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## Overview

This standard is about the skills and knowledge needed for you to plan and organise your own work activities in a food and drink business.

Planning and organising your own work activities is important to the successful completion of aims and objectives.

You will need the skills and knowledge to:

- identify and agree your work objectives within an area of the food and drink business, determine your work plans and organise your time and resources in line with food and drink business requirements.
- recognise how your own work impacts on the effectiveness of the team, area you work in and the food and drink business as a whole.

This standard is for you if you work in food and drink operations and/or supply operations and are involved in planning and organising your own work activities in a food and drink business.

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## Performance criteria

*You must be able to:*

### **Identify and plan work activities**

1. identify and agree the responsibilities and limits of your role in a food and drink business
2. determine and agree the objectives of your role and agree how your activities will be measured
3. confirm you have the resources to carry out the agreed objectives
4. plan how and when you will carry out your work activities to agreed food and drink business requirements
5. check your planned work activities are in line with the team, area of work and whole business policies, objectives and plans

### **Organise your work activities**

6. organise your time and resources effectively
7. identify any gaps between the requirements of your job role and your current skills, knowledge and understanding
8. confirm your work activities achieve the expected quality, productivity, compliance standards or other requirements of the food business
9. receive valid and objective feedback on your work activities and act upon it

## Knowledge and understanding

*You need to know and understand:*

1. how to source the organisational policies, plans, objectives, culture and procedures and why it is important to adhere to them when planning and organising your own work activities
2. the organisational methods of communication and information technology available in the food and drink business and how to make best use of them
3. how to identify the responsibilities, limits and objectives of your role
4. why it is important to plan your activities and how to do this
5. how to use the resources available in your food and drink business to help plan, organise and carry out your work activities
6. how to record your time and make improvements where necessary
7. why it is important to work to the food and drink business quality, compliance and productivity or other food and drink business requirements and how to do this
8. how to identify your training and development needs and agree with relevant people how these can be addressed
9. how to receive feedback on the planning and organising of your work activities

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