Title	Principles of setting targets and monitoring performance in a food business				
Ofqual unit ref	D/504/7247				
Level	3	Credit value	3	GLH	21

Learning outcomes	Assessment criteria
The learner will:	**The learner can:**
1. Know the purpose and application of food business target setting and performance monitoring	1.1 Summarise the purpose and function of food business target setting and performance monitoring 1.2 Explain the importance of target setting to performance monitoring 1.3 Summarise the principles underpinning a target setting and performance monitoring system and how to apply them 1.4 Explain how to specify the requirements of a performance monitoring system within the business 1.5 Explain the importance and methods for keeping performance monitoring systems up-to-date.
2. Know how to implement and maintain a food business performance monitoring system	2.1 Explain the importance of developing and presenting an effective case for setting targets and performance monitoring in the business 2.2 Outline how to gain the commitment of the relevant people to target setting and performance monitoring in the business 2.3 Summarise the principles of realistic implementation planning and how to amend these plans to meet changing circumstances 2.4 Explain why it is important and how to consult on the development and implementation of a

	2.5 Summarise the most effective means of communicating and discussing target setting and performance monitoring systems with the relevant people
	2.6 Explain why it is important to maintain effective performance monitoring systems, and own role in relation to this.
3. Know how to develop and update a food business target setting and performance monitoring system	3.1 Explain how to develop and set targets that are • specific • measurable • achievable • realistic • time-bound 3.2 Explain how to determine the structure and content for a performance monitoring system in an area of the business 3.3 Explain how to report the relevance and performance status of a performance monitoring system to the relevant people 3.4 Summarise the importance of system management and updating of a performance monitoring system 3.5 Explain how to obtain feedback about the relevance and performance status of the performance monitoring system from the relevant people 3.6 Summarise how to construct and present recommendations for the updating of a performance monitoring system.

Additional information about the unit	
Unit purpose and aim(s)	This unit supports workforce development for those

	who need to understand the principles of setting targets and monitoring performance in a food business.
	The unit is designed for use primarily by team leaders, supervisors, technicians 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 test the knowledge and understanding of learners in the workplace context when setting targets and monitoring performance in a food business. It needs to be assessed on or off the job. The learner must demonstrate their current knowledge and understanding, to meet all assessment criteria.
	Assessment methods appropriate to the needs of the learner must be used to generate satisfactory evidence of knowledge and understanding.

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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: IMPQI273K Understand how to plan and agree targets for achieving excellence in a food environment
Support for the unit from a SSC or appropriate other body (if required)	Improve Ltd
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	OK