



## Unit F2HH 04 (731)

## Assess Production Requirements and Calculate Operational Costs in Food Manufacture

### Unit Summary

This Unit is about assessing work production requirements and calculating operational costs. You will be required to assess work to be carried out, develop methods of work and suggest suitable alternatives. You will need to consider resource availability, record information, obtain quotations and calculate operational costs.

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.

*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</p> <p>Establish a method of working</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Develop the best method of working by accurately assessing the work to be carried out to meet the specification.</li> <li>(b) Identify suitable alternative ways to achieve the specification when problems arise, discussing the adoption of alternatives with relevant people.</li> <li>(c) Check that resources are available and capable of achieving the specification within organisational constraints.</li> <li>(d) Record the relevant operational information accurately and legibly.</li> </ul>	<p>Evidence of establishing a method of working in accordance with workplace procedures.</p>	
<p>2</p> <p>Assess requirements and availability of resources</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Establish the resources and material requirements to achieve specification by analysing orders and report to the relevant people.</li> <li>(b) Consult information sources to establish and confirm current and future availability of resources and materials to ensure continuity.</li> <li>(c) Take relevant actions when resources do not meet requirements and record relevant information required to proceed accurately and legibly.</li> </ul>	<p>Evidence of assessing requirements and availability of resources in accordance with workplace procedures.</p>	

		<b>Evidence Requirements (cont)</b>	
3	<p>Calculate operational costs</p> <p>This means you:</p> <p>(a) Determine the most suitable quotations, entering into negotiations with suppliers to get the best prices to meet operational requirements, and make recommendations to the appropriate people.</p> <p>(b) Calculate the complete operational costs accurately.</p> <p>(c) Record information accurately and legibly.</p>	<p>Evidence of calculating operational costs in accordance with workplace procedures.</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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<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		

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<b>You need to know and understand</b>		<b>Evidence</b>
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.	
K2	How to clarify problems with relevant people.	
K3	How to suggest alternative means of achieving specifications and methods of working.	
K4	How to report to the relevant people.	
K5	How to confirm resource availability.	
K6	How to develop methods of working.	
K7	How to assess the work to be carried out.	
K8	How to interpret specifications and put them into practice.	
K9	How to identify and assess operational requirements.	
K10	How to determine resource requirements.	
K11	How to negotiate with suppliers.	
K12	How to calculate costs.	
K13	How to assess operational efficiencies and capabilities.	
K14	How to assess outputs likely to be achieved.	
K15	With whom you need to communicate.	
K16	To whom you need to report.	
K17	Organisational procedures and timing for communication and reporting.	
K18	How to ensure product specifications are within resource capabilities.	
K19	How to plan operations, including relevant resource and manpower needs.	
K20	How to assess capabilities and availability of staff.	
K21	Relevant legal, regulatory and ethical requirements impacting on operations.	
K22	Lean manufacture and efficient production techniques.	
K23	Relevant production techniques and how these are carried out.	
K24	Current industry production developments.	
K25	How to increase productivity by developing alternative methods of working.	
K26	The range of suppliers available and best means of contact.	

Notes/Comments

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_