



## Unit DR47 04 (501)

## Develop and Implement Operational Plans for Your Area of Responsibility

### Unit Summary

This Unit is about developing and implementing operational plans which you are required to set up for your areas of responsibility or specific department within your food and drink manufacturing business. This may be, eg a branch, department, functional area or an operating site within the business. These plans will contribute to achieving the objectives set out in the overall strategic business plan of the food and drink manufacturing business.

In order to achieve this Unit you must demonstrate that you meet all the requirements of the Units. This means all of the stated outcomes and behaviours and every item of knowledge and understanding. Your assessor must be able to observe you in the workplace or you must provide the following **tangible evidence** to your assessor. Please note that simulation is not allowed for this Unit, ie all your evidence must relate to real work activities.

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

#### Communication Intermediate 2

- ◆ Read, understand and evaluate written communication.
- ◆ Produce well-structured written communication.

#### Working With Others Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

#### Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a 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**

- 1 Balance new ideas with tried and tested solutions.
- 2 Balance risk with desired outcomes.
- 3 Make sure your plans are consistent with the objectives of your area of responsibility.
- 4 Make sure your plan is flexible and complements related areas of work.
- 5 Develop and assign objectives to people together with the associated resources.
- 6 Win the support of key colleagues and other stakeholders.
- 7 Monitor and control your plan so that it achieves its overall objectives.
- 8 Evaluate the implementation of your plan and make recommendations that identify good practice and areas for improvement.

**Behaviours**

This means you:

- ◆ constantly seek to improve performance
- ◆ work towards a clearly defined vision of the future
- ◆ present information clearly, concisely, accurately and in ways that promote understanding
- ◆ reflect regularly on your own and other's experiences, and use these to inform future action
- ◆ prioritise objectives and plan work to make best use of time and resources
- ◆ set demanding but achievable objectives for yourself and others
- ◆ create a sense of common purpose
- ◆ balance agenda and build consensus
- ◆ consider the impact of your own actions on others

**Evidence of Outcomes**

The following are **possible examples** of evidence:

**Operational plans that you have managed and reviewed:**

- ◆ data on past operational performance against plan that you have collected and analysed
- ◆ notes or minutes of meetings and discussions that you have led to review operational plans and performance
- ◆ reconciliation reports and variance analyses and proposals for changes to plans and operations that you have prepared
- ◆ witness statements (comments on your role in reviewing and controlling performance against plans)
- ◆ personal statement (reflections on your role in reviewing and controlling performance against plans)

**Operational plans that you have developed and agreed:**

- ◆ proposals for developing new operational systems and procedures or reports of development projects you have led
- ◆ risk assessments and cost/benefit analyses of proposed plans
- ◆ operational or production plans, sales or other work plans or work schedules, objectives and targets that you have developed and agreed
- ◆ witness statements (comments on your role in developing operational plans)
- ◆ personal statement (reflections on your role in developing operational plans)

**Unit DR47 04 (501)****Develop and Implement Operational Plans for Your Area of Responsibility**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
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<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.		
<b>General knowledge and understanding</b>		
K1	Principles and methods of short-to medium-term planning.	
K2	The importance of creativity and innovation in operational planning.	
K3	How to develop and assign objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).	
K4	How to analyse and manage risk.	
K5	How to develop and plan for contingencies.	
K6	Principles and methods of delegation.	
K7	How to use resources effectively to achieve objectives.	
K8	How to consult with colleagues and other key stakeholders.	
K9	How to monitor and control operational plans to achieve their objectives.	
K10	How to develop and use an evaluation framework.	
<b>Knowledge and understanding in the context of your business</b>		
K11	The market in which your business works.	
K12	The overall vision of your business and the goals you are responsible for achieving.	
K13	The actual and potential customer base of your business.	
K14	Available market opportunities.	
K15	How to respond to market opportunities.	
K16	Colleagues and other stakeholders, and their needs and expectations.	
K17	Processes for consideration.	
K18	Sources of information you can use to monitor and evaluate plans.	
K19	Procedures for reporting and making recommendations.	
<b>Industry or sector specific knowledge and understanding</b>		
K20	Relevant legal, regulatory and ethical requirements in your sector.	
K21	Market developments in your sector.	
K22	Actual and potential competitors, and their strategies and plans.	
K23	Actual and potential partners, and their strategies and plans.	

Notes/Comments

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