

| Title | | Understand how to organise the receipt and storage of goods and materials in food operations | | | |
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| Ofqual unit ref | | J/602/4572 | | | |
| Level | 3 | Credit value | 3 | GLH | 18 |
| Learning Outcomes | | | Assessment Criteria | | |
| The learner will: | | | The learner can: | | |
| <p>1 Know the organisation skills required for effective handling of incoming goods</p> <p>2 Know how to organise storage facilities and stock records</p> | | | <p>1.1 Explain the procedures for the receipt and handling of different types of goods</p> <p>1.2 Describe the procedures for dealing with discrepancies and late deliveries</p> <p>1.3 Explain the information that staff require to receive goods</p> <p>1.4 Define the business criteria for accepting goods</p> <p>1.5 Explain the importance of checking goods after uploading</p> <p>1.6 Describe the recording and control systems for checking goods received</p> <p>1.7 Describe safety and security procedures that apply to receiving goods and materials.</p> <p>2.1 Describe how to assess storage needs</p> <p>2.2 Describe the causes of stock deterioration and how to protect it from damage</p> <p>2.3 Determine storage layout and solve storage problems</p> <p>2.4 Explain how to run the stock recording and control systems</p> <p>2.5 Describe the information required by colleagues to operate the storage system</p> <p>2.6 Define food manufacturing legal requirements for storing goods and materials</p> <p>2.7 Explain how to organise both routine and spot checks of stock and storage</p> <p>2.8 Describe legal and organisational requirements for removing out of date stock</p> | | |

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| <p>2 Know how to organise storage facilities and stock records</p> <p>3 Know the organisational business policies and procedures</p> | <p>2.9 Explain the organisations' monitoring process for storing and moving stock.</p> <p>3.1 Explain business systems and procedures for moving and storing goods and materials</p> <p>3.2 Describe company policy and procedures relating to goods susceptible to damage</p> <p>3.3 Assess your business requirements and quality standards</p> <p>3.4 Evaluate alternative ideas for moving and storing stock to make profitable changes.</p> | |
| Unit purpose and aim(s) | | |