

FDQ - Qualification Purpose and Structure

FDQ number	Qualification title	Qualification approval number (QN) Qualification Wales number	EQF Level	Review date
321-015	FDQ Level 2 Certificate for Proficiency in Baking Industry Skills	501/0689/2 C00/0218/8	3	31 Dec 2021

Purpose overview

This qualification is designed primarily for learners who wish to develop intermediate occupational skills and knowledge in the baking industry. It includes units covering a wide range of craft and automated baking techniques; also food service/retail skills to confirm occupational competence in specific job roles including:

- Bakery operative
- Bakery packaging and distribution operative
- Bakery service/sales operative
- Bakery quality assurance operative.

Currently, the qualification is available within the Food and Drink Apprenticeship framework. However, learners may wish to achieve this qualification outside of the apprenticeship framework where this better meets their learning and development needs or training plan and future progression goals.

Ofqual purpose D. Confirm occupational competence and/or 'licence to practice'.

Sub purpose D1. Confirm competence in an occupational role to the standards required.

Learners need to be 16 years old or over to take this qualification. Learners do not require any prior qualifications or units or bakery skills experience to take this qualification. However, prior achievement of FDQ Level 1 Certificate/Diploma in Food Industry Skills may be an advantage for some learners. The qualification assesses and recognises competent achievement within the workplace.

The qualification covers mandatory skills from a wide range of areas like: preparing and mixing dough, producing pastry, oven baking and frying, working with chocolate, making and decorating celebration cakes, wrapping and packing of baked goods, in addition to service area skills like tray/table and retail. Learners can select from a large choice of

mandatory skills in the production, service and retail of a range of bread and flour confectionery products including: assorted breads and morning goods, cakes, chocolate based products, additional sweet confectionery and savoury baked products. Learners can select from a large choice of mandatory skills in the production, distribution, service and retail of baked goods. Learners may choose optional units in bakery knowledge to meet their learning and development needs. See below for: (i) a complete list of units that make up the qualification and their value within the qualification and (ii) the minimum and maximum Credits, Guided Learning Hours and Total Qualification Time.

This qualification could lead to

This qualification will support progression to further learning in:

1. subject areas including:
 - food preparation and processing
 - food science and technology
 - food hygiene, safety and quality
 - food team leading/management.
2. particular qualifications including:
 - FDQ L3 Certificate for Proficiency in Baking Industry Skills
 - FDQ L3 Certificate for Proficiency in Food Industry Skills
 - FDQ L3 Certificate for Proficiency in Food Management
 - FDQ L3 Certificate for Proficiency in Food Manufacturing Excellence
 - L3 Food and Beverage qualifications
 - L3 Award in Food Safety Supervision for Manufacturing
 - L3 Award in HACCP for Food Manufacturing.
3. Apprenticeships (Advanced/Level 3) including:
 - Food and Drink Apprenticeship Frameworks (England and Wales)
 - Food and Drink Modern Apprenticeships (Scotland)
 - Food and Drink Apprenticeship Framework (N. Ireland)

Certificate Proficiency qualifications or SVQs are the main qualifications within these frameworks relating to controller, technician or supervisor level roles including:

- Bakery processing controller/technician
- Bakery packaging and distribution controller/technician
- Bakery service/sales controller/supervisor
- Bakery quality assurance controller/supervisor

This qualification is a Certificate requiring achievement of 27 credits, graded at pass/fail. This Certificate is designed for learners progressing into Level 3 Certificate learning in

the subject areas or qualifications listed above, or within Apprenticeships. The achievement of this Certificate may not confirm sufficient breadth of development and competence to fully support progression to Level 3 Diploma sized learning, qualifications or within an Apprenticeship. A larger Diploma version of this qualification is available requiring achievement of 37 credits. The Diploma qualification version is designed for learners progressing into Level 3 Diploma learning in subject areas, qualifications and into Apprenticeships.

Qualification support

This qualification has been recognised for confirming occupational competence and is supported by the Food Training and Education Council and the Craft Bakers Association.

Further Information

Further information can be obtained from our website at: <http://www.fdq.org.uk/our-qualifications/processing-and-supply/baking/>

Or by contacting FDQ Tel: 0113 3970 395 Email: fdq@fdq.org.uk

Rules of Combination (RoC)

	Certificate
Total credits required for qualification	27
Total Qualification Time (TQT)	92 hours
Group A Mandatory units	Mandatory 21+ credits
Group B Knowledge units	Optional 0-6 credits
Guided Learning Hours Range (min-max)	84-231 hours

Assessment

Occupational skills (OS) units are designed to assess the learner’s applied skills required to demonstrate competent performance in the workplace in a defined role. Assessment of this qualification is by learner portfolio of achievement. Evidence of performance can be supplemented by other assessment evidence e.g. witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

Other assessment methods may be used to assess occupational knowledge (OK) and underpinning knowledge (UK) requirements including e-assessment, multiple-choice examination and assignment. Assessment requirements are set out in individual units of assessment. Reasonable adjustments apply that allow learner support for oral or other assessment adjustment arrangements to meet learner needs. All assessment activity is subject to internal quality assurance.

FDQ externally quality assures all centre assessment and internal quality assurance quality and arrangements.

List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
Group A					
Baking skills units					
D/601/4551	OS	Select weigh and measure bakery ingredients	2	3	16
H/601/4552	OK	Understand how to select, weigh and measure bakery ingredients	2	2	12
K/601/4553	OS	Prepare and mix dough	2	3	20
T/601/4555	OS	Hand divide, mould and shape fermented dough	2	4	21
J/601/4561	OS	Tin and tray up dough products	2	3	15
L/601/4562	OS	Retard and prove dough products	2	3	15
Y/601/4564	OK	Understand how to process fermented dough (pre-bake)	2	2	12

Unit ref	Unit type	Unit title	Level	Credit	GLH
F/601/4557	OS	Produce laminated pastry	2	4	21
J/601/4558	OS	Pin, block and shape dough	2	3	15
L/601/4559	OS	Fill and close pastry products	2	3	15
D/601/4565	OK	Understand how to process pastry (pre-bake)	2	2	12
R/601/4563	OS	Oven bake dough products	2	3	16
L/601/4576	OS	Fry dough products	2	2	13
Y/601/4578	OS	Batch finish dough products	2	3	16
F/601/4574	OK	Understand how to process dough based products (post-bake)	2	2	13
Y/601/4581	OS	Prepare and mix flour confectionery	2	3	16
H/601/4583	OS	Hand-deposit, pipe and sheet flour confectionery	2	4	21
K/601/4584	OS	Deposit and fry hot plate products	2	2	13
T/601/4586	OS	Tray up and prepare flour confectionery for baking	2	2	12
L/601/4593	OK	Understand how to process flour confectionery (pre-bake)	2	2	12
F/601/4588	OS	Oven-bake flour confectionery	2	3	16
J/601/4592	OS	Batch-finish flour confectionery	2	3	16
R/601/4594	OK	Understand how to process flour confectionery (post-bake)	2	2	13
Y/601/4595	OS	Assemble and fill celebration cakes	2	3	15
K/601/4598	OS	Mask and cover celebration cakes	2	3	15
Y/601/4600	OS	Decorate celebration cakes	2	4	21
D/601/4601	OS	Provide accessories and store	2	2	13

Unit ref	Unit type	Unit title	Level	Credit	GLH
		celebration cakes			
K/601/4603	OK	Understand how to decorate celebration cakes	2	2	15
H/601/4616	OK	Understand how to prepare and store savoury fillings and toppings in food manufacture	2	2	14
F/601/4610	OS	Control enrobing in food manufacture	2	3	17
K/601/4617	OK	Understand how to temper chocolate	2	2	16
T/601/4619	OK	Understand how to enrobe chocolate	2	2	16
K/601/4620	OK	Understand how to mould chocolate	2	2	16
M/601/4621	OK	Understand how to cool chocolate after processing	2	2	16
M/601/4540	OS	Divide, mould and shape fermented dough using automated processes	2	3	16
F/601/4543	OS	Prove dough products using automated processes	2	2	11
J/601/4544	OS	Oven bake dough products using automated processes	2	3	14
R/601/4546	OS	Control product wrapping and labelling using automated processes	2	3	14
D/601/4548	OS	Cool oven baked dough products using automated processes	2	2	12
R/601/4613	OS	Control slicing in food manufacture	2	3	17
Y/601/4614	OK	Understand how to control processes in food manufacture	2	4	26
A/601/4606	OS	Control heat treatment in food manufacture	2	3	20
J/601/4608	OS	Control depositing in food manufacture	2	3	18

Retail and service units

Unit ref	Unit type	Unit title	Level	Credit	GLH
K/601/4570	OS	Prepare ingredients and store fillings and toppings in food manufacture	2	3	25
M/601/4571	OK	Understand how to prepare and store sweet fillings and toppings in food manufacture	2	3	16
A/601/4573	OS	Bake off food products for sale	2	2	15
J/601/4575	OK	Understand how to bake off food products for sale	2	2	13
R/601/4580	OS	Produce individual packs by hand in food operations	2	3	14
L/601/8305	OS	Sell food products in a retail environment	2	2	14
R/601/8306	OK	Understand how to sell food products in a retail environment	2	3	20
D/601/5280	OS	Maximise sales in a food retail environment	3	4	20
J/601/5290	OS	Maintain displays and assess effectiveness of promotions in a food retail environment	3	4	18
R/601/5292	OK	Understand how to maximise sales of food products in a retail environment	3	3	24
D/601/5294	OK	Understand how to plan to maximise sales of food products in a retail environment	3	3	22
Y/601/8307	OS	Display food products in a retail environment	2	3	23
D/601/8308	OK	Understand how to display food products in a retail environment	2	2	10
D/601/4582	OS	Prepare to operate a counter/take away service in food operations	2	2	4
J/601/4589	OK	Understand how to prepare to operate	2	2	10

Unit ref	Unit type	Unit title	Level	Credit	GLH
		a counter/take way service in food operations			
F/601/4591	OS	Operate a counter/take-away service in food operations	2	2	4
D/601/4596	OK	Understand how to operate a counter/take-away service in food operations	2	2	12
M/601/4599	OS	Prepare to operate a table/tray service in food operations	2	2	4
H/601/4602	OK	Understand how to prepare to operate a table/tray service in food operations	2	2	12
M/601/4604	OS	Operate a table/tray service in food operations	2	2	4
T/601/4605	OK	Understand how to operate a table/tray service in food operations	2	2	12
F/601/4607	OS	Finish bake off products	2	3	10
J/601/4611	OK	Understand how to finish bake off products	2	2	12
D/601/4615	OS	Assemble and process products for food service	2	2	13
M/601/4618	OK	Understand how to assemble and process products for food service	2	2	11
Support operations units					
F/601/8303	OS	Monitor food hygiene standards using rapid test methods in operations	2	3	19
J/601/8304	OK	Understand how to monitor food hygiene standards using rapid test methods in operations	2	2	12
T/601/8301	OS	Lift and handle materials safely in food operations	2	2	10
A/601/8302	OK	Understand how to lift and handle	2	2	15

Unit ref	Unit type	Unit title	Level	Credit	GLH
		materials safely in food operations			
A/601/2919	OS	Contribute to environmental safety in food operations	2	2	5
M/601/2920	OK	Understand how to contribute to environmental safety in food operations	2	2	11
T/601/2921	OS	Contribute to the maintenance of plant and equipment in food operations	2	3	30
A/601/2922	OK	Understand how to contribute to the maintenance of plant and equipment in food operations	2	3	20
A/601/4623	OS	Store goods and materials in food operations	2	3	24
F/601/4624	OK	Understand how to store and organise goods and materials in food operations	2	4	25
J/601/4625	OS	Supply materials for production in food operations	2	3	18
L/601/4626	OK	Understand how to supply materials for production in food operations	2	3	17
A/601/8297	OS	Produce product packs in food operations	2	3	10
F/601/8298	OK	Understand how to produce product packs in food operations	2	3	25
R/601/4627	OS	Pack orders for despatch in food operations	2	1	6
Y/601/4628	OK	Understand how to pack orders for despatch in food operations	2	1	6
H/601/8309	OS	Carry out product changeovers in food manufacture	2	2	11
Y/601/8310	OK	Understand how to carry out product changeovers in food manufacture	2	2	16
Y/601/2944	OS	Contribute to problem diagnosis in food	2	2	10

Unit ref	Unit type	Unit title	Level	Credit	GLH
		manufacture			
D/601/2945	OK	Understand how to contribute to problem diagnosis in food manufacture	2	2	15
H/601/2946	OS	Contribute to problem resolution in food manufacture	2	3	13
K/601/2947	OK	Understand how to contribute to problem resolution in food manufacture	2	2	18
Y/601/4631	OS	Control temperature reduction in food manufacture	2	3	20
D/601/4632	OS	Control wrapping in food manufacture	2	3	17
T/601/4653	OS	Slice and bag individual food products	2	2	15
R/601/4658	OK	Understand how to slice and bag individual food products	2	2	15
D/601/4663	OK	Understand how to control defrosting in food manufacture	2	3	19
M/601/4666	OS	Control washing and drying machinery in food operations	2	3	16
T/601/4670	OK	Understand how to control washing and drying machinery in food operations	2	2	12
J/601/8299	OS	Control hygiene cleaning in food operations	2	3	23
M/601/8300	OK	Understand how to control hygiene cleaning in food operations	2	3	28
R/601/4675	OS	Fill or extrude meat and meat-based mixtures	2	2	8
D/601/4677	OK	Understand how to fill or extrude meat and meat-based mixtures	2	2	16
D/601/8311	OS	Carry out sampling for quality control in food operations	2	2	8
H/601/8312	OK	Understand how to carry out sampling	3	3	26

Unit ref	Unit type	Unit title	Level	Credit	GLH
		for quality control in food operations			
Y/601/2927	OS	Organise and improve work activities for achieving excellence in food operations	2	3	13
D/601/2928	OK	Understand how to organise and improve work activities for achieving excellence in food operations	2	3	14
K/601/2933	OS	Contribute to the application of improvement techniques for achieving excellence in food operations	2	3	12
M/601/2934	OK	Understand how to contribute to the application of improvement techniques for achieving excellence in food operations	2	3	18
L/601/2925	OS	Contribute to sustainable practice in food operations	2	2	3
R/601/2926	OK	Understand how to contribute to sustainable practice in food operations	2	2	14
Common operations units					
H/601/2896	OS	Work effectively with others in food operations	2	2	15
K/601/2897	OK	Understand how to work effectively with others in food operations	2	2	18
T/601/2899	OS	Maintain product quality in food operations	2	2	5
H/601/2901	OK	Understand how to maintain product quality in food operations	2	2	11
K/601/2902	OS	Maintain workplace food safety standards in operations	2	2	16
M/601/2903	OK	Understand how to maintain workplace food safety standards in operations	2	2	20

Unit ref	Unit type	Unit title	Level	Credit	GLH
M/601/2917	OS	Maintain workplace health and safety in food operations	2	2	4
T/601/2918	OK	Understand how to maintain workplace health and safety in food operations	2	2	18
H/601/2929	OS	Contribute to continuous improvement for achieving excellence in food operations	2	3	14
Y/601/2930	OK	Understand how to contribute to continuous improvement for achieving excellence in food operations	2	2	12
K/601/8313	OS	Clean in place (CIP) plant and equipment in food operations	2	3	19
M/601/8314	OK	Understand how to prepare for and conduct cleaning in place (CIP) of plant and equipment in food operations	2	2	12
T/601/8315	OK	Understand how to avoid contamination and complete cleaning in place (CIP) of plant and equipment in food operations	2	2	13
A/601/8316	OS	Carry out task hand-over procedures in food manufacture	2	2	10
F/601/8317	OK	Understand how to carry out task hand-over procedures in food manufacture	2	1	7
Group B Knowledge					
H/601/4518	UK	Principles of flour milling and flour types for bakery	2	1	6
D/601/4520	UK	Principles of flour in bakery	2	1	6
K/601/4522	UK	Principles of fats and oils in bakery	2	1	6
M/601/4523	UK	Principles of sugars and starches in bakery	2	1	6
L/601/4528	UK	Principles of dairy products in bakery	2	1	6

Unit ref	Unit type	Unit title	Level	Credit	GLH
L/601/4531	UK	Principles of egg and egg products in bakery	2	1	5
Y/601/4533	UK	Principles of salt and dough conditioners / improvers in bakery	2	1	6
D/601/4534	UK	Principles of pre-mixes and concentrates in bakery	2	1	6
M/601/4473	UK	Principles of the Bulk Fermentation Process	2	1	6
A/601/4475	UK	Principles of the Chorleywood bread process	2	1	6
L/601/4478	UK	Principles of Mechanical Dough Development (MDD) (Spiral mixing)	2	1	6
H/601/4504	UK	Principles of dough fermentation and process control	2	1	6
T/601/4538	UK	Principles of yeast manufacture and storage in bakery	2	1	6
D/601/4503	UK	Principles of retarding and proving dough and process control	2	1	6
J/601/4480	UK	Principles of pastry lamination & process control	2	1	6
T/601/4507	UK	Principles of oven baking bakery products	2	1	7
A/601/4511	UK	Principles of cooling bakery products using automated processes	2	1	4
J/601/4513	UK	Principles of frying bakery products	2	1	5
R/601/4515	UK	Principles of preparing and handling bakery finishing materials	2	1	7
Y/601/4516	UK	Principles of mixing flour confectionery and process control	2	1	10
F/601/4509	UK	Principles of hot plate baking bakery	2	1	5

Unit ref	Unit type	Unit title	Level	Credit	GLH
		products			
A/601/4525	UK	Principles of decorative pastes in bakery	2	1	10
H/601/4535	UK	Principles of packaging in bakery	2	1	6
A/601/2953	UK	Principles of improvement in food operations	3	3	16
F/601/2954	UK	Principles of continuous improvement techniques (Kaizen) in food operations	3	3	15
L/601/2701	UK	Principles of sustainability in food operations	3	4	34