
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
2. what the sources of information are detailing your organisation's current policy and how to obtain them
3. the strategic link between the proposed policy and the organisations aims, objectives and plans
4. the timescale and resources required to carry out the development of a policy
5. how to source internal and external information and data required to help aid development of a policy
6. what the strategic policies and drivers and influences on the food and drink business currently are
7. the strategic policy options and opportunities for the food and drink business which may support business success
8. why it is important to evaluate information and data from a range of criteria including budget, marketplace, regulatory requirements and organisational requirements to inform the decision making process when developing a policy
9. what the internal and external influences are on policy development in a food and drink business
10. outline the risks and benefits associated with the development of a new policy
11. how to carry out consultation on policy development in your organisation
12. the organisational communication channels used when developing a policy
13. how to inform colleagues about the importance of the newly developed policy
14. how to give and receive feedback about the policy development process
15. how the policy of the food business can support growth, improvement, success and sustainability
16. what policy is and the purpose and function it performs in a food and drink business
17. why it is necessary to produce policy guidelines or other supporting documentation
18. what role policy has in supporting compliance and external audit in a food and drink business

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19. the critical areas of a food and drink business where policy is considered vital or very important to compliance or business success
 20. how policy can be deployed in a food and drink business
 21. how to develop food and drink business policy and why policies are important to a food and drink business
 22. the models and methods used for securing the commitment necessary for the policy to be formally adopted by your organisation and their advantages and disadvantages

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