

Unit IMPPO250 (J5MN 04) Weigh or Measure Ingredients in Food and Drink Operations

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 weigh or measure ingredients in food and drink manufacture and/or supply operations.  |

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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). |
| **Prepare to weigh or measure ingredients**1. Wear and use the correct personal protective equipment
2. Source organisational equipment standard operating procedures
3. Source the recipe or specification detailing the weight or volume requirements of each ingredient
4. Establish and maintain effective spoken and written communication with relevant people
5. Check that all necessary tools, equipment and resources are available and fit for use
6. Source ingredients requiring weighing or measuring
7. Isolate and take action if ingredients do not meet organisational quality specifications

**Weigh or measure ingredients**1. Check the organisational weighing or measuring tolerances for each ingredient and adhere to them
2. Use product specifications or recipes to calculate or adjust the ratio of ingredients required
3. Use appropriate weighing or measuring equipment according to organisational requirements
4. Weigh or measure the required ingredients avoiding cross contamination
5. Transfer ingredients to containers following organisational requirements
6. Label weighed or measured ingredients to organisational requirements
7. Work within the limits of your responsibility and take action to address problems
8. Complete the necessary documentation and process to organisational requirements
9. Store weighed or measured ingredients to organisational requirements
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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** | **12** | **13** | **14** | **15** | **16** |
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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 | The regulatory and organisational requirements relating to the weighing or measuring of ingredients in food and drink manufacture |  |
| 2 | What the personal protective equipment needed when weighing or measuring ingredients and how to use and wear it |  |
| 3 | The tools, equipment and resources needed to weigh or measure ingredients |  |
| 4 | Common factors affecting quality of ingredients during handling, weighing, measuring and storage |  |
| 5 | The importance of handling and preparing ingredients at the optimum temperature and conditions for effective weighing or measuring and how to do this |  |
| 6 | How to avoid contamination of ingredients during handling, weighing, measuring and storage and what might happen if this is not done |  |
| 7 | How to use product specifications or recipes to calculate or adjust the ratio of ingredients required and ensure these meet production needs |  |
| 8 | How to report non availability of ingredients and source alternative supplies of ingredients or alternative ingredients as permitted |  |
| 9 | The importance of using the correct type of weighing and measuring equipment according to the types and quantities of ingredients used |  |
| 10 | How to label and store ingredients ready for mixing or further processing |  |
| 11 | How to work within the limits of your responsibility and take action to address problems |  |

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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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