



## Unit XXXX 04 (241)

## Carry Out Task Hand-over Procedures in Food Manufacture

### Unit Summary

This Unit is about the exchange of all relevant information during the hand-over process regarding both what has occurred and what may have to happen in order to maintain continuity of output. This can include shift hand-over and cover for absence and breaks.

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 very simple written communication.
- ◆ Produce simple written communication.

#### Working With Others Access 2

- ◆ Work with others in a group to complete a simple, familiar activity under supervision.

#### Problem Solving Access 3

- ◆ Plan, organise and complete a simple task.
- ◆ Analyse a simple situation or issue.

***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>Hand-over responsibility to another person</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Hand-over according to the required legal or regulatory requirements, organisational health, safety, environmental and hygiene standards or instructions.</li> <li>(b) Take precautions to ensure that production is not interrupted during hand-over.</li> <li>(c) Maintain quality standards during task hand-over.</li> <li>(d) Provide information accurately and promptly to those who need to know.</li> <li>(e) Exchange information in an appropriate place.</li> </ul>	<p>Evidence of handing over responsibility to another person in accordance with workplace procedures.</p> <p>This must include maintaining quality in one of the following types of hand-over:</p> <ul style="list-style-type: none"> <li>◆ where there are on-going problems</li> <li>◆ where there are impending problems</li> </ul>	
2	<p>Take over responsibility from another person</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Take over according to the required legal or regulatory requirements, organisational health, safety, environmental and hygiene standards or instructions.</li> <li>(b) Take precautions to ensure that production is not interrupted during hand-over.</li> <li>(c) Maintain quality standards during hand-over.</li> <li>(d) Obtain required information from the other person and clarify where necessary.</li> <li>(e) Exchange information in an appropriate place.</li> </ul>	<p>Evidence of taking over responsibility from another person in accordance with workplace procedures.</p> <p>This must include maintaining quality in one of the following types of hand-over:</p> <ul style="list-style-type: none"> <li>◆ where there are on-going problems</li> <li>◆ where there are impending problems</li> </ul>	

**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

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		

<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 legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions and what may happen if they are not followed.	
K2	The operation of the quality systems relevant to the work area.	
K3	The production schedules appropriate to the work area.	
K4	The specified machine settings to meet quality standards and what may happen if they are not met.	
K5	The origins and destinations of materials and products.	
K6	Why it is important to provide accurate information and what may happen if the information you give is inaccurate.	
K7	Why it is important to obtain accurate information and what may happen if this is not done.	
K8	The reasons why it is important to interpret information accurately and what may happen if this is not done.	

Notes/Comments

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

**Date:** \_\_\_\_\_