

Title	Carry out task hand-over procedures in food manufacture				
Ofqual unit ref	A/601/8316				
Level	2	Credit value	2	GLH	10
Learning outcomes		Assessment criteria			
The learner will:		The learner can:			
1. Hand over responsibility to another person		1.1 Take precautions to ensure that production is not interrupted during hand-over 1.2 Maintain quality standards during task hand-over 1.3 Provide information to those who need to know 1.4 Exchange information in an appropriate place.			
2. Take over responsibility from another person		2.1 Take precautions to ensure that production is not interrupted during hand-over 2.2 Maintain quality standards during hand-over 2.3 Obtain required information from the other person and clarification where necessary 2.4 Exchange information in an appropriate place.			
Additional information about the unit					
Unit purpose and aim(s)		This unit supports workforce development for those who carry out task hand-over procedures in a food business. The unit is designed for use primarily by operatives and others who carry out these workplace activities. The aim of the unit is to determine competent performance to recognised National Occupational Standards.			
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)		This unit is designed to assess the skills of learners in the workplace, carrying out task hand-over procedures in food manufacture. It needs to be			

	<p>assessed on the job. The learner must be able to demonstrate their competent performance consistently over a period of time, to meet all of the assessment criteria. This will be achieved by at least two observations of performance in the workplace, and may be supported by witness testimony and other workplace evidence. Observations must ensure that the learner's working practice is at commercial speed and in compliance with standard operating procedures.</p>
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Additional information about the unit	
Unit review date	January 2018
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	This unit of assessment has a relationship with the following National Occupational Standards: PO.111S Carry out task hand-over procedures in food manufacture.
Support for the unit from a SSC or appropriate other body (if required)	
Location of the unit within the subject/sector classification system	4.2 Manufacturing Technologies
Name of the organisation submitting the unit	FDQ
Availability for use	Shared
Unit category	OS