

Title	Plan production schedules in food manufacture				
Ofqual unit ref	J/502/7414				
Level	3	Credit value	3	GLH	21
Learning Outcomes			Assessment Criteria		
The learner will:			The learner can:		
<p>1 Manage work in teams</p> <p>2 Allocate resources to meet production plans</p> <p>3 Ensure availability of resources to meet production plans</p>			<p>1.1 Set work objectives for the team</p> <p>1.2 Give the team opportunities to take responsibility for their own work and assist with the planning process.</p> <p>2.1 Ensure the requirements of the production plans are clear</p> <p>2.2 Produce schedules which are consistent with:</p> <ul style="list-style-type: none"> • production plans • management priorities and objectives • legal and standard operating requirements <p>2.3 Produce schedules which make cost-effective use of available resources within given constraints</p> <p>2.4 Seek advice from the relevant people if production schedules appear to conflict with legal requirements and/or organisational objectives.</p> <p>3.1 Keep colleagues informed of production schedules, and particularly any changes, to ensure they can plan their work</p> <p>3.2 Confirm that equipment required is available and in good working order before production starts</p> <p>3.3 Confirm that the specified type and volume of materials are available, in the specified location for production</p> <p>3.4 Ensure that all equipment and materials are ready for use and conform to legal and standard operational requirements</p> <p>3.5 Confirm that the required number of staff, with the appropriate skills and knowledge, are available</p>		

Title	Plan production schedules in food manufacture	
Ofqual unit ref	J/502/7414	
<p>3 Ensure availability of resources to meet production plans</p> <p>4 Avoid production problems</p> <p>5 Maintain accurate and clear records</p>	<p>3.6 Inform the relevant people immediately if lack of resources will affect production output.</p> <p>4.1 Report all damage and faults, with recommendations for corrective action</p> <p>4.2 Manage risk and ensure a hazard-free workplace.</p> <p>5.1 Maintain all records relating to resources and ensure they are available to management</p> <p>5.2 Monitor record and report on all instances of non-compliance with quality requirements.</p>	
Unit purpose and aim(s)	<p>This unit is designed to assess the skills of learners in the workplace, when planning production schedules in food manufacture. It needs to be 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. The Improve Assessment Strategy for Proficiency Qualifications in Food and Drink sets out the overarching assessment requirements.</p>	