
Overview

This standard is about the skills and knowledge needed for you to develop an organisational policy in a food and drink business. A policy is a set of guidelines that influence decisions and actions to ensure best practice to achieve a specific result. A policy developed for a food and drink business must take into account the regulatory, ethical, social, environmental and other factors influencing the operation of the organisation. Policy development is integral to decision making and implementation of strategy and plans in a food and drink business. You must have the skills and knowledge to develop a policy in a food and drink business or area of a food and drink business, consult on the policy, provide and receive feedback on the consultation process. You will need to know and understand the importance of policy to an organisation. You will also need to know and understand the tools and techniques of implementing policy across an organisation. This standard is for you if you work in food and drink operations and/or supply operations and are involved in developing an organisational policy in a food and drink business.

Performance criteria

You must be able to:

Prepare to develop a policy

1.
determine appropriate timescales and resources needed for the development of a policy
2.
scope the food and drink business or area within a food and drink business to which the policy will apply
3.
access and review existing policy documents in the food and drink business
4.
source internal and external information and data needed to help inform development of a policy
5.
consult with colleagues and external contacts helpful in aiding policy development
6.
check the policy adheres to organisational and regulatory requirements

Develop a policy

7.
develop a policy which supports best practice across the food and drink business or within an area of a food and drink business
8.
develop a policy which reflects the social and ethical responsibilities of the organisation
9.
check policy supports the food and drink business strategy and is complementary to the objectives of the food and drink business
10.
develop guidelines to ensure the policy is adhered to across the food and drink business or area within a food and drink business

Support consultation of a policy

11.
inform colleagues of the policy and gain their agreement to its content
12.
provide feedback about your and colleagues concerns and comments about content of the policy to relevant people
13.
confirm content of the developed policy with relevant people
14.
provide and receive feedback on the development process including your own input into the process
15.
respond to requests for information, advice and comment on the emerging policy in a food and drink business

Knowledge and understanding

You need to know and understand:

1.
the key differences between strategy, vision, policy and planning
 - 1.1 what the sources of information are detailing your organisation's

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