

Unit IMPOM117 (J5MV 04) Plan and Organise Your Own Work Activities in 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 plan and organise your own work activities in 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). |
|  **Identify and plan work activities**1. Identify and agree the responsibilities and limits of your role in a food and drink business
2. Determine and agree the objectives of your role and agree how your activities will be measured
3. Confirm you have the resources to carry out the agreed objectives
4. Plan how and when you will carry out your work activities to agreed food and drink business requirements
5. Check your planned work activities are in line with the team, area of work and whole business policies, objectives and plans

**Organise your work activities**1. Organise your time and resources effectively
2. Identify any gaps between the requirements of your job role and your current skills, knowledge and understanding
3. Confirm your work activities achieve the expected quality, productivity, compliance standards or other requirements of the food business
4. Receive valid and objective feedback on your work activities and act upon it
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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** |
| **What you must do** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
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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 source the organisational policies, plans, objectives, culture and procedures and why it is important to adhere to them when planning and organising your own work activities |  |
| 2 | The organisational methods of communication and information technology available in the food and drink business and how to make best use of them |  |
| 3 | How to identify the responsibilities, limits and objectives of your role |  |
| 4 | Why it is important to plan your activities and how to do this |  |
| 5 | How to use the resources available in your food and drink business to help plan, organise and carry out your work activities |  |
| 6 | How to record your time and make improvements where necessary |  |
| 7 | Why it is important to work to the food and drink business quality, compliance and productivity or other food and drink business requirements and how to do this |  |
| 8 | How to identify your training and development needs and agree with relevant people how these can be addressed |  |
| 9 | How to receive feedback on the planning and organising of your work activities |  |

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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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