

## Sector Performance Standards for Business & People

### Overview

Under the Business and People section, there are currently four branches:

- A1 Business Strategy & Planning (SP) (16 units)
- A2 People (HR and Personnel) (PL) (33 units)
- A3 Finance & Resources (FR) (12 units)
- A4 Sales & Marketing (SM) (20 units)

### A1 Business Strategy & Planning (SP)

SP.101S	Develop and implement operational plans for your area of responsibility (MSC, B1)
SP.102K	Understand how to develop and implement operational plans for your area of responsibility (MSC, B1)
SP.103S	Manage a project (MSC, F1)
SP.104K	Understand how to manage a project (MSC, F1)
SP.105S	Provide information to support operational plans in food manufacture
SP.106K	Understand how to provide information to support operational plans in food manufacture
SP.107S	Lead change (MSC, C4)
SP.108K	Understand how to lead change (MSC, C4)
SP.109S	Plan change (MSC, C5)
SP.110K	Understand how to plan change (MSC, C5)
SP.111S	Implement change (MSC, C6)
SP.112K	Understand how to implement change (MSC, C6)
SP.113S	Ensure compliance with legal, regulatory, ethical and social requirements (MSC, B8)
SP.114K	Understand how to ensure compliance with legal, regulatory, ethical and social requirements (MSC, B8)
SP.115S	Promote equality of opportunity and diversity in your area of responsibility (MSC, B11)
SP.116K	Understand how to promote equality of opportunity and diversity in your area of responsibility (MSC, B11)

### A2 People (HR and Personnel) (PL)

#### 1. Own Performance

PL.101S	Manage your own resources and professional development (MSC, A2)
PL.102K	Understand how to manage your own resources and professional development (MSC, A2)
PL.103S	Plan and organise your own work activities in food manufacture
PL.104K	Understand how to plan and organise your own work activities in food manufacture

## 2. Working with Others

PL.201S	Work effectively in food manufacture
PL.202S	Work effectively with others in food manufacture
PL.203K	Understand how to work effectively in food manufacture
PL.204S	Communicate effectively (CfA, SAS1)
PL.205K	Understand how to communicate effectively (CfA, SAS1)
PL.206S	Organise and run meeting in food manufacture
PL.207K	Understand how to organise and run meetings in food manufacture
PL.208S	Develop productive working relationships with colleagues (MSC, D1)
PL.209K	Understand how to develop productive working relationships with colleagues (MSC, D1)
PL.210S	Develop and manage relationships with external organisations in food manufacture
PL.211K	Understand how to manage relationships with external organisations in food manufacture

## 3. Learning & Assessment

PL.301S	Provide learning opportunities for colleagues (MSC, D7)
PL.302K	Understand how to provide learning opportunities for colleagues (MSC, D7)
PL.303S	Assess candidates using a range of methods (ENTO, A1)
PL.304K	Understand how to assess candidates using a range of methods (ENTO, A1)
PL.305S	Assess candidates' performance through observation (ENTO, A2)
PL.306K	Understand how to assess candidates' performance through observation (ENTO, A2)
PL.307S	Enable learning through coaching (ENTO, L12)
PL.308K	Understand how to enable learning through coaching (ENTO, L12)
PL.309S	Enable learning through demonstrations and instruction (ENTO, L11)
PL.310K	Understand how to enable learning through demonstrations and instruction (ENTO, L11)

## 4. Leadership

PL.401S	Provide leadership in your area of responsibility (MSC, B6)
PL.402K	Understand how to provide leadership in your area of responsibility (MSC, B6)
PL.403S	Allocate and monitor the progress and quality of work in your area of responsibility (MSC, D6)
PL.404K	Understand how to allocate and monitor the progress and quality of work in your area of responsibility (MSC, D6)
PL.405S	Monitor and maintain required standards of conduct in food manufacture
PL.406K	Understand how to monitor and maintain required standards of conduct in food manufacture

## 5. Personnel

PL.501S	Recruit, select and keep colleagues (MSC, D3)
PL.502K	Understand how to recruit, select and keep colleagues (MSC, D3)

### **A3 Finance & Resources (FR)**

FR.101S	Assess production requirements and calculate operational costs in food manufacture
FR.102K	Understand how to assess production requirements and calculate operational costs in food manufacture
FR.103S	Manage finance in your area of responsibility (MSC, E2)
FR.104K	Understand how to manage finance in your area of responsibility (MSC, E2)
FR.105S	Store and retrieve information (CfA, Unit 105)
FR.106K	Understand how to store and retrieve information (CfA, Unit 105)
FR.107S	Store, retrieve and archive information (CfA, Unit 209)
FR.108K	Understand how to store, retrieve and archive information (CfA, Unit 209)
FR.109S	Manage and store information (CfA, SAS 4)
FR.110K	Understand how to manage and store information (CfA, SAS 4)
FR.111S	Interpret and communicate information and data in food manufacture
FR.112K	Understand how to interpret and communicate information and data in food manufacture

### **A4 Sales & Marketing (SM)**

#### **1. Strategy**

SM.101S	Plan how to improve your sales and marketing (SFEDI, B1)
SM.102K	Understand planning and improvement of your sales and marketing (SFEDI, B1)
SM.103S	Improve your sales and marketing (SFEDI, B2)
SM.104K	Understand how to improve your sales and marketing (SFEDI, B2)
SM.105S	Explore markets abroad (SFEDI, B3)
SM.106K	Understand how to explore markets abroad (SFEDI, B3)
SM.107S	Plan how to develop the business using the Internet (SFEDI, B4)
SM.108K	Understand planning and development of the business using the Internet (SFEDI, B4)
SM.109S	Develop a business to business motivation strategy and plan (MSSSB, 4.7.1)
SM.110K	Understand how to develop a business to business motivation strategy and plan (MSSSB, 4.7.1)
SM.111S	Manage business to business motivation plans (MSSSB, 4.7.2)
SM.112K	Understand how to manage business to business motivation plans (MSSSB, 4.7.2)
SM.113S	Implement business to business motivation activity (MSSSB, 4.7.3)
SM.114K	Understand how to implement business to business motivation activity (MSSSB, 4.7.3)
SM.115S	Develop an organisation's marketing strategy (MSSSB, 2.1.1)
SM.116K	Understand how to develop an organisation's marketing strategy (MSSSB, 2.1.1)

## 2. Customer Service

SM.201S	Monitor and solve customer service problems (ICS, Unit 32)
SM.202K	Understand how to monitor and solve customer service problems (ICS, Unit 32)
SM.203S	Monitor and evaluate customer service in food manufacture
SM.204K	Understand how to monitor and evaluate customer service in food manufacture

## Sector Performance Standards for Technical, Quality & Product Development

### Overview

Under the Technical, Engineering & Product Development section, there are currently five branches:

- B1 Quality & Improvements (QI) (20 units)
- B2 Food Safety (FS) (30 units)
- B3 Health, Safety & Environmental (HS) (23 units)
- B4 Engineering (EM) (16 units)
- B5 Product Development (PD) (12 units)

### B1 Quality & Improvements (QI)

#### 1. Quality

QI.101S	Maintain product quality in food manufacture
QI.102K	Understand how to maintain product quality in food manufacture
QI.103S	Monitor product quality in food manufacture
QI.104K	Understand how to control product quality in food manufacture
QI.105S	Carry out sampling for quality control in food manufacture
QI.106K	Understand how to carry out sampling for quality control in food manufacture
QI.107S	Carry out testing for quality control in food manufacture
QI.108K	Understand testing for quality control in food manufacture
QI.109S	Monitor and control quality of work activities in food manufacture
QI.110S	Monitor and control throughput to achieve targets in food manufacture
QI.111K	Understand how to monitor quality of work activities in food manufacture
QI.112S	Contribute to improvements in food manufacture
QI.113K	Understand how to contribute to improvements in food manufacture
QI.114S	Implement and evaluate an improvement programme in food manufacture
QI.115K	Understand how to implement and evaluate an improvement programme in food manufacture
QI.116S	Develop, implement and evaluate quality assurance systems in food manufacture
QI.117S	Evaluate and improve quality assurance systems in food manufacture
QI.118K	Understand quality assurance systems in food manufacture
QI.119S	Carry out quality audits in food manufacture
QI.120K	Understand quality audits in food manufacture

## **B2 Food Safety (FS)**

FS.101S	Maintain personal hygiene standards in food manufacture
FS.102K	Understand how to maintain personal hygiene standards in food manufacture
FS.103S	Maintain workplace food safety standards in manufacture
FS.104K	Understand how to maintain workplace food safety in manufacture
FS.105S	Raise food safety awareness in manufacture
FS.106K	Understand how to raise food safety awareness in manufacture
FS.107S	Monitor food safety at critical control points in manufacture
FS.108S	Contribute to continuous improvement of food safety in manufacture
FS.109K	Understand food safety management procedures in manufacture
FS.110S	Develop specifications for safe sources and supply of raw materials and ingredients in food manufacture
FS.111S	Control and monitor safe supply of raw materials and ingredients in food manufacture
FS.112K	Understand safe sources and supply of raw materials and ingredients in food manufacture
FS.113S	Allocate roles and responsibilities for food safety management in manufacture
FS.114S	Implement controls to manage safe food sources and products in manufacture
FS.115K	Understand management of food safety in manufacture
FS.116S	Assess operations for effectiveness and compliance with food safety standards in manufacture
FS.117S	Report on compliance with food safety requirements in manufacture
FS.118K	Understand food safety auditing in manufacture
FS.119S	Analyse food safety hazards and risks in manufacture
FS.120S	Produce action plan to control food safety hazards and risks in manufacture
FS.121K	Understand analysis and control of food safety hazards and risks in manufacture
FS.122S	Develop policy and guidelines to manage food safety in manufacture
FS.123S	Develop working practices and procedures to manage food safety in manufacture
FS.124S	Develop recording procedures to monitor food safety in manufacture
FS.125K	Understand food safety policy and practice in manufacture
FS.126S	Provide guidance on food safety information
FS.127S	Implement systems for food safety information
FS.128K	Understand provision of food safety information for consumers
FS.130S	<i>Monitor food hygiene standards using rapid test methods</i>
FS.131K	<i>Understand the use of rapid food hygiene test methods</i>

## **B3 Health, Safety & Environmental (HS) (10 units)**

### **1. Health & Safety**

HS.101S	Maintain the workplace and health & safety in food manufacture
HS.102K	Understand basic hazard awareness in the workplace (ENTO, HSK1)
HS.103K	Understand workplace health and safety in food manufacture
HS.104S	Lift and handle materials safely in food manufacture

HS.105K	Understand lifting and handling materials safely in food manufacture
HS.106S	Monitor procedures to control risk to health and safety (ENTO, Unit B)
HS.107K	Understand how to monitor procedures to control risk to health and safety (ENTO, Unit B)
HS.108S	Promote a health and safety culture within the workplace (ENTO, Unit E)
HS.109K	Understand how to promote a health and safety culture within the workplace (ENTO, Unit E)
HS.110S	Conduct an assessment of risks in the workplace (ENTO, Unit G)
HS.111K	Understand how to conduct an assessment of risks in the workplace (ENTO, Unit G)

## 2. Environmental

HS.201S	Contribute to environmental safety in food manufacture
HS.202K	Understand how to contribute to environmental safety in food manufacture
HS.203S	Maintain, promote and improve environmental good practice in food manufacture
HS.204K	Understand how to monitor and improve environmental practice in food manufacture

## 3. Health, Safety & Environmental

HS.301S	Develop policy and practice to manage health, safety and environmental systems in food manufacture
HS.302K	Understand how to develop policy and practice to manage health, safety and environmental systems in food manufacture
HS.303S	Develop health, safety and environmental management systems in food manufacture
HS.304K	Understand how to develop health, safety and environmental management systems in food manufacture
HS.305S	Implement health, safety and environmental management systems in food manufacture
HS.306K	Understand how to implement health, safety and environmental management systems in food manufacture
HS.307S	Monitor health, safety and environmental systems in food manufacture
HS.308K	Understand how to monitor health, safety and environmental systems in food manufacture

## B4 Engineering Maintenance (EM)

EM.101S	Manage commissioning and handover of plant and equipment in food manufacture
EM.102K	Understand commissioning and handover of plant and equipment in food manufacture
EM.103S	Support commissioning of plant, equipment and processes in food manufacture
EM.104K	Understand how to support commissioning of plant, equipment and processes in food manufacture
EM.105S	Maintain plant and equipment in food manufacture

EM.106K	Understand how to maintain plant and equipment in food manufacture
EM.107S	Contribute to the maintenance of plant and equipment in food manufacture
EM.108K	Understand how to contribute to the maintenance of plant and equipment in food manufacture

### **B5 Product Development (PD)**

PD.101S	Undertake market research for food product development
PD.102K	Understand market research for food product development
PD.103S	Develop test samples in food manufacture
PD.104K	Understand how to develop test samples in food manufacture
PD.105S	Manage production trials in food manufacture
PD.106K	Understand how to manage production trials in food manufacture
PD.107S	Develop product specifications in food manufacture
PD.108K	Understand how to develop product specifications in food manufacture

## Sector Performance Standards for Supply Chain

### Overview

Under the Supply Chain section, there is currently one branch:

- C1 Stock & Despatch (SD) (93 units)
  - Goods Received (19 units)
  - Supply (8 units)
  - Pick & Pack (26 units)
  - Transportation (12 units)
  - Livestock Droving (28 units)

Total number of units in this section: 93

### C1 Stock & Despatch (SD)

#### 1. Goods Received & Stores

SD.101S	Prepare to receive goods and materials in food manufacture
SD.102S	Receive goods and materials in food manufacture
SD.103K	Understand how to receive goods and materials in food manufacture
SD.104K	Understand how to unload goods and materials in food manufacture
SD.105S	Unpack goods and materials for storage in food manufacture
SD.106K	Understand how to unpack goods and materials in food manufacture
SD.107S	Prepare to store goods and materials in food manufacture
SD.108S	Store goods and materials in food manufacture
SD.109K	Understand how to store goods and materials in food manufacture
SD.110K	Understand how to store and organise goods and materials in food manufacture
SD.111S	Organise the receipt and storage of goods in food manufacture
SD.112K	Understand how to organise the receipt and storage of goods in food manufacture
SD.113S	Monitor and maintain storage conditions in food manufacture
SD.114S	Monitor stored goods and materials in food manufacture
SD.115K	Understand how to monitor and maintain storage conditions and stored goods and materials in food manufacture
SD.116S	Monitor and maintain storage systems and procedures in food manufacture
SD.117K	Understand storage systems and procedures in food manufacture
SD.118S	Control stock levels in food manufacture
SD.119K	Understand how to control stock levels in food manufacture

## 2. Supply to Production

SD.201S	Supply materials for production in food manufacture
SD.202K	Understand how to supply materials for production in food manufacture
SD.203S	Move and handle food products and materials in food manufacture
SD.204K	Understand how to move and handle products and materials in food manufacture
SD.205S	Carry out and finish bulk filling in food manufacture
SD.206K	Understand how to carry out and finish bulk filling in food manufacture
SD.207S	Carry out and finish transfer of materials in food manufacture
SD.208K	Understand how to transfer materials in food manufacture

## 3. Pick & Pack

SD.301S	Process customer orders in food manufacture
SD.302K	Understand how to process customer orders in food manufacture
SD.303S	Prepare work area for picking and packing orders in food manufacture
SD.304S	Pick orders and store in food manufacture
SD.305K	Understand how to pick orders and store for despatch in food manufacture
SD.306S	Set up and maintain picking and packing orders in food manufacture
SD.307S	Monitor effectiveness of picking and packing operations in food manufacture
SD.308K	Understand how to co-ordinate picking and packing orders in food manufacture
SD.309S	Produce product packs in food manufacture
SD.310S	Produce individual packs by hand in food manufacture
SD.311K	Understand how to produce product packs in food manufacture
SD.312S	Pack orders for despatch in food manufacture
SD.313K	Understand how to pack orders in food manufacture
SD.314S	Assemble different products to a pre-determined pattern in food manufacture
SD.315K	Understand how to assemble different products to a pre-determined pattern in food manufacture
SD.316S	Palletise and wrap products in food manufacture
SD.317K	Understand how to palletise and wrap products in food manufacture
SD.318S	Plan resources to meet anticipated demand for products in food manufacture
SD.319S	Monitor wrapping and labelling of products in food manufacture
SD.320K	Understand how to plan and co-ordinate wrapping and labelling in food manufacture
SD.321S	Prepare consignments and work areas for loading in food manufacture
SD.322S	Load consignments for despatch in food manufacture
SD.323K	Understand how to prepare and load consignments for despatch in food manufacture
SD.324S	Set up and maintain despatch and transport of products in food manufacture
SD.325S	Monitor effectiveness of despatch and transport operations in food manufacture
SD.326K	Understand how to co-ordinate despatch and transport of orders in food manufacture

<i>SD.327S</i>	<i>Prepare orders for despatch (allocated to Seafish 29.2.08)</i>
<i>SD.328K</i>	<i>Understand how to prepare orders for despatch (allocated to Seafish 29.2.08)</i>

#### **4. Transportation**

SD.401S	Lift, transfer and position loads (Skills for Logistics, PR10)
SD.402K	Understand how to lift, transfer and position loads (Skills for Logistics, PR10)
SD.403S	Maintaining the safety and the security of the load, self and property (Skills for Logistics, DGV 7)
SD.404K	Understand how to maintain the safety and the security of the load, self and property (Skills for Logistics, DGV 7)
SD.405S	Planning the route and timings for the delivery and collection of loads (Skills for Logistics, DGV 2)
SD.406K	Understand how to plan the route and timings for the delivery and collection of loads (Skills for Logistics, DGV 2)
SD.407S	Complete pre-journey and post-journey procedures (Skills for Logistics, LOG 3)
SD.408K	Complete pre-journey and post-journey procedures (Skills for Logistics, LOG 3)
SD.409S	Transport goods and materials (Skills for Logistics, TGR 6)
SD.410K	Understand how to transport goods and materials (Skills for Logistics, TGR 6)
SD.411S	Unloading the vehicle (Skills for Logistics, DGV 5)
SD.412K	Unloading the vehicle (Skills for Logistics, DGV 5)

#### **5. Livestock Droving**

SD.501S	Sort and classify livestock for sale or despatch in food manufacture
SD.502K	Understand how to sort and classify livestock for sale or despatch in food manufacture
SD.503S	Display livestock to potential buyers in food manufacture
SD.504K	Understand how to display livestock to potential buyers in food manufacture
SD.505S	Prepare, move and re-locate livestock in food manufacture
SD.506K	Understand how to move and re-locate livestock in food manufacture
SD.507S	Arrange transport scheduling for delivery of livestock in food manufacture
SD.508K	Understand transport scheduling for delivery of livestock in food manufacture
SD.509S	Receive livestock in food manufacture
SD.510K	Understand how to receive livestock in food manufacture
SD.511S	Receive poultry in food manufacture
SD.512K	Understand how to receive poultry in food manufacture
SD.513S	Monitor and control reception of livestock in food manufacture
SD.514K	Understand how to monitor and control reception of livestock in food manufacture
SD.515S	Contribute to bio-security in livestock holding in food manufacture
SD.516K	Understand bio-security in livestock holding areas in food manufacture
SD.517S	Maintain reception and holding areas for livestock in food manufacture
SD.518K	Understand how to maintain reception and holding areas for livestock in food manufacture

SD.519S	Care for livestock pre-slaughter in food manufacture
SD.520K	Understand how to care for livestock pre-slaughter for livestock in food manufacture
SD.521S	Care for poultry pre-slaughter in food manufacture
SD.522K	Understand how to care for poultry pre-slaughter
SD.523S	Monitor the health and welfare of livestock pre-slaughter in food manufacture
SD.524K	Understand how to monitor the health and welfare of livestock pre-slaughter in food manufacture
SD.525S	Prepare and monitor feed and water supplies to livestock in food manufacture
SD.526K	Understand how to prepare and monitor feed and water supplies to livestock in food manufacture
SD.527S	Maintain lairage and antemortem facilities in food manufacture
SD.528K	Understand how to maintain lairage and antemortem facilities in food manufacture

## Sector Performance Standards for Production

### Overview

Under the Production section (which includes sub-sector production), there are currently seven branches:

- D1 Production Management (PM) (18 units)
- D2 Production Operations (PO) (65 units)
- D3 Support Operations (SO) (62 units)

Sub-sector Production:

- D4 Craft Bakery (CB) (30 units)
- D5 Meat & Poultry (MP) (54 units)
- D6 Fish and Shellfish Processing (FP) (45 units)
- D7 Milling and Cereals (MC) (26 units)
- D8 Sweet Confectionery (SC) (19 units)
- D9 Dairy (DY) (29 units)
- D10 Brewing (BW) (33 units)

Total number of units in this section: 381

### D1 Production Management (PM)

PM.101S	Manage and evaluate production performance in food manufacture
PM.102K	Understand how to manage and evaluate production performance in food manufacture
PM.103S	Evaluate and improve production in food manufacture
PM.104K	Understand how to evaluate and improve production in food manufacture
PM.105S	Plan production schedules in food manufacture
PM.106K	Understand how to plan production schedules in food manufacture
PM.107S	Monitor and report on production progress in food manufacture
PM.108S	Diagnose and solve production problems in food manufacture
PM.109K	Understand how to monitor production and solve production problems in food manufacture
PM.110S	Carry out process control of production in food manufacture
PM.111K	Understand how to carry out process control in food manufacture
PM.112S	Contribute to developing production specifications in food manufacture
PM.113S	Produce production specifications in food manufacture
PM.114K	Understand how to develop production specifications in food manufacture
PM.115S	Control production of bakery products
PM.116K	Understand how to control production of bakery products
PM.117S	Plan and co-ordinate bake-off operations in food manufacture
PM.118K	Understand how to plan and co-ordinate bake-off operations in food manufacture

## D2 Production Operations (PO)

PO.101S	Support production operations in food manufacture
PO.102K	Understand how to support production operations in food manufacture
PO.103S	Report and record basic operations in food manufacture
PO.104K	Understand how to report and record basic operations in food manufacture
PO.105S	Report and record production operations in food manufacture
PO.106K	Understand how to report and record production operations in food manufacture
PO.107S	Start up plant and equipment in food manufacture
PO.108K	Understand how to start up plant and equipment in food manufacture
PO.109S	Shut down plant and equipment in food manufacture
PO.110K	Understand how to shut down plant and equipment in food manufacture
PO.111S	Carry out task hand-over procedures in food manufacture
PO.112K	Understand how to carry out task hand-over procedures in food manufacture
PO.113S	Carry out product changeovers in food manufacture
PO.114K	Understand how to carry out product changeovers in food manufacture
PO.115S	Contribute to optimising work areas in food manufacture
PO.116K	Understand how to contribute to optimising work areas in food manufacture
PO.117S	Diagnose production problems in food manufacture
PO.118K	Understand how to diagnose production problems in food manufacture
PO.119S	Resolve production problems in food manufacture
PO.120K	Understand how to resolve production problems in food manufacture
PO.121S	Start up multi-stage operations in food manufacture
PO.122K	Understand how to start up multi-stage operations in food manufacture
PO.123S	Shut down multi-stage operations in food manufacture
PO.124K	Understand how to shut down multi-stage operations in food manufacture

## Control Operations

PO.201S	Operate central control systems in food manufacture
PO.202K	Understand how to operate central control systems in food manufacture
PO.203S	Control manual size reduction in food manufacture
PO.204K	Understand how to control manual size reduction in food manufacture
PO.205S	Control size reduction in food manufacture
PO.206S	Control weighing in food manufacture
PO.207S	Control mixing in food manufacture
PO.208S	Control heat treatment in food manufacture
PO.209S	Control separation in food manufacture
PO.210S	Control temperature reduction in food manufacture
PO.211S	Control batching in food manufacture
PO.212S	Control conversion in food manufacture
PO.213S	Control conditioning in food manufacture
PO.214S	Control forming in food manufacture
PO.215S	Control depositing in food manufacture
PO.216S	Control enrobing in food manufacture
PO.217S	Control wrapping & labelling in food manufacture
PO.218S	Control bottling & packing in food manufacture
PO.219S	Control pelletising in food manufacture

PO.220S	Control milling in food manufacture
PO.221S	Control slicing and bagging in food manufacture
PO.222K	Understand how to control processes in food manufacture
PO.223S	Prepare ingredients and store fillings and toppings in food manufacture
PO.224K	Understand how to prepare and store sweet fillings and toppings in food manufacture
PO.225K	Understand how to prepare and store savoury fillings and toppings in food manufacture
PO.226S	Slice and bag individual food products
PO.227K	Understand how to slice and bag individual food products
PO.228S	Bake off food products for sale
PO.229K	Understand how to bake off food products for sale
PO.230S	<i>Control defrosting in food manufacture (allocated to Seafish 29.2.08)</i>
PO.231K	<i>Understand how to control defrosting in food manufacture (allocated to Seafish 29.2.08)</i>
PO.232S	<i>Prepare sources/marinades by hand in food manufacture (allocated to Seafish 29.2.08)</i>
PO.233K	<i>Understand how to prepare sauces/marinades (allocated to Seafish 29.2.08)</i>
PO.234S	Control membrane processing in food manufacture
PO.235K	Understand how to control membrane processing in food manufacture
PO.236S	Control bottle-washing in food manufacture
PO.237S	Principles of cans and closing cans in food manufacture
PO.238K	Principles of glass bottles and related closures in food manufacture
PO.239K	Principles of plastic bottles and related closures in food manufacture
PO.240S	Control canning in food manufacture
PO.241S	Select and prepare raw materials in food manufacture

### **D3 Support Operations (SO)**

#### **1. Cleaning & Preparation**

SO.101S	Carry out hygiene cleaning in food manufacture
SO.102K	Understand how to carry out hygiene cleaning in food manufacture
SO.103S	Clean in place (CIP) plant and equipment in food manufacture
SO.104K	Understand how to clean in place (CIP) plant and equipment in food manufacture
SO.105S	Carry out disinfection in food manufacture
SO.106K	Understand how to carry out disinfection in food manufacture
SO.107S	Control washing and drying machinery in food manufacture
SO.108K	Understand how to control washing and drying machinery in food manufacture
SO.109S	Prepare tools and equipment for use in food manufacture
SO.110K	Understand how to prepare tools and equipment for use in food manufacture
SO.111S	Sharpen cutting tools for use in food manufacture
SO.112K	Understand how to sharpen cutting tools for use in food manufacture
SO.113S	Control hygiene cleaning in food manufacture
SO.114K	Understand how to control hygiene cleaning in food manufacture

## 2. Security

SO.201S	Contribute to keeping the workplace secure (Skills for Logistics, DWSO.E.12)
SO.202K	Understand how to contribute to keeping the workplace secure (Skills for Logistics, DWSO.E.12)
SO.203S	Contribute to maintaining stock security and minimising losses in food manufacture
SO.204K	Understand how to contribute to maintaining stock security and minimising losses in food manufacture
SO.205S	Contribute to security planning and implementation in food manufacture
SO.206K	Understand how to contribute to security planning and implementation in food manufacture

## 3. Waste Disposal

SO.301S	Deal effectively with waste in food manufacture
SO.302K	Understand how to deal effectively with waste in food manufacture
SO.303S	Control effluent treatment operations in food manufacture
SO.304K	Understand how to control effluent treatment operations in food manufacture
SO.305S	Monitor and control the recovery of by-products and waste disposal in food manufacture
SO.306K	Understand how to monitor and control the recovery of by-products and waste disposal in food manufacture

## 4. Food Retail

SO.401S	Contribute to the effectiveness of food retail operations
SO.402K	Understand how to contribute to the effectiveness of food retail operations
SO.403S	Assist with selling food products
SO.404K	Understand how to assist with selling food products
SO.405S	Sell food products in a retail environment
SO.406K	Understand how to sell food products in a retail environment
SO.407S	Maximise sales of food products in a retail environment
SO.408K	Understand how to maximise sales of food products in a retail environment
SO.409S	Display food products in a retail environment
SO.410K	Understand how to display food products in a retail environment
SO.411S	Deliver reliable customer service (ICS, Unit 22)
SO.412K	Understand how to deliver reliable customer service (ICS, Unit 22)
SO.413S	Resolve customer service problems (ICS, Unit 31)
SO.414K	Understand how resolve customer service problems (ICS, Unit 31)
SO.415S	Evaluate takings practices and processes in a retail environment (Skillsmart Retail C.309(P))
SO.416K	Know how to evaluate takings practices and processes in a retail environment (Skillsmart Retail C.309(K))
SO.417S	Monitor takings practices and processes at the cash point in a retail environment (Skillsmart Retail C.310(P))
SO.418K	Know how to monitor takings practices and processes at the cash point in a retail environment (Skillsmart Retail C.310(K))
SO.419S	Set up and maintain retail operations in food manufacture

SO.420S	Monitor effectiveness of retail operations in food manufacture
SO.421K	Understand how to co-ordinate retail operations in food manufacture

## 5. Food Service

SO.501S	Prepare and clear areas for counter/take-away service (People 1 <sup>st</sup> , 1FS3/04)
SO.502K	Understand how to prepare and clear areas for counter/take-away service (People 1 <sup>st</sup> , 1FS3/04)
SO.503S	Provide a counter/take-away service (People 1 <sup>st</sup> , 1FS4/04)
SO.504K	Understand how to provide a counter/take-away service (People 1 <sup>st</sup> , 1FS4/04)
SO.505S	Prepare and clear areas for table/tray service (People 1 <sup>st</sup> , 1FS1/04)
SO.506K	Understand how to prepare and clear areas for table/tray service (People 1 <sup>st</sup> , 1FS1/04)
SO.507S	Provide a table/tray service (People 1 <sup>st</sup> , 1FS2/04)
SO.508K	Understand how to provide a table/tray service (People 1 <sup>st</sup> , 1FS2/04)
SO.509S	Plan and co-ordinate food services
SO.510K	Understand how to plan and co-ordinate food services
SO.511S	Assemble and process products for food service
SO.512K	Understand how to assemble and process products for food service
SO.513S	Set up and maintain food service operations in food manufacture
SO.514S	Monitor effectiveness of food service operations in food manufacture
SO.515K	Understand how to co-ordinate food service operations in food manufacture

## D4. Craft Bakery (CB)

### 1. Dough and Dough Products

CB.101S	Select weigh and measure bakery ingredients
CB.102K	Understand how to select, weigh and measure bakery ingredients
CB.103S	Prepare and mix dough
CB.104K	Principles of mixing dough and process control
CB.105S	Hand divide, mould and shape fermented dough
CB.106S	Produce laminated pastry
CB.107S	Pin, block and shape dough
CB.108S	Fill and close pastry products
CB.109K	Principles of pastry lamination & process control
CB.110S	Tin and tray up dough products
CB.111S	Retard and prove dough products
CB.112K	Principles of retarding and proving dough and process control
CB.113K	Principles of dough fermentation and process control
CB.114S	Oven bake dough products
CB.115K	Principles of baking bakery products
CB.116K	Understand how to process dough
CB.117S	Fry dough products
CB.118K	Principles of frying bakery products
CB.119S	Batch finish dough products
CB.120K	Principles of preparing and handling bakery finishing materials
CB.121K	Understand how to design and develop specialist individual bakery products
CB.122K	Understand how to evaluate specialist individual bakery products
CB.123K	Understand how to produce specialist individual bakery products
CB.124S	Design and develop specialist individual dough based products
CB.125S	Evaluate specialist individual dough based products
CB.126S	Produce specialist individual dough based products

### 2. Flour Confectionery

CB.201S	Prepare and mix flour confectionery
CB.202K	Principles of mixing flour confectionery and process control
CB.203S	Hand deposit, pipe and sheet flour confectionery
CB.204S	Deposit and fry hot plate products
CB.205S	Tray up and prepare flour confectionery for baking
CB.206S	Oven bake flour confectionery
CB.207S	Batch finish flour confectionery
CB.208K	Understand how to process flour confectionery
CB.209S	Assemble and fill celebration cakes

CB.210S	Mask and cover celebration cakes
CB.211S	Decorate celebration cakes
CB.212S	Provide accessories and store celebration cakes
CB.213K	Understand how to decorate celebration cakes
CB.214K	Principles of cake mixing & process control
CB.215S	Design and develop specialist individual flour confectionery
CB.216S	Evaluate specialist individual flour confectionery
CB.217S	Produce specialist individual flour confectionery

## D5. Meat & Poultry Processing (MP)

### 1. Preparation & Abattoirs

MP.101S	Contribute to converting livestock into meat
MP.102K	Understand how to convert livestock into meat
MP.103S	Operate an automated stunning system
MP.104K	Understand how to operate an automated stunning system
MP.105S	Operate an automated bleeding system
MP.106K	Understand how to operate an automated bleeding system
MP.107S	Operate an automated evisceration system
MP.108K	Understand how to operate an automated evisceration system
MP.109S	Operate an automated de-hairing or de-feathering system
MP.110K	Understand how to operate an automated de-hairing or de-feathering system
MP.111S	Operate an automated pig processing system
MP.112K	Understand how to operate an automated pig processing system
MP.113S	Carry out manual slaughter
MP.114K	Understand how to carry out manual slaughter
MP.115S	Carry out manual bleeding operations
MP.116K	Understand how to carry out manual bleeding operations
MP.117S	Eviscerate animals or birds manually
MP.118K	Understand how to manually eviscerate animals or birds
MP.119S	Skin animals
MP.120K	Understand how to skin animals
MP.121S	Process offal or by products of slaughter
MP.122K	Understand how to process offal or by products of slaughter

### 2. Production Butchery

MP.201S	Carry out primal cutting
MP.202K	Understand how to carry out primal cutting
MP.203S	Carry out boning
MP.204K	Understand how to carry out boning
MP.205S	Carry out seaming or filleting
MP.206K	Understand how to carry out seaming or filleting
MP.207S	Carry out trimming
MP.208K	Understand how to carry out trimming
MP.209S	Produce portion controlled raw meat products
MP.210K	Understand how to produce portion controlled raw meat products
MP.211S	Use powered tools or equipment for processing meat
MP.212K	Understand how to use powered tools or equipment for processing meat
MP.213S	Inject meat
MP.214K	Understand how to inject meat
MP.215S	Massaging boneless meat
MP.216K	Understand how to massage boneless meat
MP.217S	Fill or extrude meat and meat-based mixtures
MP.218K	Understand how to fill or extrude meat and meat-based mixtures
MP.219S	Cure or marinate meat products
MP.220K	Understand how to cure or marinate meat products

MP.221S	Monitor and control the recovery and disposal of meat processing by-products
MP.222K	Understand how to monitor and control the recovery and disposal of meat processing by-products
MP.223S	Monitor and control meat & poultry processing
MP.224K	Understand how to monitor and control meat & poultry processing

### 3. Retail Butchery

MP.301S	Prepare meat & meat product orders for customers
MP.302K	Understand how to prepare orders for customers
MP.303S	Carry out butchery in a retail outlet
MP.304K	Understand how to carry out butchery in a retail outlet
MP.305S	Manufacture meat products in a retail outlet
MP.306K	Understand how to manufacture meat products in a retail outlet
MP.307S	Pack meat products for retail sale
MP.308K	Understand how to pack meat products for retail sale

### D6. Fish and Shellfish Processing (FP)

FP.101S	Fillet fish by hand
FP.102K	Understand how to fillet fish by hand
FP.103S	Process fish by hand
FP.104K	Understand how to process fish by hand
FP.105S	Grade fish or shellfish by hand
FP.106K	Understand how to grade fish or shellfish by hand
FP.107S	Intake fish or shellfish
FP.108K	Understand how to intake fish or shellfish
FP.109S	Control fish defrosting
FP.110K	Understand how to control fish defrosting
FP.111S	Shuck scallops by hand
FP.112K	Understand how to shuck scallops by hand
FP.113S	Pack and ice fish
FP.114K	Understand how to pack and ice fish
FP.115S	Grade fish by machine
FP.116K	Understand fish smoking
FP.117S	Control the fish brining process
FP.118K	Understand how to control the fish brining process
FP.119S	Control the dry curing of fish
FP.120K	Understand how to control the dry curing of fish
FP.121S	Control the fish smoking process
FP.122K	Understand how to control the fish smoking process
FP.123S	Control the fish marinating process
FP.124K	Understand the fish marinating process
FP.125S	Gut and clean fish by hand
FP.126K	Understand how to gut and clean fish by hand
FP.127S	Assemble fish products by hand
FP.128K	Understand how to assemble fish products by hand
FP.129S	Extract crab meat by hand
FP.130K	Understand how to extract crab meat by hand
FP.131S	Control prawn meat extraction operations
FP.132K	Understand how to control prawn meat extraction operations
FP.133S	Pack live shellfish for dispatch

FP.134K	Understand how to pack live shellfish for dispatch
FP.135S	Control fish gutting operations
FP.136S	Skin fish by machine
FP.137K	Understand fish quality assessment
FP.138S	Harvest fish for human consumption
FP.139K	Understand how to harvest fish for human consumption
FP.140S	Conduct shellfish depuration operations
FP.141K	Understand how to conduct shellfish depuration operations
FP.142S	Control shellfish depuration production
FP.143K	Understand how to control shellfish depuration production
FP.144S	Process fish and shellfish for sale in a retail environment
FP.145K	Understand how to process fish and shellfish for sale in a retail environment

## **D7. Milling and Cereals (MC)**

MC.101K	Principles of wheat plants, grain production and storage
MC.102S	Intake raw material for milling
MC.103K	Understand how to sample incoming raw material for milling
MC.104K	Understand how to test incoming raw material for milling
MC.105K	Principles of wheat and wheat flour laboratory testing
MC.106S	Control screenroom processes in milling
MC.107K	Understand how to control screenroom processes in milling
MC.108K	Principles of screenroom processes in milling
MC.109S	Control gristing in milling
MC.110K	Understand how to control gristing in milling
MC.111K	Understand how to control milling in food manufacture
MC.112K	Principles of the break system in flour milling
MC.113K	Principles of the scratch system in flour milling
MC.114K	Principles of the reduction system in flour milling
MC.115K	Principles of milling machines and pneumatic conveyers
MC.116K	Principles of flour milling performance
MC.117K	Principles of utilities, power and air systems in milling
MC.118K	Principles of measurement and process control in milling
MC.119S	Control flour blending in milling
MC.120K	Understand how to control flour blending in milling
MC.121K	Principles of flour specifications and quality assurance in milling
MC.122K	Principles of flour packing, storage and despatch in milling
MC.123K	Principles of bulk handling grain and flour in milling
MC.124K	Principles of the milling industry and markets
MC.125K	Principles of commercial and product management in milling
MC.126K	Principles of operations and people management in milling

## **D8. Sweet Confectionery (SC)**

### **1. Chocolate**

SC.101K	Understand the selection and preparation of raw materials for chocolate manufacture
SC.102K	Understand how to mix and refine chocolate
SC.103K	Understand how to conch chocolate
SC.104K	Understand the ingredients used in chocolate recipes
SC.105K	Understand viscosity and particle size in chocolate
SC.106K	Understand how to temper chocolate
SC.107K	Understand how to enrobe chocolate

SC 108K	Understand how to mould chocolate
SC 109K	Understand how to cool chocolate after processing
SC 110K	Understand how to handle and store chocolate
SC.111K	Understand how to label chocolate products

## 2. Sugar Confectionery

SC.201K	Understand the refining and use of sugars in confectionery manufacture
SC.202K	Understand sugar solutions in confectionery manufacture
SC.203K	Understand sugar crystallisation and inversion in confectionery manufacture
SC.204K	Understand how to refine and handle sugar syrups in confectionery manufacture
SC.205K	Understand how to manufacture gum, jelly and pastille confectionery
SC.206K	Understand how gelling agents work in confectionery manufacture
SC.207K	Understand the ingredients used in gum, jelly and pastille confectionery manufacture
SC.208K	Understand how to label sugar confectionery products

## D9 Dairy (DY)

DY.101S	Start up & shut down multi stage dairy process plant
DY.102K	Understand how to start up & shut down multi stage dairy process plant
DY.103S	Receive and offload bulk dairy liquids
DY.104K	Understand how to receive and offload bulk dairy liquids
DY.105S	Control curd production in the cheese vat
DY.106K	Principles of cheese production
DY.107K	Understand how to control multi-stage dairy process plant
DY.108S	Produce hard cheese for maturation
DY.109S	Produce soft cheese for ripening
DY.110S	Produce ice cream
DY.111K	Understand how to produce ice cream
DY.112S	Produce yoghurt
DY.113K	Understand how to produce yoghurt
DY.114S	Produce butter
DY.115K	Understand how to produce butter
DY.116S	Control multi-stage dairy process plant
DY.117S	Grade cheese
DY.118K	Understand how to grade cheese
DY.119S	Produce speciality cheeses
DY.120K	Understand how to produce speciality cheeses
DY.121S	Design and develop speciality ice cream
DY.122K	Understand how to design and develop speciality ice cream
DY.123S	Design and develop fermented dairy products
DY.124K	Understand how to design and develop fermented dairy products
DY.125S	Produce butter and spreads
DY.126K	Understand how to produce butter and spreads
DY.127K	Understand how to monitor and control dairy processes
DY.128K	Principles of liquid milk and cream processing
DY.129K	Principles of evaporation and drying of dairy products

## D10 Brewing

### 1. Production

BW.101K	Principles of malt milling and conditioning in brewing
BW.102K	Principles of conversion and mashing in brewing
BW.103K	Principles of wort boiling in brewing
BW.104K	Principles of wort clarification and cooling in brewing
BW.105S	Control transfer of hopped wort in brewing
BW.106S	Control fermentation in brewing
BW.107K	Principles of wort oxygenation in brewing
BW.108K	Principles of fermentation vessels and control in brewing
BW.109K	Principles of yeast fermentation in brewing
BW.110S	Control yeast cropping and storage in brewing
BW.111S	Control yeast selection, treatment and pitching in brewing
BW.112K	Principles of yeast husbandry and handling in brewing
BW.113K	Principles of maturation and cooling cask beer in brewing
BW.114K	Principles of maturation and chilling of chilled and filtered beer in brewing
BW.115K	Principles of carbonation and nitrogenation of chilled and filtered beer in brewing
BW.116K	Principles of filtration and dilution for chilled and filtered beer in brewing
BW.117K	Principles of cask beer preparation and racking in brewing
BW.118K	Principles of beer production in brewing
BW.119K	Principles of water sourcing, use and effluent in brewing
BW.120K	Principles of process gas application in brewing

### 2. Packaging

BW.201K	Principles of handling and storing bright beer in brewing
BW.202K	Principles of beer packaging in brewing
BW.203K	Principles of pasteurisation and sterile filtration for packaging in brewing
BW.204K	Principles of container inspection and labelling in brewing
BW.205K	Principles of bottling in brewing
BW.206K	Principles of canning in brewing
BW.207S	Control kegging in brewing
BW.208K	Principles of kegs and kegging in brewing
BW.209K	Principles of packaging preparation and on-line checks in brewing
BW.210K	Principles of the assessment of packaging performance in brewing
BW.211K	Principles of quality control for packaging in brewing
BW.212K	Principles of flavour quality assurance in brewing
BW.213K	Principles of dissolved oxygen quality assurance in brewing