



Course

Level 3 Packhouse Line Leader Apprenticeship standard



Course duration:
18 months

Summary

Knowledge

- Health and safety
- Leading people
- Production
- Quality control
- Environment
- Finance

Skills

- Health and safety
- Systems and reporting
- Planning
- Production
- Machinery operation
- Supervising people

Behaviours

- Strong work ethic
- Adaptability
- Effective communication
- Team working
- Safety awareness

Learn more about this key supervisory role working in a fast paced, customer responsive environment with our Level 3 Packhouse Line Leader Apprenticeship.

Agricultural and horticultural packhouses handle a variety of fresh fruit, vegetables, cut flowers and live plants. As a packhouse line leader you will supervise the collection and processing of perishable products from food or plant production lines and their dispatch to the retailer or movement to other sites for further processing. This requires specialised management to maintain profitability and minimise losses.

Who is it for?

We've designed this apprenticeship to provide access to development opportunities for enthusiastic individuals, possibly with production line experience, who want to progress in a high tech and innovative environment, working in some of the country's largest supply chains. Learning a variety of technical, problem solving and supervisory skills, this qualification will typically take up to 18 months to complete, depending on how much experience you already have.

What will you learn?

As you work towards this apprenticeship, you will learn how to manage a team and work with machinery and IT systems to achieve production targets under a combination of time, quality, food safety and customer pressures. You will develop a strong set of supervisory skills and a solid knowledge of food/plant production line requirements. You can learn more about these in the table overleaf

Alongside this, and following an initial assessment, we will work with you, your manager and mentor to create an individual training plan. This will include development of skills such as reading, writing, speaking, listening and communication in English as well as maths, in preparation for Level 2 Functional Skills. Within this plan there will also be activities and learning to improve your personal soft skills.

What comes next?

On completion, you may wish to progress to managerial roles such as Packhouse Manager.

Knowledge

Area	Learning aims and development
Health and safety	<ul style="list-style-type: none"> • 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 • Security of the facility
Leading people	<ul style="list-style-type: none"> • Effective team leader techniques including time management, personal/team development and problem resolution
Production	<ul style="list-style-type: none"> • Use of production targets, supervisory techniques and IT to raise efficiency and productivity within the packhouse • Planning workloads, staff and resources in response to seasonality differences/order requirements • Importance of the key stages within relevant product supply chains • Importance of the systems and of record keeping/storage requirements used within the organisation
Quality control	<ul style="list-style-type: none"> • Maintenance of hygiene standards relating to product/food storage and packing • Customer quality standards/specifications/audit process • Product requirements to maintain quality and minimise losses • How to recognise products which are damaged or contaminated and the appropriate action to take
Environment	<ul style="list-style-type: none"> • Biosecurity measures when storing and handling fresh/live products such as fruit, vegetable, salads and plants • Impact of packhouse operation on the external environment
Finance	<ul style="list-style-type: none"> • Input costs, cost of production and margins within the packhouse

Skills

Area	Learning aims and development
Health and safety	<ul style="list-style-type: none"> Promote and maintain hygiene, health, safety (including manual handling) and security for self, others and live/fresh products Implement Hazard Analysis Critical Control Points (HACCP) plans
Systems and reporting	<ul style="list-style-type: none"> Use IT to support your role Manage accurate records within the packhouse environment Provide concise reporting on operational issues
Planning	<ul style="list-style-type: none"> Plan production schedules for efficient line operation Coordinate products and resources to meet customer demand, taking into account specific food safety/product quality requirements
Production - sorting, grading and packing	<ul style="list-style-type: none"> 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 Supervise packaging of product to agreed specifications within shelf life requirements Supervise the operation to ensure line meets production targets and food safety requirements Resolve problems effectively
Machinery operation	<ul style="list-style-type: none"> Analyse the end to end service experience, seeking input from others where required, supporting development of solutions Ensure routine maintenance and checks are performed appropriately Operate food processing/packing machinery and equipment safely and efficiently
Supervising people	<ul style="list-style-type: none"> Establish, maintain and promote effective working relationships Develop self and others to maximise individual/team performance Respond appropriately to incidents and emergencies in the workplace Physically demonstrate required tasks and review subsequent understanding and performance of individuals Lead and motivate a team of operatives to achieve targets

Behaviours

Area	Learning aims and development
Strong work ethic	<ul style="list-style-type: none"> • Have a strong work ethic including pride in work, attention to detail, integrity, honesty, time management, loyalty and respect for others • Positive attitude, motivated, dependable, ethical, inclusive, responsible, flexible and reliable • A willingness to learn and contribute to their own continuing professional development • Ability to take responsibility and be accountable for their own actions
Adaptability	<ul style="list-style-type: none"> • Able to adapt to change in conditions, technologies, situations and working environments • Willingness to accept changing priorities and work patterns when new jobs need to be done, or requirements change
Effective communication	<ul style="list-style-type: none"> • A clear and effective communicator • Able to give/receive information and instruction accurately and in a timely and positive manner
Team working	<ul style="list-style-type: none"> • Work and contribute effectively to the team and wider business • Ability to use own initiative and lead by example • Work proactively with internal and external people to achieve positive outcomes
Safety awareness	<ul style="list-style-type: none"> • Embrace a safety culture and apply proactively for self, colleagues and visitors

Additional skills

As well as the core curriculum, you will develop a number of additional skills throughout the course of your apprenticeship:

NCFE functional skills

You will work on developing positivity and confidence in the use of maths and English skills in real world, employment-based situations.

Maths

Through the Level 2 Functional Skills qualifications you will demonstrate a sound grasp of mathematical skills at the appropriate level and the ability to apply mathematical thinking effectively to solve problems in the workplace and in other real-life situations.

English

Through the Level 2 Functional Skills qualifications you will demonstrate the ability at an appropriate level to read, write, speak, listen and communicate in English, and to apply these skills effectively to a range of purposes in the workplace and in other real-life situations

British values

As part of your apprenticeship, we will discuss five key values and their impact and importance in the workplace. These will be democracy, the rule of law, individual liberty, mutual respect and tolerance of those of different faiths and beliefs.

Soft skills development

Personal Learning and Thinking Skills (PLTS) are generic skills that are essential to life, learning and work. Developing these will make a significant impact on your ability to contribute confidently both within and outside of their working environment. PLTS include independent enquiry, creative thinking, reflection, team working, self-management and effective participation.

PREVENT

PREVENT is part of the government's CONTEST strategy of which education is a fundamental part. The aim of the strategy is "to reduce the risk to the UK and its interests overseas from terrorism so that people can go about their lives freely and with confidence." CONTEST is split into four work-streams that are known within the counter-terrorism community as the 'four Ps': Prevent, Pursue, Protect, and Prepare.



Plan

We take into consideration your skills at each stage of the process, planning the learning and follow-up activities.

Do

You undertake the learning and activities that have been planned.

Check

We check your learning using a combination of assignments, discussions and observations of workplace activities, ensuring that skills, knowledge and behaviours are embedded and being practised.

Act

If areas of further learning are identified, reinforcement training is planned in and provided.