



Unit F2S6 04 (101)

Work Effectively in Food Manufacture

Unit Summary

This Unit is about working effectively in a food and drink manufacturing environment. You need to work well with colleagues, exchange information and respond and act without delay.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Problem Solving Intermediate 2

- ◆ Plan, organise and complete a task.

I have completed the requirements of this Unit.

Candidate name: _____ Date: _____

Candidate signature: _____ Date: _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ Date: _____

IV signature: _____ Date: _____

Assessment centre: _____

You must be able to		Evidence Requirements	Evidence/ Activity Ref No.
1	<p>Work well with colleagues</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Are helpful and honest with colleagues and managers. (b) Deal with differences of opinion in ways that do not cause offence. (c) Respect the opinions and beliefs of colleagues from different ethnic and religious backgrounds to your own. 	<p>Evidence of work with management and team members.</p>	
2	<p>Exchange information</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Actively seek information to help you complete your work effectively. (b) Exchange information and opinions to assist your colleagues with their work. (c) Offer useful help, advice and support when appropriate. 	<p>Evidence of work within your own area of responsibility and including personal working relationships.</p>	
3	<p>Respond and act without delay</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Respond quickly and willingly to requests that are your responsibility. (b) Respond to requests while keeping to health and safety, food safety and environmental standards. (c) Inform the appropriate person when you have difficulty with a particular colleague and which you are unable to solve. 	<p>Evidence of responding effectively to instances naturally occurring workplace tasks.</p>	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
K1	The objectives of the organisation, department, self and the team.	
K2	Your organisation's health and safety procedures, and food safety and environmental standards and why it is important to follow them.	
K3	Your organisation's grievance and disciplinary procedures.	
K4	Your work responsibilities, when and who you should ask for help, and why it is important to do so.	
K5	Why it is important to develop and keep good working relationships with your team.	
K6	Different types of information and why it is important to communicate relevant information to the appropriate person clearly and promptly.	
K7	Why it is important to share opinions and information and what may happen if this is not done.	
K8	Why it is important to give suggestions to improve work tasks.	
K9	How to offer useful advice and help and why it is important to do so.	
K10	How to deal with differences of opinion without causing offence.	
K11	Why it is important to show respect for colleagues and how to do this.	
K12	Why it is important to refer unresolved difficulties to the appropriate person.	

Notes/Comments

Assessor signature: _____

Date: _____