



Unit F2MN 04 (701)

Provide Information to Support Operational Plans in Food Manufacture

Unit Summary

This Unit is about providing information to support the development and implementation of operational plans. It covers obtaining relevant information, recording and reporting this information so that decisions can be made.

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 Higher

- ◆ Produce and respond to oral communication on a complex topic.
- ◆ Produce well-structured written communication on complex topics.

Information Technology Higher

- ◆ Using an IT system independently 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.
1	<p>Obtain information which supports operational plans</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify information which will inform and support operational plans. (b) Use sources of information that are reliable and sufficiently wide-ranging to meet current and likely future information requirements. (c) Use methods of obtaining information which are reliable, effective and make efficient use of resources. (d) Use methods of obtaining information which are consistent with organisational values, policies and legal requirements. (e) Obtain information that is accurate, relevant and sufficient to support decisions to be made on operational plans. 	<p>Evidence of obtaining information in accordance with workplace procedures.</p> <p>This must include obtaining three types of information.</p>	
2	<p>Record and store information</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Adopt systems and procedures for recording and storing information which are suitable for the purpose and make efficient use of resources. (b) Record and store information in a way that complies with organisational policies and legal requirements. 	<p>Evidence of recording and storing information in accordance with workplace procedures.</p>	

		Evidence Requirements (cont)	
2 (cont)	<ul style="list-style-type: none"> (c) Record and store information in the required format to enable the appropriate people to access it easily. (d) Provide opportunities for team members to make suggestions for improvements to systems and procedures. (e) Make recommendations for improvements to systems and procedures to the appropriate people. (f) Implement those recommendations taking into account organisational constraints. 		
3	<p>Advise and inform others</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Research the advice and information needs of the recipients of the information in ways which are appropriate and sufficient and take account of organisational constraints. (b) Provide advice and information at a time and place and in a form and manner appropriate to the needs of the recipients. (c) Provide information that is accurate, relevant and sufficient to inform operational plans. (d) Provide advice which is consistent with organisational policy, procedures and constraints. (e) Confirm the recipients' understanding of the advice and information you have given. (f) Maintain confidentiality according to organisation and legal requirements. (g) Use feedback from recipients to improve the way you provide advice and information. 	<p>Evidence of advising and informing others in accordance with workplace procedures.</p> <p>This must include advising and informing others on three types of information.</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

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

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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	How to judge the accuracy, relevance and sufficiency of information required to inform operational plans.	
K2	The importance of information management to the team, organisational and operational effectiveness and your role and responsibilities in relation to this.	
K3	The types of information which are essential to your role and responsibilities in relation to the operational plans.	
K4	The range of sources of information which are available to you and how to ensure that these are capable of meeting current and likely future information requirements.	
K5	How to identify new sources of information which may be required.	
K6	The range of methods of gathering and checking the validity of information and their advantages and disadvantages.	
K7	Different formats which may be required for presenting information.	
K8	How to select a format appropriate to different purposes and recipients of information.	
K9	How to assess the effectiveness of current methods of collecting and storing information and the procedures to follow in order to make recommendations and implement improvements.	
K10	How to ensure that information is organised in a way that makes it readily accessible to the appropriate people.	
K11	Principles of confidentiality — what information should be made available to which people.	
K12	The importance of providing opportunities for and encouraging and enabling team members to, make recommendations on improvements to systems and procedures.	
K13	The organisational policies and legal requirements which have a bearing on the recording and storage of information and how to interpret these.	
K14	Different approaches to, and methods of, analysing information and how to select methods appropriate to decisions which you have to make.	
K15	How to analyse information to identify patterns and trends.	
K16	How to draw conclusions on the basis of analysing information.	
K17	The differences between fact and opinion, how to identify these and present them accordingly.	
K18	How to develop and present a reasoned case based on the outcomes of an analysis.	
K19	The importance of the effective analysis of information; your role and responsibility in relation to this.	

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Notes/Comments

Assessor signature: _____ **Date:** _____