



Unit F2R3 04 (554)

Plan Resources to Meet Anticipated Demand for Products in Food Manufacture

Unit Summary

This Unit is about planning and co-ordinating the wrapping and labelling of food and drink products. It covers developing a plan that uses sufficient resources, confirming availability of materials, tools etc and checking that your plan complies with all legal and standard operational requirements.

This Unit is for you if you work in food and drink manufacturing operations and you have responsibilities for the planning, implementation and monitoring of wrapping and labelling operations of food and drink products. You may be a team leader, line manager or supervisor.

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 1

- ◆ Produce simple but detailed 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	Evidence Requirements	Evidence/ Activity Ref No.
<p>1 Plan resources to meet anticipated demand.</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Develop a plan that uses sufficient resources to undertake all work activities required to meet demand. (b) Allocate personnel with relevant competences to work activities. (c) Confirm availability of all tools and equipment required for planned and anticipated work activities. (d) Confirm availability of materials required for planned and anticipated wrapping and labelling operations. (e) Include contingency plans based on your review of possible difficulties which may be encountered. (f) Check that your plan complies with all legal and standard operational requirements. 	<p>Evidence of planning resources to meet anticipated demand in accordance with workplace procedures.</p> <p>This means you must develop a plan with three types of resources eg people, equipment, tools, time, services.</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		

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	Key features of legal and operational requirements relating to wrapping and labelling operations.	
K2	How to plan resources to meet planned and anticipated demand.	
K3	How to estimate and allow for contingencies.	
K4	Tools and equipment used for wrapping and labelling food and drink products and their safe use.	
K5	Competences and development needs of personnel.	
K6	Monitor wrapping and labelling operations against food and drink production requirements.	
K7	How to check on availability of materials.	
K8	Technical information for relevant tools and equipment.	
K9	Material orders and delivery arrangements.	
K10	Corrective actions within own area of responsibility.	
K11	Quality records and their applicability to wrapping and labelling.	
K12	How to manage control of work materials.	

Notes/Comments

Assessor signature: _____

Date: _____