Unit Title:	**Organise own work to meet a dough production schedule in a retail environment**
OCR unit number:	11
Sector unit number:	B.17
Level:	2
Credit value:	10
Guided learning hours:	48
Unit reference number:	A/503/5672

Unit purpose and aim

This unit assesses the occupational competence of individuals who process dough within a dough production schedule, in a retail environment.

The type of dough the candidate works with may be fermented or non-fermented. Common types of fermented dough include those used for bread, plain and fruited buns, Danish pastries and croissants. Common types of non-fermented dough include those used for sweet and savoury products, puff pastry, scones and biscuits.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Understand the importance of maintaining health and safety and food safety during dough production	1.1 explain the importance of following organisational requirements that apply to own work within the dough production schedule for: • health and safety • food safety
2 Understand why efficient and effective dough production is important to the organisation and its customers	2.1 explain why efficient and effective dough production is important to the organisation and its customers
3 Be able to organise own work to meet a dough production schedule in a retail environment	3.1 organise own work within the dough production schedule in ways that: • are within the limits of own authority and responsibility • comply with relevant organisational health and safety and food safety requirements • attempt to make efficient use of the available resources including own time • meet changing dough production needs as they arise

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Learning Outcomes	Assessment Criteria
	• avoid delays that result in dough no longer being in the required condition 3.2 identify the designated people who can provide advice: • when the resources available for dough processing fall short of the quantity or quality required • when the dough production schedule does not seem to be realistically achievable

Assessment

This unit requires workplace assessment of occupational competence. It is internally assessed by centre staff and externally assessed by an OCR External Verifier.

The unit is competence-based. This means that it is linked to the candidate's ability to competently perform a range of tasks associated with their work.

If the assessor is unable to make judgements about the specialist skills and knowledge covered by this unit, expert witness testimony must be sought from a person with suitable current experience, to confirm the candidate's competence.

The unit needs to be assessed in line with the relevant Sector Skills Council's (SSC's) Assessment Strategy or Principles. Skillsmart Retail's Assessment Principles for Retail Qualifications can be found on their website (www.skillsmartretail.com).

Assessment conducted by an external/peripatetic assessor must adhere to section 4.2.1 of Skillsmart Retail's '*Retail Qualifications Assessment Principles'*. As such, OCR requires the line manager or the owner/manager to sign and date the bottom of each unit Evidence Record Sheet (ERS) to both confirm their involvement and the candidate's competence. This should be on or prior to the signature and date provided by the assessor.

Evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing programmes of learning.

Guidance on assessment and evidence requirements

You should refer to the '*Admin Guide: Vocational Qualifications* (A850)' for *Notes on Preventing Computer-Assisted Malpractice*.

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National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS reference SSR.B243, SSR.B244

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✔	Representing		Use ICT systems	✔
Reading	✔	Analysing		Find and select information	
Writing	✔	Interpreting		Develop, present and communicate information	✔

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .