X3 04	IMPOM104	Motivate Colleagues in a Food and Drink Business	6	4

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

Group B — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J4WA 04	IMPOM117	Plan and Organise Your Own Work Activities in a Food and Drink Business	5	4
J0S3 04	IMPPM103	Plan Production Schedules in Food and Drink Operations	6	5
J4X4 04	IMPBP405	Promote and Support Creative Thinking in a Food and Drink Business	6	5
J0NL 04	IMPSO419	Set Up and Maintain Operations in Food and Drink Retail Manufacture	6	6
J0RY 04	IMPPO123	Shut Down Multi-stage operations in food and drink operations	6	6
J0S1 04	IMPPO109	Shut down plant and equipment in food and drink operations	6	6
J0S0 04	IMPPO121	Start up Multi-Stage operations in Food and Drink Operations	6	6
J0S2 04	IMPPO107	Start up Plant and Equipment in Food and Drink Operations	6	6
J4X6 04	IMPEM103	Support Commissioning of Plant, Equipment and Process in Food Manufacture	7	7
J4X7 04	IMPFP137	Use Fish or Shellfish Quality Assessment Methods	6	6

Group C — Optional units

Candidates must complete three units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J03K 04	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations	6	5
J0NM 04	IMPPO115	Contribute to Optimising Work Areas in Food and Drink Operations	7	6
J03W 04	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food and Drink Operations	6	6

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

Group C — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0NX 04	IMPSF111	Control and Monitor Energy Efficiency in a Food Environment	6	7
J047 04	IMPPO117	Diagnose Production Problems in Food and Drink Operations	7	6
J0NN 04	IMPPM114	Evaluate Production Performance in Food and Drink Operations	7	7
J05G 04	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations	6	5
J4TB 04	IMPEM105	Maintain Plant and Equipment in Food and Drink Operations	6	6
J0NV 04	IMPHS203	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture	7	6
J4TA 04	IMPEM101	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture	7	7
J04D 04	IMPQI224	Manage Organisational Change and Improvement in Food Operations	6	6
J0NR 04	IMPPM111	Manage Production Performance in Food and Drink Operations	7	7
J045 04	IMPQI105	Monitor and Control Quality of Work Activities in Food and Drink Operations	6	7
J4C3 04	IMPQI103	Monitor and Maintain Product Quality in Food and Drink Operations	6	7
J04G 04	IMPSD116	Monitor and Maintain Storage Systems and Procedures in Food and Drink Operations	5	5
J0P3 04	IMPSD307	Monitor Effectiveness of Picking and Packing Operations in Food and Drink Operations	6	5
J4C1 04	3069	Monitor Food Safety at Critical Control Points in Food and Drink Operations	6	6
J4C2 04	IMPHS307	Monitor Health, Safety and Environmental Systems in Food Manufacture	6	6

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

Group C — Optional units (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J4T9 04	IMPSO106	Monitor Hygiene Cleaning in Food and Drink Operations	6	6
J0PD 04	IMPSP111	Organise the Receipt and Storage of Goods in Food and Drink Operations	6	6
J04C 04	3072	Report on Food Safety Compliance in Food and Drink Operations	6	6
J048 04	IMPPO119	Resolve Production Problems in Food and Drink Operations	7	7
J0PA 04	IMPSP306	Set Up and Maintain Picking and Packing Orders in Food and Drink Operations	6	6

Group D — Additional units (not compulsory)

SQA code	SSC code	Title	SCQF level	SCQF credits
H3K2 04	3295	Principles of a Specialist Seafood Sales Service	6	3
H3K0 04	3292	Principles of Brining and Salting Fish or Shellfish	6	3
H3GC 04	3006	Principles of Communication in a Food Business	6	5
H13J 04	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment	7	7
H3GP 04	3083	Principles of Efficient Water Usage in a Food Environment	6	6
H3GM 04	3081	Principles of Energy Efficiency in a Food Environment	7	4
H3JT 04	3287	Principles of Fish or Shellfish for Retail Sale	6	6
H3K1 04	3293	Principles of Fish or Shellfish Quality Assessment	6	3
H3JR 04	3285	Principles of Fish or Shellfish Smoking	6	6
H3H0 04	3110	Principles of Food Policy and Regulation	7	3
H3JY 04	3291	Principles of Frying Fish and Chips	6	6

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

Group D — Additional units (not compulsory) (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
H3JV 04	3288	Principles of Marine Finfish	6	6
H3GA 04	3003	Principles of Organisational Compliance in a Food Business	6	6
H3JX 04	3290	Principles of Seafood Quality Science	7	7
H3JW 04	3289	Principles of Shellfish, Non-Marine Finfish and Marine Food Products	6	6
H157 04	3080	Principles of Sustainability in a Food Environment	7	4
H3GN 04	3082	Principles of Waste Minimisation in a Food Environment	7	4

SVQ in Food and Drink Operations: Food Manufacturing Excellence

SCQF level 6

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

- A minimum of three units and maximum of five units from Group A
- A minimum of three units and maximum of five units from Group B

Group A

Candidates must take a minimum of three units and maximum of five units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04A 04	3004	Communicate in a Business Environment	6	3
J03B 04	3010	Develop Productive Working Relationships with Colleagues	6	9
J0V4 04	3009	Allocate and Monitor Work in a Food Business	6	4
J0R5 04	2001	Plan and Organise Your Own Work Activities in a Food Business	5	4
J03K 04	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations	6	5
J0X8 04	IMPQI220	Contribute to the Development of an Improvement Culture in Food Operations	5	5
J0X7 04	IMPQI222	Plan Organisational Change and Improvement in Food Operations	7	7
J04D 04	IMPQI224	Manage Organisational Change and Improvement in Food Operations	6	6
J0X6 04	IMPQI227	Provide Organisational Support for Improvement in Food Operations	5	5
J0X5 04	IMPQI229	Monitor Change and Improvement in Food Operations	6	6
J03M 04	IMPQI231	Evaluate Organisational Change and Improvement in Food Operations	7	7
J0X4 04	IMPQI233	Contribute to the Development of an Improvement Strategy in Food Operations	6	5
J0X3 04	IMPQI236	Identify Learning and Skills Needs for Improvement in Food Operations	6	4
J0X2 04	IMPQI238	Provide Coaching and Mentoring for Improvement in Food Operations	6	5

SVQ in Food and Drink Operations: Food Manufacturing Excellence
SCQF level 6 (continued)

Group A (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0X1 04	IMPQI240	Provide Training for Improvement in Food Operations	6	6
J0X0 04	IMPQI242	Assess Teams and Individuals for Improvement in Food Operations	6	6
J0WY 04	IMPQI244	Manage Workplace Organisational Improvement in Food Operations	6	6
J0WX 04	IMPQI246	Manage Compliance to Support Improvement in Food Operations	6	5

Group B

Candidates must take a minimum of three units and maximum of five units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J0NX 04	IMPSF111	Control and Monitor Energy Efficiency in a Food Environment	6	7
J0W2 04	IMPSF113	Control and Monitor Waste Minimisation in a Food Environment	6	7
J0W1 04	IMPSF115	Control and Monitor Water Usage in a Food Environment	6	7
J0VY 04	IMPSF117	Control and Monitor Transport Efficiency in a Food Environment	6	6
J0WR 04	IMPQI248	Analyse Current Improvement Practice in Food Operations	6	5
J0WP 04	IMPQI260	Carry Out Value Stream Mapping (VSM) in Food Operations	6	5
J0WM 04	IMPQI263	Implement and Evaluate Visual Management Systems in Food Operations	6	4
J047 04	IMPP0117	Diagnose Production Problems in Food and Drink Operations	7	6
J0WL 04	IMPQI266	Analyse and Select Areas for Improvement in Food Operations	6	5
J0WK 04	IMPQI269	Apply Failure Modes and Effects Analysis (FMEA) in Food Operations	6	5
J048 04	IMPP0119	Resolve Production Problems in Food and Drink Operations	7	7

SVQ in Food and Drink Operations: Food Manufacturing Excellence
SCQF level 6 (continued)

Group B (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0WJ 04	IMPQI272	Plan and Agree Targets for Improvement in Food Operations	6	5
J0WH 04	IMPQI274	Implement a Problem Solving Methodology for Improvement in Food Operations	6	5
J0WG 04	IMPQI279	Implement Improvement Programmes in Food Operations	6	5
J0WF 04	IMPQI281	Implement a Set-up Reduction Programme in Food Operations	6	5
J0WE 04	IMPQI284	Implement Mistake/Error Proofing (Poka Yoke) in Food Operations	7	6
J0WD 04	IMPQI287	Measure and Collect Improvement Data and Information in Food Operations	6	4
J0WC 04	IMPQI289	Analyse and Evaluate Improvement Outcomes in Food Operations	6	4
J0WB 04	IMPQI295	Sustain Improvement in Food Operations	6	5
J0W9 04	IMPQI297	Review and Select Improvement Models in Food Operations	6	5

SVQ in Food and Drink Operations (Meat and Poultry Skills)

SCQF level 6

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

- one unit is mandatory from Group A
- four units from the meat and poultry sector specific units in Group B
- the remaining three units can be taken from Group A, B or C
- the knowledge units in Group D are additional to the requirements for this SVQ

Group A — Mandatory units

Candidates must take at least one unit from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J4C1 04	3069	Monitor Food Safety at Critical Control Points in Food and Drink Operations	6	6
J4C2 04	IMPHS307	Monitor Health, Safety and Environmental Management Systems in Food Manufacture	6	6
J4C3 04	IMPQI103	Monitor and Maintain Product Quality in Food and Drink operations	6	7

Group B

Candidates must take at least four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J1W2 04	IMPSD507	Arrange Transport Scheduling for Delivery of Livestock in Operations	5	4
J4S5 04	IMPSD513	Monitor and Control Reception of Livestock in Food Operations	6	6
J4S6 04	IMPSD523	Monitor the Health and Welfare of Livestock Pre-Slaughter in Food Operations	5	6
J4S7 04	IMPSD527	Maintain Lairage and Ante Mortem Facilities in Food Operations	6	6
J4S8 04	IMPMP108	Control an Automated Stunning System	6	6
J4S9 04	IMPMP112	Control an Automated Bleeding System	6	5
J4SA 04	IMPMP120	Control a Carcass Shackling System	6	4

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

Group B (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J4SB 04	IMPMP124	Control an Automated De-Hairing or De-Feathering System	6	5
J4SC 04	IMPMP132	Control Automated Meat or Poultry Processing Operations	6	5
J4SD 04	IMPMP137	Control a Carcass Electrical Stimulation System	6	5
J04R 04	IMPPO210	Control Temperature Reduction in Food and Drink Operations	5	6
J0RC 04	IMPPO230	Control Product Defrosting in Food Operations	5	5
J4SE 04	IMPMP164	Control Massaging or Tumbling of Boneless Meat and Poultry	5	5
J0RT 04	IMPPO206	Control Weighing in Food and Drink Operations	5	6
J0R7 04	IMPPO217	Control Wrapping and Labelling in Food and Drink Operations	6	8
J0TB 04	IMPSO705	Serve on a Specialist Food Retail Counter	6	4
J4SF 04	IMPMP201	Monitor Bleeding for Kosher Meat	5	6
J4SG 04	IMPMP203	Monitor Carcass Production in Meat or Poultry Processing	6	6
J4SH 04	IMPMP205	Monitor an Automated Meat or Poultry Processing System	6	5
J4SJ 04	IMPMP214	Monitor Meat or Poultry further Processing	6	5
J4SK 04	IMPMP219	Monitor the Recovery of Meat and Poultry Processing By-Products	6	5
J4SL 04	IMPMP221	Monitor Primal Butchery in Meat Processing	8	7
J4T1 04	IMPMP223	Monitor Secondary Butchery in Meat Processing	8	8
J4T3 04	IMPMP227	Monitor the Manufacture of Meat Products	8	8
J4T4 04	IMPMP229	Monitor Slaughter Operations in Meat Processing	8	8
J4T5 04	IMPMP225	Monitor Butchery in Sales Operations	8	8

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

Group B (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J4T6 04	IMPMP231	Monitor the Recovery of Co-Products and Disposal of Waste in Meat Processing	8	8
J4T7 04	IMPMP233	Monitor Treatment Operations in Meat Processing	8	8
J4T8 04	IMPMP235	Monitor the Slicing and Wrapping of Meat and Meat Products	8	8
J0NH 04	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment	6	6

Group C

Candidates may take up to three units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04D 04	IMPQI224	Manage Organisational Change and Improvement in Food Operations	6	6
J4T9 04	IMPSO106	Monitor Hygiene Cleaning in Food and Drink Operations	6	6
J4TA 04	IMPEM101	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture	7	7
J4TB 04	IMPEM105	Maintain Plant and Equipment in Food and Drink Operations	6	6
J4TC 04	IMPSO114	Use Knives in Food and Drink Operations	5	4
J05G 04	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations	6	5
J0NX 04	IMPSF111	Control and Monitor Energy Efficiency in a Food Environment	6	7
J03K 04	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations	6	5
J04C 04	3072	Report on Food Safety Compliance in Food and Drink Operations	6	6

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

Group C (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J03W 04	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food and Drink Operations	6	6
J0NV 04	IMPHS203	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture	7	6
J0NR 04	IMPPM111	Manage Production Performance in Food and Drink Operations	7	7
J0NN 04	IMPPM114	Evaluate Production Performance in Food and Drink Operations	7	7
J0NM 04	IMPPO115	Contribute to Optimising Work Areas in Food and Drink Operations	7	6
J047 04	IMPPO117	Diagnose Production Problems in Food and Drink Operations	7	6
J048 04	IMPPO119	Resolve Production Problems in Food and Drink Operations	7	7
J045 04	IMPQI105	Monitor and Control Quality of Work Activities in Food and Drink Operations	6	7
J0PA 04	IMPSD306	Set Up and Maintain Picking and Packing Orders in Food and Drink Operations	6	6
J0P3 04	IMPSD307	Monitor Effectiveness of Picking and Packing Operations in Food and Drink Operations	6	5
J0PD 04	IMPSD111	Organise the Receipt and Storage of Goods in Food and Drink Operations	6	6
J04G 04	IMPSD116	Monitor and Maintain Storage Systems and Procedures in Food and Drink Operations	5	5
J0NL 04	IMPSO419	Set Up and Maintain Operations in Food and Drink Retail Manufacture	6	6
J1KR 04	IMPSO420	Monitor Effectiveness of Operations in Food and Drink Retail Manufacture	6	6

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

Group C (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J1KS 04	IMPSO509	Plan and Co-Ordinate Food Services	6	6
J1KT 04	IMPSO513	Set Up and Maintain Food Service operations in food manufacture	6	6
J1KV 04	IMPSO514	Monitor Effectiveness of Food Service Operations in Food Manufacture	6	6

Group D — Additional units (not compulsory)

SQA code	SSC code	Title	SCQF level	SCQF credits
H3GC 04	3006	Principles of Communication in a Food Business	6	5
H3H0 04	3110	Principles of Food Policy and Regulation	7	3
H157 04	3080	Principles of Sustainability in a Food Environment	7	4
H3GN 04	3082	Principles of Waste Minimisation in a Food Environment	7	4
H13J 04	3060	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment	7	7
H3GA 04	3003	Principles of Organisational Compliance in a Food Business	6	6
H3GP 04	3083	Principles of Efficient Water Usage in a Food Environment	6	6
H3GM 04	3081	Principles of Energy Efficiency in a Food Environment	7	4
H3JB 04	3261	Principles of Butchery	6	6
H3JC 04	3262	Principles of Curing Meat	6	6
H3JF 04	3267	Principles of a Specialist Raw Meat Service	6	6

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

Group D — Additional units (not compulsory) (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
H3JG 04	3268	Principles of a Specialist Cooked Meat Service	6	6
H3JK 04	3271	Principles of Classification of Meat or Poultry Carcases	6	6
H3JM 04	3273	Principles of Added Value Meat or Poultry Products	6	6
H3JP 04	3275	Principles of Meat or Poultry Processing By-Products	6	6
H651 04	3345	Principles of Microbiology and Parasitology in Meat Production	10	6

SVQ in Food and Drink Operations (Supply Chain Skills)

SCQF level 6

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

- one unit from Group A
- four units from Group B
- three units from Group A, B or C

Group A

Candidates must take at least one unit from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J03G 04	3069	Monitor Food Safety at Critical Control Points in Food and Drink Operations	6	6
J0PF 04	IMPHS307	Monitor Health, Safety and Environmental Systems in Food Manufacture	6	6
J03N 04	IMPQI103	Monitor and Maintain Product Quality in Food and Drink Operations	6	7

Group B

Candidates must complete at least four units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J0PD 04	IMPSD111	Organise the Receipt and Storage of Goods in Food and Drink Operations	6	6
J0PC 04	IMPSD113	Monitor and Maintain Storage Conditions in Food and Drink Operations	6	5
J0PB 04	IMPSD114	Monitor Stored Goods and Materials in Food and Drink Operations	5	4
J04G 04	IMPSD116	Monitor and Maintain Storage Systems and Procedures in Food and Drink Operations	5	5
J0PA 04	IMPSD306	Set up and Maintain Picking and Packing Orders in Food and Drink Operations	6	6
J0P9 04	IMPSD307	Monitor Effectiveness of Picking and Packing Operations in Food and Drink Operations	6	5

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

Group B (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0P6 04	IMPSD319	Monitor Wrapping and Labelling of Products in Food and Drink Operations	6	5
J0P4 04	IMPSD324	Set Up and Maintain Despatch and Transport of Products in Food and Drink Operations	6	6
J0P3 04	IMPSD325	Monitor Effectiveness of Despatch and Transport Operations in Food and Drink Operations	6	6

Group C

Candidates may take up to three units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J04D 04	IMPQI224	Manage Organisational Change and Improvement in Food Operations	6	6
J03V 04	3211	Monitor Hygiene Cleaning in Food and Drink Operations	6	6
J0P1 04	3090	Manage Commissioning and Handover of Plant and Equipment in Food Manufacture	8	7
J0NY 04	3092	Maintain Plant and Equipment in Food Manufacture	6	6
J05G 04	IMPQI111	Interpret and Communicate Information and Data in Food and Drink Operations	6	5
J0NX 04	IMPSF111	Control and Monitor Energy Efficiency in a Food Environment	6	7
J03K 04	3070	Contribute to Continuous Improvement of Food Safety in Food and Drink Operations	6	5
J04C 04	3072	Report on Food Safety Compliance in Food and Drink Operations	6	6
J03W 04	3071	Control and Monitor Safe Supply of Raw Materials and Ingredients in Food and Drink Operations	6	6
J0NV 04	IMPHS203	Maintain, Promote and Improve Environmental Good Practice in Food Manufacture	7	6

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

Group C (continued)

SQA code	SSC code	Title	SCQF level	SCQF credits
J0NR 04	IMPPM111	Manage Production Performance in Food and Drink Operations	7	7
J0NN 04	IMPPM114	Evaluate Production Performance in Food and Drink Operations	7	7
J0NM 04	IMPPO115	Contribute to Optimising Work Areas in Food and Drink Operations	7	6
J047 04	IMPPO117	Diagnose Production Problems in Food and Drink Operations	7	6
J048 04	IMPPO119	Resolve Production Problems in Food and Drink Operations	7	7
J045 04	IMPQI105	Monitor and Control Quality of Work Activities in Food and Drink Operations	6	7
J0NL 04	IMPSO419	Set Up and Maintain Operations in Food and Drink Retail Manufacture	6	6
J0NH 04	IMPSO407	Maximise Sales of Food and Drink Products in a Retail Environment	6	6

SVQ in Spirits Operations at SCQF level 6

To attain the SVQ, learners must achieve **eight** units in total. This comprises:

- three mandatory units from Group A
- a minimum of five units from Group B

Group A — Mandatory units

Candidates must complete all three units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J4C1 04	3069	Monitor Food Safety at Critical Control Points in Food and Drink Operations	6	6
J4C2 04	IMPHS307	Monitor Health, Safety and Environmental Management Systems in Food Manufacture	6	6
J4C3 04	IMPQI103	Monitor and Maintain Product Quality in Food and Drink Operations	6	7

Group B — Optional units

Candidates must complete a minimum of five units from this group.

SQA code	SSC code	Title	SCQF level	SCQF credits
J4C4 04	IMPDT2	Develop Working Relationships in the Spirits Industry	5	5
J4C5 04	IMPDT4	Carry Out Handovers in the Spirits Industry	5	5
J4C6 04	IMPDT5	Diagnose and Resolve Operating Problems in the Spirits Industry	5	5
J4C7 04	IMPDT6	Carry Out Cleaning Operations in the Spirits Industry	5	4
J4C8 04	IMPDT7	Transfer Materials in the Spirits Industry	5	4
J4C9 04	IMPDT8	Intake Goods and Materials in the Spirits Industry	5	6
J4CA 04	IMPDT9	Carry out Changeovers in the Spirits Industry	6	6
J4CB 04	IMPDT10	Operate Control Systems in the Spirits Industry	6	6
J4CC 04	IMPDT12	Contribute to Site Security in the Spirits Industry	5	4
J4CD 04	IMPDT13	Carry Out Malting in the Spirits Industry	6	10

SVQ in Spirits Operations at SCQF level 6 (continued)**Group B — Optional units (continued)**

SQA code	SSC code	Title	SCQF level	SCQF credits
J4CE 04	IMPDT14	Carry Out Milling in the Spirits Industry	6	8
J4CF 04	IMPDT15	Carry Out Cereal Cooking in the Spirits Industry	6	7
J4CG 04	IMPDT16	Carry Out Mashing in the Spirits Industry	6	10
J4CH 04	IMPDT17	Carry Out Fermentation in the Spirits Industry	6	10
J4CJ 04	IMPDT18	Carry Out Distilling in the Spirits Industry	6	10
J4CK 04	IMPDT19	Carry Out Flavouring in the Spirits Industry	5	6
J4CL 04	IMPDT20	Carry Out Process Water Treatment in the Spirits Industry	5	7
J4CM 04	IMPDT21	Carry Out By-products Production in the Spirits Industry	5	7
J4CN 04	IMPDT22	Carry Out Mixing in the Spirits Industry	6	7
J4CP 04	IMPDT23	Carry Out Filtration in the Spirits Industry	5	8
J4CR 04	IMPDT24	Carry Out Bottling in the Spirits Industry	5	7
J4CS 04	IMPDT25	Carry Out Labelling in the Spirits Industry	5	8
J4CT 04	IMPDT26	Carry Out Packing in the Spirits Industry	5	7
J4CV 04	IMPDT27	Carry Out Customised Finishing in the Spirits Industry	5	6
J4CW 04	IMPDT28	Control Traceability in the Spirits Industry	5	5
J4CX 04	IMPDT29	Carry Out Palletising and Wrapping in the Spirits Industry	5	5
J4CY 04	IMPDT30	Receive and Store Empty Casks in the Spirits Industry	5	5
J4D0 04	IMPDT31	Carry out Cask Filling in the Spirits Industry	5	7
J4D1 04	IMPDT32	Store and Monitor Full Casks in the Spirits Industry	6	7
J4D2 04	IMPDT33	Maintain Full Casks in the Spirits Industry	5	5
J4D3 04	IMPDT34	Carry Out the Removal of Full Casks in the Spirits Industry	5	5

SVQ in Spirits Operations at SCQF level 6 (continued)**Group B — Optional units (continued)**

SQA code	SSC code	Title	SCQF level	SCQF credits
J4D4 04	IMPDT35	Receive Full Casks, Bulk Spirit or Finished Goods in the Spirits Industry	5	6
J4D5 04	IMPDT36	Despatch Bulk Spirits in the Spirits Industry	5	5
J4D6 04	IMPDT37	Despatch Casked Spirits or Finished Goods in the Spirits Industry	5	5
J4D7 04	IMPDT38	Carry Out Cask Disgorging Operations in the Spirits Industry	6	6
J4D8 04	IMPDT39	Control Warehouse Vatting Operations in the Spirits Industry	6	6
J4D9 04	IMPDT40	Contribute to The Operation of Utilities in the Spirits Industry	5	5
J4DA 04	IMPDT41	Control Effluent Treatment Operations in the Spirits Industry	6	7

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), 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 national recognition of the skills she already had. As she had a lot of experience in both manufacturing and packaging products, her line manager advised her to consider the SVQ in Food and Drink Operations (Production and Processing Skills) at SCQF level 5. To achieve this, Lynn needs to complete eight units from the framework.

When her line manager matched Lynn's job remit, existing skills and experience with the SVQ, it emerged that Lynn should be able to generate sufficient evidence, based on her experience, 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

Her line manager then 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

Her line manager arranged for the assessor to accompany Lynn when she is working in the store area 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, her line manager arranged for her to shadow a senior member of staff for observation and practice, in relation to the manufacturing schedules 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.

You, the assessors 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
- act on feedback received 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.

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	07/04/20	Checking records of documents completed	H3KB 04 Store Goods and Materials in a Food Environment
Accurately assess risks before lifting and handling		Written/oral questioning		Witness Testimony	
Use handling equipment correctly		Evidence from company systems			
Move or transport material.		Reviewing the outcomes of work			

Questioning for knowledge and understanding not apparent from performance to be identified from 2nd review	Why the relevant health and safety and food safety standards are important and should be followed when moving and handling materials.	Questioning	07/04/20		
--	---	-------------	----------	--	--

Assessor's signature Diane Reid 1st review due 15/04/20

Candidate's signature Lynn Kingston 2nd review due _____

Date of agreement 01/03/20 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, and 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 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, meaning 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, 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 a candidate as they carry out naturally-occurring activities.

For the unit J0RB 04 Prepare Sauces/Marinades by Hand in Food Manufacture, examples could be observing the candidate preparing the equipment and work area, accurately measuring the ingredients, and disposing of waste materials according to procedures.

Product evidence

As a candidate works 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 SVQ. 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 cleaning materials are diluted correctly
- 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

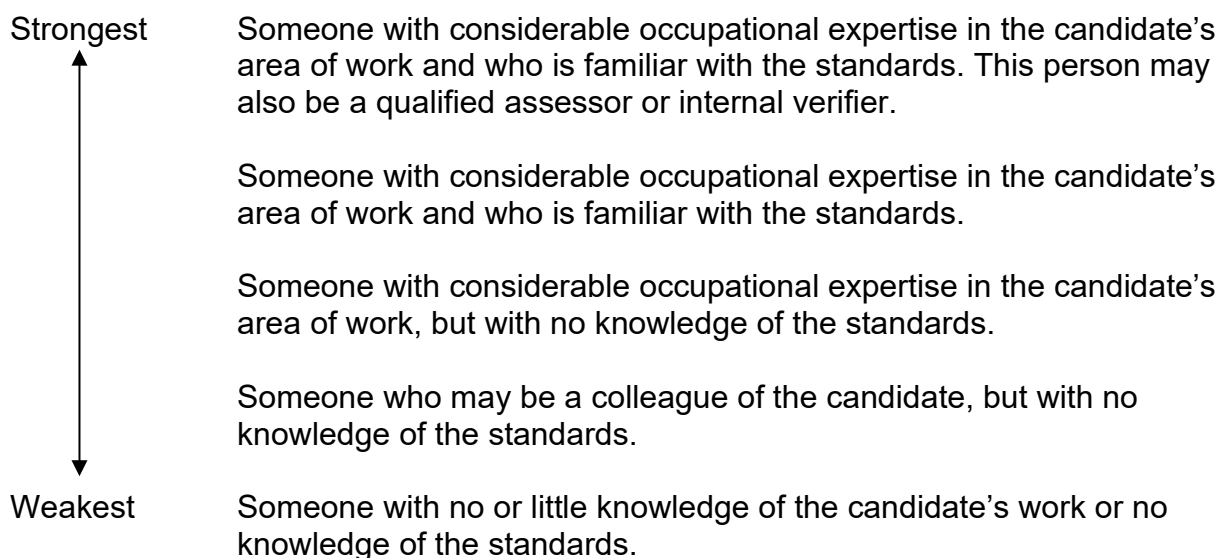
A personal statement describes how the candidate has dealt with a specific situation, eg if they had had a situation where they had a difference of opinion with a colleague, the candidate could give a full account of the situation, explaining the steps they took to ensure they did not cause offence and 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 a 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.



A 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 J4WT 04 Contribute to Cross Functional Team Work in a Food and Drink 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, 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/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) H3KB 04 - Store Goods and Materials in a Food Environment

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 and Drink Business
Carry Out Hygiene Cleaning in Food and Drink Operations.

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

Unit	H3KB 04 Store Goods and Materials in a Food Environment –
Element(s)	Performance Requirement(s): 2 — K & U 9, 17
Evidence index number	2
Circumstances of assessment	
Oral questioning at candidate's workplace following observation to confirm knowledge and understanding.	
List of questions and candidate's responses	
Q	Why do we use COSHH?
A	Because they are the regulations that apply to storage of goods and materials.
Q	How often should you review the store COSHH assessment?
A	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.
Q	What do we need to include in our records for staff health surveillance?
A	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.
Q	Why is complete and accurate documentation important?
A	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>H3KB 04</p> <p>J0NM 04</p>	H3KB 04

Candidate's signature Lynn Kingston Date 01/06/16

Witness testimony

Remember, if you use a 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

SVQ title and level	SVQ in Food and Drink Operations (Production and Processing Skills) SCQF level 5
Candidate's name	Lynn Kingston
Evidence index no	4
Index no of other evidence which this testimony relates to (if any)	
Element(s)	J0NM 04 Contribute to Optimising Work Areas in Food and Drink Operations
Date of evidence	15/03/16
Name of witness	Hamish Green
Designation/relationship to candidate	Line Manager

Details of testimony

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.

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.

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.

I can confirm the candidate's performance was satisfactory.

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

Witness (please select the appropriate box):

- ☐ Holds an appropriate assessors qualification
- ☒ 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 sufficient evidence required by the standards for you to reach a decision about their work..

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. This document will help you and your candidates to collect, present and cross-reference the evidence to the national standards. It is also a means of recording your assessment decisions, and will let an external verifier know what stage a candidate has reached in achieving their 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

Mandatory	J0NM 04	F2MB 04				
Optional	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 the 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.

Index of evidence

SVQ title and level	SVQ in Food and Drink Operations (Production and Processing Skills)
----------------------------	---

[illegible]

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, by 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 and Drink Operations

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** _____

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

Mandatory							
Optional							

Mandatory units achieved

Unit number	Title	Assessor's signature	Date

Optional units achieved

Unit number	Title	Assessor's signature	Date

Index of evidence

SVQ title and level	
----------------------------	--

[illegible]

Element achievement record

Unit

Element

Evidence index no	Description of evidence	PC/performance statements						Areas of knowledge and understanding/scope															

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** _____

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 _____

Skills/activities observed	Performance criteria covered

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

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

I can confirm the candidate's performance was satisfactory.

Witness signature _____ **Date** _____

Witness (please select the appropriate box):

- ☐ Holds an appropriate assessors qualification
- ☐ Is familiar with the SVQ standards to which the candidate is working

Record of questions and candidate's answers

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

Assessor's signature _____ Date _____

Candidate's signature _____ Date _____