



Unit XXXX 04 (213)

Control Stock Levels in Food Manufacture

Unit Summary

This Unit is about controlling sufficiency and safety of stock levels. This will cover two main areas: understanding how to monitor the level of stock and ensuring the safe use and rotation of stock.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

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

Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

Working with Others Access 3

- ◆ Work with others in a group to complete a simple activity.

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.
- ◆ Review and evaluate a simple problem solving activity.

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.
<p>1 Monitor the level of stock</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor effectiveness of systems and facilities for safe and sufficient storage of stock in accordance with legal and standard operational requirements. (b) Report difficulties, discrepancies, actual or potential risks in respect of stock levels to relevant people promptly and accurately. (c) Monitor achievement of standards and targets for storage of stock. (d) Provide support to enable your team to contribute to achievement of required stock levels. (e) Report proactively the potential shortfalls of stock levels against planned requirements. (f) Take action to increase or reduce stock levels to meet customer requirements. 	<p>Evidence of monitoring the level of stock in accordance with workplace procedures and taking effective action in response to two operating problems.</p>	

	Evidence Requirements (cont)	
<p>2 Ensure the safe use and rotation of stock</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Ensure that stock is not retained beyond its specified shelf life or sell by date. (b) Ensure that stock is stored in accordance with legal and standard operational requirements. (c) Identify correctly and report promptly actual and potential risks to stock to relevant people. (d) Identify correctly and report promptly any potential defects in stock storage systems. (e) Inform your team of all factors influencing effective, safe and correct storage and use of stock. 	<p>Evidence of ensuring safe use and rotation of stock and taking effective action in response to two operating problems.</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		

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	Key features of legal and operational requirements.	
K2	Requirements for shelf life/sell by date of products and their importance.	
K3	Implications of stock levels falling below or over planned demand.	
K4	Methods for monitoring stock levels.	
K5	Requirements for storage of stock.	
K6	Influences on contamination or damage to stock.	
K7	Importance of sell by dates.	

Notes/Comments

Assessor signature: _____ **Date:** _____