



## Unit XXXX 04 (220)

## Pack Orders for Despatch in Food Manufacture

### Unit Summary

This Unit is about correctly packing orders to given specifications, as directed in the workplace. You also need to use packing equipment and materials appropriately, be able to identify potential hazards and follow safety and hygiene requirements.

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:*

Communication Access 3

- ◆ Read and understand simple written communication.

***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/<br>Activity<br>Ref No. |
|---|---|----------------------------------|
| <p>Pack orders to specification</p> <p>This means you:</p> <p>1 (a) Follow the health, safety and hygiene requirements consistently.</p> <p>(b) Identify the correct order documentation, packing location, equipment and materials and method for storing packed bakery goods.</p> <p>(c) Identify and report any damage to or problems with packing or storage equipment to the appropriate person.</p> <p>(d) Position packed orders correctly and check that moving items are immobilised.</p> <p>(e) Check that your packed order matches quality and quantity specifications.</p> | <p>Evidence of packing orders to specification in accordance with workplace procedures and taking effective in response to two types of 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               |          |                        |

| <b>You need to know and understand</b>  |   | <b>Evidence</b> |
|---|---|-----------------|
| 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 hygiene, health and safety requirements and why it is important to follow them.                 |                 |
| K2  | Why it is important to avoid contamination and damage and what might happen if this is not done.    |                 |
| K3  | Types of personal protective clothing and equipment for packing activity and their appropriate use. |                 |
| K4  | How to work from verbal and written instructions.   |                 |
| K5  | Types of packing equipment and materials and how to use them.                                       |                 |
| K6  | Methods of packing orders to specified quality and quantity.  |                 |
| K7  | Defects in packing equipment and why it is important to report them immediately.                    |                 |
| K8  | Consequences of leaving mobile equipment unsecured.   |                 |
| K9  | Why it is important to pack within the required timescales for despatch.                            |                 |
| K10   | Potential hazards relating to work areas for packing food and drink products.                       |                 |

Notes/Comments

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_