

Unit IMPOM111 (J5NA 04) Allocate and Monitor Work in a Food and Drink Business

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
|  |  |  |

I confirm that the candidate has achieved all the requirements of this unit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Countersigning — Assessor’s name****(if applicable)** |  | **Countersigning — Assessor’s signature****(if applicable)** |  | **Date** |
|  |  |  |

I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Countersigning — Internal verifier’s name****(if applicable)** |  | **Countersigning — Internal verifier’s signature****(if applicable)** |  | **Date** |
|  |  |  |

|  |  |
| --- | --- |
| **External Verifier’s initials and date (if sampled)** |  |

Unit IMPOM111 (J5NA 04) Allocate and Monitor Work in a Food and Drink Business

|  |
| --- |
| **Unit overview** |
| This standard is about the skills and knowledge needed for you to allocate and monitor work in a food and drink business. |

|  |
| --- |
| **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. |

This page is intentionally blank

Unit IMPOM111 (J5NA 04) Allocate and Monitor Work in a Food and Drink Business

|  |
| --- |
| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| **Prepare to allocate work** 1. Define the area of responsibility in which you will allocate and monitor work
2. Confirm the objectives of your area of responsibility with relevant people
3. Plan how the objectives will be allocated and achieved and produce work schedules
4. Confirm the people who you will allocate work to and monitor their skills, knowledge, understanding, experience and workloads
5. Adhere to organisational policies and culture when allocating and monitoring work

**Allocate and monitor work** 1. Communicate the expected standard of work to the people in your area of responsibility
2. Prioritise the work required to carry out the objectives
3. Allocate work to teams or individuals
4. Monitor the allocated work with respect to organisational requirements including productivity, quality and compliance and address any problems
5. Review and update work schedules when needed
6. Provide feedback on the work activities to the people in your area of responsibility you have allocated work to
 |

Unit IMPOM111 (J5NA 04) Allocate and Monitor Work in a Food and Drink Business

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** |
| **What you must do** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Unit IMPOM111 (J5NA 04) Allocate and Monitor Work in a Food and Drink Business

|  |  |
| --- | --- |
| **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 | Why it is important to define the area and limits of your responsibility including the resources available and staffing levels and how to do this |  |
| 2 | How to access and determine the objectives and priorities for your area of responsibility |  |
| 3 | The organisational values, behaviours, culture and policies and procedures that must be adhered to when working in your food and drink business |  |
| 4 | The different methods of communication and information technology available in your food and drink business and how to make best use of them |  |
| 5 | Why it is important to ensure sufficient resources to carry out the objectives for the area of responsibility |  |
| 6 | What the skills, knowledge, understanding, experience and workloads of the people in your area of responsibility are and how to use this information when allocating and monitoring work |  |
| 7 | Why it is important to allocate work activities fairly across a team and how to do this |  |
| 8 | How to review the allocation of work and use problem-solving techniques to address problems |  |
| 9 | The food and drink business standards requirements relating to the work you have allocated including quality, productivity and compliance |  |
| 10 | Why it is important to monitor work activities and the food and drink business procedures for carrying out and recording this monitoring |  |
| 11 | Why it is important to address problems affecting productivity, quality and compliance or other area of the food and drink business promptly when monitoring work activities and the organisational procedures for carrying this out |  |
| 12 | How to provide and receive feedback and why it is important to adhere to organisational requirements when carrying this out |  |

Unit IMPOM111 (J5NA 04) Allocate and Monitor Work in a Food and Drink Business

# Supplementary evidence

|  |  |
| --- | --- |
| **Evidence** | **Date** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

|  |
| --- |
| **Assessor feedback on completion of the unit** |
|  |