



Unit F2M3 04 (517)

Interpret and Communicate Information and Data in Food Manufacture

Unit Summary

This Unit is about the interpretation and communication of information and data in food and drink operations. You will be required to identify and confirm information and data, source data and present information in suitable format(s) with regard for intended target audience(s).

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 Intermediate 2

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

Numeracy Intermediate 2

- ◆ Apply a wide range of numerical skills in everyday and generalised contexts.
- ◆ Interpret and communicate graphical information in everyday and generalised contexts.

Information Technology Intermediate 2

- ◆ Using an IT system effectively and responsibly to process a range of information.

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 Identify and interpret information and data</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify what information and data are required. (b) Confirm the information and data you have already. (c) Identify appropriate information and data sources, and locate and obtain what is required for your purposes. (d) Ensure information and data is relevant, sufficient and complete. (e) Interpret the information and data to ensure it may be easily understood by the target audience. (f) Check the information and data obtained to ensure applicability and that correct interpretations have been made. 	<p>Evidence of identifying and interpreting information and data in accordance with workplace procedures.</p>	
<p>2 Communicate information and data</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check information and data to be presented for completeness and correct format. (b) Liaise with colleagues in order to obtain clarification on the completeness and correct format of the information and data to be presented. (c) Present information in a manner and format that is relevant to, and suitable for, the needs of the target audience. (d) Present the findings to your audience in a clear and concise way. (e) Make clear distinctions between findings and interpretation. 	<p>Evidence of communicating information and data in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2 (cont)	(f) Make recommendations with reference to objectives to ensure they are fully justified. (g) Answer the audience's questions effectively		

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	Different methods of communication that could be adopted to present information and data.	
K2	How to use audio visual aids and how they can enhance presentations.	
K3	How to respond effectively to questions.	
K4	The importance of presenting information in the correct format.	
K5	Types of computer systems and how they are used.	
K6	Data analysis techniques.	
K7	How to analyse and interpret data.	
K8	How to communicate and present to different audiences to best effect.	
K9	How to liaise with colleagues to best effect.	
K10	How to retrieve information and data from different sources.	
K11	Location of sources of information and how to access them.	
K12	Good practice in the collection and interpretation of industry relevant information and data.	

Notes/Comments

Assessor signature: _____ **Date:** _____