



Unit F2LF 04 (559)

Evaluate and Improve Production in Food Manufacture

Unit Summary

This Unit is about evaluating the performance of operational teams, processes and production. It is about making contributions to improving operational and overall organisational performance. It covers the evaluation of operations assessments, agreement of objectives for an improvement programme, implementing and evaluating an improvement programme, and making recommendations for improvements to organisational plans.

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

- ◆ 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	Evidence Requirements	Evidence/ Activity/ Ref No.
1	<p>Evaluate assessments of the performance of operations within a food or drink manufacturing business</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Gather the relevant assessments and arrange for presentations and/or discussions to further your understanding of the assessment of operational performance. (b) Utilise your knowledge of operations monitoring, trends and developments to objectively review the assessment evidence and analyse this evidence to make judgements about operational performance. (c) Encourage input from colleagues and take account of their feedback in your evaluation. (d) Present your evaluation to the relevant people at an appropriate level and pace, giving opportunities for them to feedback. 	<p>Evidence of evaluating assessments of the performance of operations within a food manufacturing business in accordance with workplace procedures.</p>	
2	<p>Agree objectives for an improvement programme</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Consider relevant outcomes that have resulted from the evaluation of operational performance. (b) Monitor operational activities at times most likely to identify potential improvements and encourage colleagues to contribute to ideas for improvements. 	<p>Evidence of agreeing objectives for an improvements programme in accordance with workplace procedures.</p>	

You must be able to		Evidence Requirements (cont)	Evidence/ Activity Ref No.
2 (cont)	<p>(c) Present your plans for implementing change to the relevant people clearly and accurately.</p> <p>(d) Agree an improvement plan with the relevant people.</p>		
3	<p>Implement and evaluate an improvement programme</p> <p>This means you:</p> <p>(a) Initiate the improvement programme in a planned manner confirming that those who will be affected have an understanding of the implications of change and their commitment to it.</p> <p>(b) Effectively co-ordinate the activities which are necessary to implement the improvement programme and maintain effective communication with those involved.</p> <p>(c) Monitor change and gather sufficient information to accurately evaluate the effectiveness of the improvements.</p> <p>(d) Report results of the change to the relevant people as required and enable agreed improvements to be incorporated into standard working practice.</p>	Evidence of implementing and evaluating an improvement programme in accordance with workplace procedures.	
4	<p>Report on the outcomes of the improvement programme</p> <p>This means you:</p> <p>(a) Report improvements based upon accurate information resulting from achieved operational change and other relevant information.</p> <p>(b) Report improvements in a way which shows how they have contributed to the achievement of the organisation's mission, aims and objectives.</p> <p>(c) Clearly present the outcomes to the relevant people and engage in constructive discussions.</p>	Evidence of reporting on the outcomes of the improvement programme in accordance with workplace procedures.	

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

Unit F2LF 04 (559)**Evaluate and Improve Production in Food
Manufacture**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		

Unit F2LF 04 (559)

Evaluate and Improve Production in Food Manufacture

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	How to communicate effectively and make recommendations.	
K2	How to encourage and enable colleagues to make recommendations.	
K3	How to handle discussions, actual and potential disagreements in a constructive manner.	
K4	How to recommend improvements and to construct an effective case for change.	
K5	How to motivate others to be committed to change and improvements.	
K6	How to identify the broader implications of change.	
K7	With whom you need to communicate.	
K8	To whom you need to report, present and make recommendations.	
K9	Organisational procedures and timing for communication, recording and reporting.	
K10	The importance of monitoring change and its effects and how to undertake monitoring.	
K11	The importance of continuous improvement to organisational effectiveness and your role in relation to this.	
K12	How to evaluate assessments, reports and work activities and identify areas for improvement.	
K13	The principles of organisational planning and its effectiveness.	
K14	Types of information which inform reliable recommendations to plans.	
K15	What the organisational arrangements are for managing change and improvements.	
K16	How to proceed if recommendations for change are at variance with organisational aims and objectives.	
K17	How to plan for change in a way which minimises adverse organisational effects.	
K18	Organisational procedures for facilitating and managing continuous improvement.	
K19	The importance of setting organisation specific SMART objectives to measure and evaluate performance improvements.	
K20	Best means of monitoring organisational activity and gathering information.	
K21	The effects of performance improvement on personnel, plant, product and working environment.	
K22	What your organisation's mission, aims and objectives are and how to plan within their framework.	
K23	How to develop and adjust realistic improvement plans based on changing organisational circumstances and the likely implications of alterations to these plans.	
K24	Relevant legal, regulatory and ethical requirements impacting on operational improvement.	
K25	Current industry operational trends and developments.	
K26	The key technical measures which contribute best to review and evaluation of production.	
K27	Examples of good practice in industry change management, planning and implementation.	

Notes/Comments

Assessor signature: _____

Date: _____