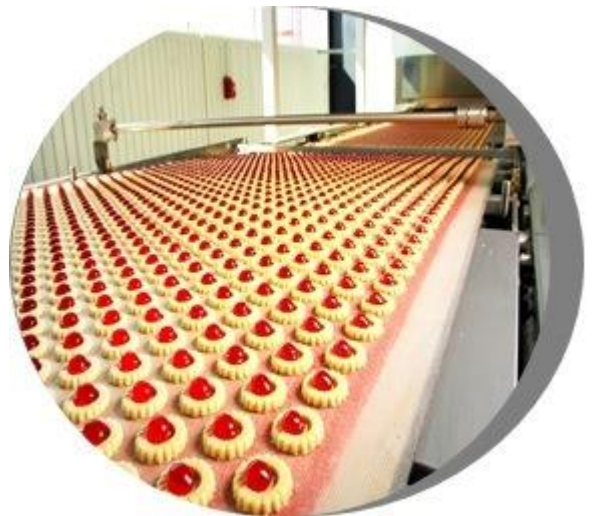


# Production & Processing Skills Level 2

## 1. Overview and Introduction to Production & Processing Skills Level 2 (SCQF Level 5)

The Scottish Vocational Qualification (SVQ) in Production and Processing Skills Level 2 (SCQF Level 5) is part of a suite of qualifications which are designed to provide candidates with the knowledge and skills that they will need for employment within the food and drink manufacturing sector.

This qualification is designed for candidates who are working in a production or processing role within the food and drink industry. It offers the opportunity to develop skills and knowledge required in a wide range of roles. It will also suit candidates who are competent in their particular field but are looking for ways of developing their existing skills and knowledge.



This qualification is  
suitable for

- Food & Drink production  
and processing  
operatives

This qualification can be tailored to suit specific business needs, such as: starting up and shutting down machinery, measuring or weighing ingredients; checking temperatures, belt speeds, mixing sequences, wrapping and labelling, planning production schedules and recording production operations.



## 2. Qualification Content

- Food and Drink Operations: Production & Processing Skills Level 2 (SCQF Level 5)

### Award Structure:

Candidates must complete a minimum of 9 units (if undertaking a Modern Apprenticeship)

Unit Title
<b>Group A (Mandatory)</b>
Maintain workplace food safety standards in manufacture
Maintain the workplace and health & safety in food manufacture
<b>Group B (a minimum of 4 units)</b>
Contribute to the effectiveness of food and drink retail operations
Contribute to optimising work areas in food and drink operations
Plan production schedules in food and drink operations
Start up plant and equipment in food and drink operations
Shut down plant and equipment in food and drink operations
Start up multi-stage operations in food and drink operations
Shut down multi-stage operations in food and drink operations
Report and record production information in food and drink operations
Control size reduction in food and drink operations
Control weighing in food and drink operations
Control mixing in food and drink operations
Control batching in food and drink operations
Control forming in food and drink operations
Control depositing in food and drink operations
Control bottling and packing in food and drink operations
Control slicing and bagging in food and drink operations
Select and prepare raw materials in food and drink operations
Maintain product quality in food and drink operations
Control temperature reduction in food and drink operations
Control wrapping and labelling in food and drink operations
Control washing and drying machinery in food and drink operations
Carry out hygiene cleaning in food and drink operations
<b>Group C (a maximum of 3 units)</b>
Plan and organise your own work activities in a food business
Communicate in a business environment
Prepare tools and equipment for use in food and drink operations
Contribute to continuous improvement in food operations
Clean in place (CIP) plant and equipment in food and drink operations
Carry out task handover procedures in food and drink operations
Lift and handle materials in food manufacture
Contribute to environmental safety in food manufacture
Contribute to the maintenance of plant and equipment in food manufacture
Store and organise goods and materials in food and drink operations
Prepare goods and materials for despatch
Supply materials for production in food and drink operations
Produce product packs in food and drink operations
Pack orders for despatch in food and drink operations
Carry out product changeovers in food and drink operations
Contribute to problem diagnosis in food and drink operations
Contribute to problem resolution in food and drink operations
Organise and improve work activities in a food environment
Contribute to the application of improvement techniques in food operations
Contribute to sustainable practice in a food environment
Produce individual packs by hand in food and drink operations

## Core Skills (SCQF Level 4):

Candidates undertaking a Modern Apprenticeship Level 2 must also complete the following Core Skills as part of the MA Framework


- F42N 04: Working with Others
- F42E 04: Information and Communication Technology
- F42A 04: Numeracy
- F426 04: Communication
- F42J 04: Problem Solving

### 3. Benefits of the Qualification

This qualification provides food and drink businesses with an opportunity to develop good practices and understanding. It allows skills and knowledge to be developed in a wide variety of areas depending upon the type of business and products that apply. Topics covered may include food safety and health and safety; maintaining product quality, operative functions including processing and problem resolution and specific functions like packaging and labelling.

### 4. Learning Content

This qualification develops the skills and knowledge required when working in a production role. It enables individuals employed in food and drink companies to be more proficient in food safety standards and in maintaining product quality and productivity.



**Develop skills and knowledge in maintaining product quality and productivity in your day to day role**

## 5. How the learning is delivered

We use a Blended Learning approach suited to workplace learning on an individual basis or groups as required.

The Training Advisor will visit the candidate within the workplace on a regular basis to support, advise, guide and facilitate workshops and individual one to one learning and development; all visits are in the workplace so there is no need to release staff to college.

## 6. The Assessment Process

Assessment of this award will be through a series of theoretical and practical assessments or tasks and projects defined by a set of National Occupational Standards (NOS) developed by Improve Ltd (Sector Skills Council).

Methods of assessment can include:

- *observation*
- *discussion*
- *personal statements*
- *projects, testimonies*
- *supporting documentation.*

Each candidate  
will be appointed  
a dedicated  
Training Advisor

## 7. Engagement with Training Advisor

Each candidate will be appointed a dedicated Training Advisor. An Individual Training Plan will be drawn up and the units for delivery will be agreed by the candidate, employer and training advisor. Each visit date will be agreed and progress will be mapped in the form of progress reviews that will also detail work to complete for next visit, date of next visit and any feedback that either party wishes to convey.

The training advisor will also make each candidate aware of their contact details should they require any future information and guidance.

## National Food and Drink Training

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