

Title	Understand how to prepare orders for despatch in food operations				
Ofqual unit ref	M/602/1696				
Level	2	Credit value	3	GLH	20
Learning Outcomes			Assessment Criteria		
The learner will:			The learner can:		
<p>1 Know what the requirements are for preparing orders for despatch in food operations</p> <p>2 Know how to assemble orders for despatch in food operations</p> <p>3 Know how to prepare orders for despatch in food operations</p>	<p>1.1 Describe the facilities required to despatch food products</p> <p>1.2 State why it is important to work within limits of own authority and competence</p> <p>1.3 Describe how to carry out recording, reporting and communication and the importance of this.</p> <p>2.1 Describe how to assemble orders so that the quality of packaged materials is maintained</p> <p>2.2 State how to obtain and interpret packing and despatch documentation</p> <p>2.3 State the different types of packaging used for despatch</p> <p>2.4 Outline how to assess the condition of packing materials</p> <p>2.5 Describe how to monitor and assess the quality of packaging.</p> <p>3.1 Describe how to prepare products for despatch</p> <p>3.2 State how to recognise the quality of product</p> <p>3.3 Outline the labelling and despatch instructions</p> <p>3.4 Describe how to check consignment notes against instructions</p> <p>3.5 Describe how to handle packaged product to maintain condition and quality</p> <p>3.6 Describe how to identify packaged product.</p>				

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4 Know how to finish preparing orders for despatch in food operations		<p>4.1 State the action to take when the process specification is not met</p> <p>4.2 Describe how to deal with order discrepancies</p> <p>4.3 State why it is important to dispose of waste according to specified procedures.</p>
Unit purpose and aim(s)		<p>This unit is designed to assess the knowledge and understanding of learners in the workplace context, when preparing orders for despatch. It can 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. It is recommended that this unit is taken with the relevant Occupational Skills Unit. The Improve Assessment Strategy for Proficiency Qualifications in Food and Drink sets out the overarching assessment requirements.</p>