



Unit F2NW 04 (589)

Monitor Effectiveness of Retail Operations in Food Manufacture

Unit Summary

This Unit is about monitoring the effectiveness of retail operations in food manufacture.

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:

Numeracy Intermediate 2

- ◆ Interpret and communicate graphical information in everyday and generalised contexts.

Problem Solving Intermediate 2

- ◆ Review and evaluate a problem solving activity.

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: _____

<p>You must be able to</p>	<p>Evidence Requirements</p> <p>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.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p>Evidence/Activity Ref No.</p>
<p>1</p> <p>Monitor retail operations</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Monitor retail operations against targets. (b) Check that the quality of the products and customer service are maintained. (c) Adapt allocation of work activities to meet changing priorities and targets. (d) Report factors influencing effectiveness which are outside your own area of responsibility to the relevant people. (e) Make recommendations to improve retail operations to relevant people. 	<p>Evidence of monitoring retail operations in accordance with workplace procedures.</p>	
<p>2</p> <p>Control risk to health and safety in the workplace</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Control risk to health and safety during retail operations, ensuring compliance with relevant legal and standard operational requirements. (b) Monitor correct and safe use of all tools and equipment to minimise risk. (c) Identify promptly and take corrective action regarding potential and actual hazards in the workplace. 	<p>Evidence of controlling risks to health and safety in accordance with workplace procedures</p> <p>This means you must control two types of risks to health and safety.</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		

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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	Standard operating procedures in respect of retail operations.	
K3	How to set and agree targets for retail operations.	
K4	Why it is important to have cost effective and efficient retail operations.	
K5	What action to take on variances and non-compliance in maintaining conditions.	
K6	Why it is important to work to targets and standards.	
K7	Corrective action and procedures when dealing with contingencies.	

Notes/Comments

Assessor signature: _____ **Date:** _____