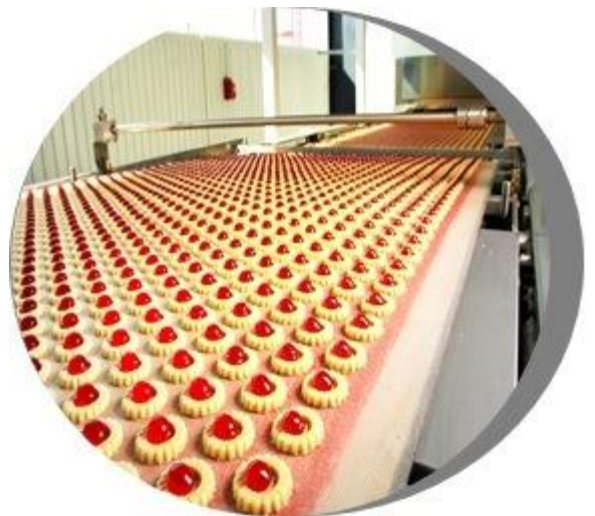


Production & Processing Skills Level 2

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 8 units (10 units if undertaking a Modern Apprenticeship)

Candidates must complete both units from Group A, a minimum of 4 units from Group B and any other 2 units from Groups B or C.

Unit No	Unit Title	Unit Code
Group A (Mandatory units)		
2050	Maintain workplace food safety standards in manufacture	F2MD 04
3075	Maintain the workplace and health & safety in food manufacture	F2MB 04
Group B (a minimum of 4 units)		
3165	Plan production schedules in food manufacture	F2R2 04
3175	Start up plant and equipment in food manufacture	F2PA 04
3176	Shut down plant and equipment in food manufacture	F2P0 04
2170	Report and record production operations in food manufacture	F2N4 04
3186	Control Manual Size Reduction in Food Manufacture	F2K7 04
3187	Control Size Reduction in Food Manufacture	F2KG 04
2173	Control Weighing in Food Manufacture	F2KM 04
2193	Control Mixing in Food Manufacture	F2K9 04
2176	Control Batching in Food Manufacture	F2JX 04
3191	Control Forming in Food Manufacture	F2K5 04
3192	Control Depositing in Food Manufacture	F2K2 04
3195	Control Bottling and Packing in Food Manufacture	F2JY 04
3198	Control Slicing and Bagging in Food Manufacture	F2KH 04
2185	Select and prepare raw materials in food manufacture	H3DK 04
3050	Maintain product quality in food and drink operations	H3GH 04
2175	Control Temperature Reduction in Food Manufacture	F2KK 04
2211	Control washing and drying machinery in food manufacture	H3DW 04
2210	Carry out hygiene cleaning in food and drink operations	H3DV 04
3194	Control Wrapping and Labelling in Food Manufacture	H3HD 04
Group C		
3004	Communicate in a business environment	FE02 04
3210	Clean in place (CIP) plant and equipment in food and drink operations	H3KA 04
3177	Carry out task hand-over procedures in food manufacture	F2JB 04
2060	Lift and handle materials safely in food manufacture	F2M4 04
2081	Store Goods and Materials in Food Manufacture	H3KB 04
2095	Prepare orders for despatch	H3D2 04
3178	Carry out product changeovers in food manufacture	F2J7 04
2178	Slice and Bag Individual Food Products	F2P4 04
2090	Produce individual packs by hand in a food environment	H3D0 04
2096	Label food products by hand	H3D3 04
2070	Contribute to the Maintenance of Plant and Equipment in Food Manufacture	F2JV 04
Group D		
3081	Principles of energy efficiency in a food environment	H3GM 04
3082	Principles of waste minimisation in a food environment	H3GN 04
3083	Principles of efficient water usage in a food environment	H3GP 04
3080	Principles of sustainability in a food environment	H157 04
3060	Principles of continuous improvement techniques (Kaizen) in a food environment	H13J 04

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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