

| Title | Prepare orders for despatch in food operations | | | | |
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| Ofqual unit ref | M/602/1715 | | | | |
| Level | 2 | Credit value | 3 | GLH | 19 |
| Learning Outcomes | | | Assessment Criteria | | |
| The learner will: | | | The learner can: | | |
| 1 Prepare to assemble orders | | | 1.1 Obtain packing and despatch documentation for individual customers | | |
| | | | 1.2 Prepare work area to ensure conditions suitable for order preparation | | |
| | | | 1.3 Obtain packaging materials and resources for the preparation of orders | | |
| | | | 1.4 Identify locations of selected items | | |
| | | | 1.5 Take action in response to operating problems | | |
| | | | 1.6 Maintain communication throughout the process. | | |
| 2 Assemble orders | | | 2.1 Select and assemble the specified goods to match despatch documentation | | |
| | | | 2.2 Identify and report any discrepancies or difficulties with preparing consignments | | |
| | | | 2.3 Take action in response to operating problems. | | |
| 3 Prepare orders | | | 3.1 Secure assembled order ready for despatch | | |
| | | | 3.2 Check that the prepared consignment matches the despatch instructions | | |
| | | | 3.3 Handle packaged products in a manner which maintains their quality and condition | | |
| | | | 3.4 Complete and label orders according to specification | | |
| | | | 3.5 Maintain condition of work area throughout process. | | |
| 4 Finish order preparation | | | 4.1 Dispose of waste according to organisational procedures | | |

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| 4 Finish order preparation | | <p>4.2 Make equipment and work area ready for future use after completion of the process</p> <p>4.3 Complete all records.</p> |
| Unit purpose and aim(s) | | <p>This unit is designed to assess the skills of learners in the workplace, preparing orders for despatch in food operations. 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> |