

Title	<b>Understand how to carry out quality audits in food operations</b>				
Ofqual unit ref	<b>T/602/4700</b>				
Level	<b>3</b>	Credit value	<b>3</b>	GLH	<b>15</b>
Learning Outcomes			Assessment Criteria		
The learner will:			The learner can:		
<p>1 Know about quality auditing best practice</p> <p>2 Know how to communicate audit results and recommendations</p> <p>3 Know how to interpret and action an auditor's report</p>			<p>1.1 Describe the principles of quality auditing</p> <p>1.2 Describe current trends and development in auditing listing examples of good industry practice</p> <p>1.3 Outline the impact of relevant legal, regulatory and ethical requirements impacting on auditing systems</p> <p>1.4 Outline the importance of conduct in auditing</p> <p>1.5 Describe the importance of an organisation's quality policies and procedures in auditing</p> <p>1.6 Describe how to evaluate actual practice against procedures in order to identify discrepancies</p> <p>1.7 Explain the organisation's plan and schedule for carrying out quality audits.</p> <p>2.1 Describe how to apply the principles and processes of effective communication</p> <p>2.2 Explain how to make recommendations for improvements</p> <p>2.3 List people who need to receive reports, presentations and recommendations</p> <p>2.4 Explain organisational procedures and timing for communication and reporting</p> <p>2.5 List people who can provide advice on quality auditing issues.</p> <p>3.1 List the records of the quality audit that are required</p> <p>3.2 List the people who are authorised to see quality audit reports</p>		

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3 Know how to interpret and action an auditor's report	<p>3.3 Describe how to conduct an audit investigation</p> <p>3.4 Describe how to identify appropriate corrective action and agree a reasonable date for it to be carried out</p> <p>3.5 Explain how to evaluate the risks which audit discrepancies may hold for an organisation.</p>	
Unit purpose and aim(s)	<p>This unit is designed to assess the knowledge and understanding of learners in the workplace context, when carrying out quality audits in food operations. 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. The Improve Assessment Strategy for Proficiency Qualifications in Food and Drink sets out the overarching assessment requirements.</p>	