



Unit XXXX 04 (247)

Control Manual Size Reduction in Food Manufacture

Unit Summary

This Unit is about physically changing products or ingredients into smaller Units or fully removing constituent parts from the whole, by hand in food and drink manufacturing. It includes meeting product specification, responding to problems, completing the necessary record and maintaining effective communication with the relevant people.

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 Intermediate 1

- ◆ Apply a range of straightforward numerical skills in everyday contexts.

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 signature: _____ **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 Prepare for manual size reduction</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Check product specifications at the right time. (c) Make sure that the material for size reduction is available and fit for use. (d) Take effective action in response to operating problems. (e) Maintain effective communication. 	<p>Evidence of taking effective action in response to two types of operating problems.</p>	
<p>2 Carry out manual size reduction</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions when carrying out manual size reduction. (b) Handle and store materials and products in a manner which maintains quality. (c) Achieve the required output to the correct specification. (d) Make sure the product is correctly transferred to the next stage in the manufacturing operation. (e) Take effective action in response to operating problems. (f) Maintain effective communication. 	<p>Evidence of taking effective action in response to two types of operating problems.</p>	

		Evidence Requirements (cont)	
3	<p>Finish manual size reduction</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Deal correctly with materials that can be recycled or re-worked. (c) Dispose of waste correctly. (d) Make equipment and the immediate work area ready for future use after the completion of the process. (e) Maintain effective communication. (f) Accurately complete all records. 	<p>Evidence of finishing manual size reduction in accordance with workplace procedures.</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	What the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed.	
K2	What equipment and materials to use and in what quantity.	
K3	How to obtain and interpret the relevant process specification.	
K4	What recording, reporting and communication is needed and how to carry this out correctly and the reasons why it is important to do so.	
K5	What action to take when the process specification is not met.	
K6	How to establish fitness for use of material and how to deal with material which is not fit for use.	
K7	What might happen if material was used which was not fit for use.	
K8	What operating problems are associated with size reduction and the appropriate response to make.	
K9	The limits of your own authority and competence and why it is important to work within those limits.	
K10	How to follow work instructions and why it is important to do so	
K11	How and when to seek assistance.	
K12	How to carry out the process in an efficient manner and why it is important to do so.	
K13	How to deal with items that can be recycled or re-worked.	
K14	How to dispose of waste correctly and why it is important to do so.	
K15	How to make equipment ready for future use.	

Notes/Comments

Assessor signature: _____

Date: _____