
Overview

This standard is about the skills and knowledge needed for you to analyse and evaluate the performance of improvement outcomes to support your organisation's drive to improve food and drink operations. This is important in increasing productivity and success of manufacture, processing and supply within the food and drink supply chain. It is about helping to determine the success of activities, which may be project based, that have been implemented to support improvements.

You need to show and understand how you analyse, review and evaluate improvement outcomes, and report these to inform the future implementation of improvements. You will need to comply with your company policy for analysis of improvement outcomes and take responsibility for your actions.

This standard is for you if your role requires you to analyse the performance of improvement outcomes in food and drink operations including manufacturing, processing, packing or supply chain activities. You may have responsibilities for aspects of organisational improvement in a team leadership or management role.

Performance criteria

You must be able to:

Develop a programme of analysis and evaluation

- 1.select an improvement activity to be analysed and evaluated in accordance with the improvement plan
- 2.develop and agree the analysis and evaluation objectives and plan with the relevant personnel
- 3.present your plans for the analysis and evaluation of improvement activities to the relevant personnel
- 4.obtain the resources necessary for the analysis and evaluation in accordance with procedures

Analyse and evaluate the performance of improvement activities

- 5.familiarise yourself with the detail of the improvement activity in accordance with the improvement plan
- 6.gather reliable, relevant and valid evidence to further your understanding of the impact and outcomes of improvement activity in accordance with procedures
- 7.utilise your knowledge of operations monitoring, trends and developments to objectively analyse, review and evaluate evidence
- 8.co-ordinate the activities which are necessary to implement the analysis and evaluation and maintain communication with the relevant personnel
- 9.gather sufficient evidence of outcomes to analyse, review and evaluate the effectiveness of the improvements
- 10.use evidence to inform evaluation of operational performance and improvements achieved
- 11.encourage input from colleagues and take account of their feedback in your analysis

Report the analysis and evaluation of the improvement activities

- 12.report on your analysis and evaluation based upon accurate data and information
- 13.report in accordance with the organisation's vision, aims and objectives for improvement
- 14.present your analysis and evaluation to the relevant personnel at an appropriate level and pace, giving opportunities for them to feedback

Knowledge and understanding

You need to know and understand:

1. your organisation's improvement vision, strategy, objectives and the reasons for improvement
2. current organisational improvement activities and their implementation
3. the importance of analysis to the success of improvement activities
4. the principles of planning that are relevant to analysis
5. the role of objectives in analysis
6. how to gather reliable, relevant and valid evidence of performance and outcomes
7. organisational operations to which improvement activities have been applied
8. how to communicate effectively
9. how to encourage and enable colleagues to make recommendations
10. how to handle discussions, actual and potential disagreements in a constructive manner
11. how to report and present analysis outcomes to the relevant people
12. to whom you need to report and present
13. what the organisational arrangements are for managing change and improvements
14. the importance of setting organisation specific SMART objectives and targets and their role in improvement activities
15. the effects of improvement activities on personnel, plant, product and the workplace operations

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Analyse and evaluate improvement outcomes in food and drink operations



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