

Unit IMPBP204 (J5N8 04) Provide Leadership in Your Area of Responsibility of a Food and Drink Business

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This standard is about the skills and knowledge needed for you to provide leadership in your area of responsibility of a food and drink business. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| **Lead and motivate your area of responsibility**   1. Define the area of your responsibility within the food and drink business including resources and responsibilities 2. Convey the organisational culture when providing leadership to your area of responsibility in a food and drink business 3. Communicate the objectives and plans of your area of responsibility and how these will be measured to the relevant people 4. Develop a range of leadership styles to address different situations and people 5. Develop and maintain motivation within your area of responsibility 6. Encourage people in your area of responsibility to make decisions within agreed boundaries   **Resolve problems and obtain feedback**   1. Steer your area of responsibility through conflict, challenges and change 2. Support people in your area of responsibility through periods of conflict and change 3. Check colleagues have the skills, knowledge and understanding to carry out their objectives 4. Build mental resilience in yourself and others 5. Obtain feedback on your leadership style |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | | | | | | |
| **What you must do** | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| 1 | How to define the area of your responsibility and why it is important to do so |  |
| 2 | The food and drink business culture and how to conduct yourself in a way that supports maintenance of this culture |  |
| 3 | The different methods of communication and information technology available within your food and drink business and how to make best use of them |  |
| 4 | Why it is important to ensure your area of responsibility has sufficient resources to carry out its objectives |  |
| 5 | The importance of leadership to the organisational compliance, quality and productivity requirements in a food and drink business |  |
| 6 | How to persuade and motivate people in your area of responsibility |  |
| 7 | Why it is important to recognise leadership within colleagues and enable this leadership to be used to the benefit of the food and drink business |  |
| 8 | Why it is important to address conflict within your area of responsibility and how to do this |  |
| 9 | How to support people within your area of responsibility through conflict, challenges and change and why it is important to do this |  |
| 10 | Why mental resilience is important to leadership and how to increase it in yourself and others |  |
| 11 | The importance of receiving feedback on your leadership style and how to make use of it |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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