



Unit F2KB 04 (581)

Control Production of Bakery Products

Unit Summary

This Unit is about planning and maintaining production schedules, ensuring adequate resources are available to meet production demands, monitoring and reporting production progress and diagnosing and solving production problems within the limits of your workplace responsibilities.

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 Access 3

- ◆ Produce simple written communication.

Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

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>Plan bakery production schedules</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify and confirm customers needs for production activity. (b) Plan production activity to meet customers needs. (c) Identify and report variances in resource requirements to relevant personnel accurately and promptly with recommendations for corrective action. (d) Give team members opportunities to take individual responsibility for the efficient use of resources. (e) Schedule plans for the efficient use of resources. (f) Produce schedules which complies with legal and standard operational requirements. 	<p>Evidence of planning bakery production schedules according to workplace procedures.</p> <p>This must include two different types of corrective actions and involving three different types of bakery resources.</p>	
2	<p>Ensure availability of resources to meet bakery production schedules</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Ensure that the current resources are available at the correct time for the production process. (b) Instigate appropriate corrective action immediately where discrepancies with required resources occur. (c) Liaise with relevant personnel to ensure availability of resources. 	<p>Evidence of ensuring availability of resources to meet bakery production schedules according to workplace procedures.</p> <p>This must include two different types of corrective actions and involving three different types of bakery resources.</p>	

		Evidence Requirements (cont)	
2 (cont)	<ul style="list-style-type: none"> (d) Maintain all records relating to resources accurately and ensure they are available to management. (e) Monitor the quality of materials prior to their use in production to ensure compliance with legal and standard operational requirements. (f) Monitor, record and report on all instances of non-compliance with quality requirements. 		
3	<p>Monitor and report on progress of bakery production</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Correctly monitor use of tools and equipment throughout the production process and ensure this use meets operational procedures and production schedule. (b) Correctly monitor the operation of safety devices and security locks. (c) Report promptly on production issues affecting the progress of production or which may adversely affect quality of the product or safety of personnel. (d) Complete production and equipment records and documentation accurately and promptly. (e) Ensure that authorised personnel have access to current and accurate production information as you file records in the appropriate place. 	<p>Evidence of monitoring and reporting on progress of bakery production according to workplace procedures.</p> <p>This must include monitoring of three types of tools and equipment involving two types of production issues.</p>	

		Evidence Requirements (cont)	
4	<p>Diagnose and solve bakery production problems</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify abnormal occurrences or malfunctions promptly and accurately. (b) Take appropriate corrective action to minimise hazards, risks and losses. (c) Correctly diagnose production faults that are within your own area of expertise and responsibility. (d) Report faults with mixtures, products, tools and equipment malfunctions and matters affective production with an appropriate degree of urgency and accurately to relevant personnel. (e) Inform relevant personnel with recommendations for action when faults and malfunctions are outside your area of responsibility or expertise. (f) Monitor equipment maintenance records and report variances from legal and standard operational requirements and specifications to relevant personnel. 	<p>Evidence of diagnosing and solving bakery production problems according to workplace procedures.</p> <p>This must include two types of hazards, risks and losses and involving two types of tools and equipment.</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		
4		

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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.	
K2	Systems and procedures for production scheduling.	
K3	Team objectives, competences.	
K4	Importance of effective production scheduling and the potential impact of inadequate scheduling.	
K5	The need to have accurate information about current resources available and their status.	
K6	The need to update and amend schedules to meet changing customer needs.	
K7	The importance of resource availability and the impact on production of non-availability.	
K8	Procedures and processes for ensuring resource availability.	
K9	Communication methods and styles.	
K10	Requirements for storage, moving and delivery of materials to production locations.	
K11	The need to adapt resource requirements to meet changing customer needs and schedules.	
K12	Use and interpretation of standard operational procedures and schedules.	
K13	Operational limits and tolerances of appropriate equipment.	
K14	Requirements for and use of quality control documentation.	
K15	Requirements for and use of scheduling and equipment maintenance.	
K16	Importance monitoring and reporting production progress and non compliances.	
K17	Key features of legal and operational requirements.	
K18	Use and interpretation of standard operational procedures.	
K19	Operational limits and tolerances of appropriate equipment.	
K20	Requirements for and use of quality control documentation.	
K21	Fault diagnosis within the limit of responsibility for tools, equipment, mixtures and products.	
K22	How to access and interpret equipment maintenance records.	
K23	How to report and make recommendations resulting from fault diagnosis.	
Notes/Comments		

Assessor signature: _____

Date: _____