

Skills Matrix for Packhouse Line Leader Apprenticeship

Name: _____

KSB code	KSB statement	Complete date of competence achieved			
		Apprentice has been shown/taught	Apprentice can complete with some supervision	Apprentice can complete without supervision	Apprentice can complete competently
K1	Safe working practices, policies and codes of practice in relation to current health and safety legislation (including manual handling), job role and workplace including emergency plans				
K2	Effective team leader techniques including time management, personal/team development and problem resolution				
K3	Use of production targets, supervisory techniques and IT to raise efficiency and productivity within the packhouse				
K4	Planning workloads, staff and resources in response to seasonality differences/order requirements				
K5	How to prepare, use and maintain equipment in a safe efficient and effective condition				
K6	Maintenance of hygiene standards relating to product/food storage and packing				
K7	Customer quality standards/specifications/audit process				
K8	Importance of the key stages within relevant product supply chains				
K9	Product requirements to maintain quality and minimise losses				
K10	Importance of the systems and of record keeping/storage requirements used within the organisation				
K11	Biosecurity measures when storing and handling fresh/live products such as fruit, vegetable, salads and plants				
K12	How to recognise products which are damaged or contaminated and the appropriate action to take				
K13	Input costs, cost of production and margins within the packhouse				
K14	Security of the facility				
K15	Impact of packhouse operation on the external environment				
K16	Importance and understanding of the principles of HACCP				

KSB code	KSB statement	Apprentice has been shown/taught	Apprentice can complete with some supervision	Apprentice can complete without supervision	Apprentice can complete competently
S1	Promote and maintain hygiene, health, safety (inc. manual handling) and security for self, others and ve/fresh products				
S2	Use IT to support your role				
S3	Manage accurate records within the packhouse environment				
S4	Establish, maintain and promote effective working relationships				
S5	Concise reporting on operational issues				
S6	Resolve problems effectively				
S7	Implement Hazard Analysis Critical Control Points (HACCP) plans				
S8	Plan production schedules for efficient line operation				
S9	Coordinate products and resources to meet customer demand, taking into account specific food safety/product quality requirements				
S10	Supervise the identification, selection and preparation of fresh products such as fruit, vegetables, cut flowers and plants for sale/dispatch to achieve high quality and hygiene standards				
S11	Supervise packaging of product to agreed specifications within shelf life requirements				
S12	Supervise the operation to ensure line meets production targets and food safety requirements				
S13	Ensure routine maintenance and checks are performed appropriately				
S14	Operate food processing/packing machinery and equipment safely and efficiently				
S15	Develop self and others to maximise individual/team performance				
S16	Respond appropriately to incidents and emergencies in the workplace				
S17	Physically demonstrate required tasks and review subsequent understanding and performance of individuals				
S18	Lead and motivate a team of operatives to achieve targets				

KSB code	KSB statement	Apprentice has been shown/taught	Apprentice can complete with some supervision	Apprentice can complete without supervision	Apprentice can complete competently
B1	Have a strong work ethic including pride in work, attention to detail, integrity, honesty, time management, loyalty and respect for others				
B2	Positive attitude, motivated, dependable, ethical, responsible, flexible and reliable				
B3	A willingness to learn and contribute to their own continuing professional development				
B4	Ability to take responsibility and be accountable for their own actions				
B5	Able to adapt to change in conditions, technologies, situations and working environments				
B6	Willingness to accept changing priorities and work patterns when new jobs need to be done, or requirements change				
B7	A clear and effective communicator				
B8	Able to give/receive information and instruction accurately and in a timely and positive manner				
B9	Work and contribute effectively to the team and wider business				
B10	Ability to work on own initiative and lead by example				
B11	Work proactively with internal and external people to achieve positive outcomes				
B12	Embrace a safety culture and apply proactively to self, colleagues and visitors				