

FDQ - Qualification Purpose and Structure

FDQ number	Qualification title	Qualification approval number (QN) Qualification Wales number	EQF Level	Review date
112-222	FDQ Level 2 Certificate for Proficiency in Food Team Leading	600/8736/5 C00/0542/3	3	31 Dec 2021

Qualification purpose

This qualification is designed for learners who are working in a food manufacture or supply chain environment. It offers learners the opportunity to develop skills and knowledge required to prove competence at work in team leadership roles. The qualification provides food manufacturers and the supply chain businesses with a unique combination of team management competences set in a highly focussed food business context. It has been designed to manage and improve team performance, quality assurance and deployment of business systems in a food manufacture or supply chain environment.

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 food skills experience to take this qualification. The qualification assesses and recognises competent achievement within the workplace.

This qualification is a Certificate requiring achievement of 27 credits, graded at pass/fail. It is designed to provide occupational competence in the roles listed above for routine improvement activity based upon standard operational procedures (SOPs).

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.

Further Information

Further information can be obtained from our website at: <http://www.fdq.org.uk/our-qualifications/business-and-people/team-leading/>

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

Rules of Combination (RoC)

Certificate	
Total credits required for qualification	27 – 36
Total Qualification Time (TQT)	150 hours
Food management units (Group A)	Mandatory 20+ credits
Knowledge units (Group B)	Optional 2+ credits
Guided Learning Hours Range (min-max)	136-200 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 Food management units					

Plan and allocate team operations

J/504/8294	OS	Plan and allocate work in a food team	2	2	13
H/504/8299	OK	Understand how to plan and allocate work in a food team	2	2	11
L/504/8300	OS	Support the development of an operational plan in a food business	2	2	11
R/504/8301	OK	Understand how to support the development of an operational plan in a food business	2	2	13
Y/504/8302	OK	Understand how to support the development of a supply chain plan in a food business	2	2	14
D/504/8303	OS	Contribute to the development of a project plan in a food business	2	2	11
H/504/8304	OK	Understand how to contribute to the development of a project plan in a food business	2	2	15
Set and monitor team targets					
A/504/8339	OS	Set team targets in a food business	2	2	13
M/504/8340	OK	Understand how to set team targets in a food business	2	2	13
T/504/8341	OS	Support the development of objectives and key performance indicators in a food business	2	3	15
A/504/8342	OK	Understand how to support the development of objectives and key performance indicators in a food business	2	2	14
F/504/8343	OS	Monitor team operations in a food business	2	2	13
J/504/8344	OK	Understand how to monitor team operations in a food business	2	2	13
F/602/4697	OK	Monitor and control throughput to achieve targets in food operations	3	2	9
J/602/4698		Understand how to monitor and control throughput to achieve targets in food operations	3	3	15
L/504/8345		Monitor resources in a food business	2	2	10
R/504/8346		Understand how to monitor resources in a food business	2	2	14

Lead team operations

K/504/8305	OS	Lead team briefings in a food business	2	2	14
L/504/8295	OK	Understand how to lead team briefings in a food business	2	2	12
Y/601/2944	OS	Contribute to problem diagnosis in food manufacture	2	2	10
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
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
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
M/504/8306	OS	Support the development of a procedure in a food business	2	2	12
R/504/8296	OK	Understand how to support the development of a procedure in a food business	2	2	12
T/504/8307	OS	Contribute to the implementation of a project in a food business	2	2	14
A/504/8308	OK	Understand how to contribute to the implementation of a project in a food business	2	2	12
F/504/8309	OS	Report progress towards achievement of team targets in a food business	2	2	13
Y/504/8297	OK	Understand how to report progress towards achievement of team targets in a food business	2	2	11
T/504/8310	OS	Report team performance in a food business	2	2	11

D/504/8298	OK	Understand how to report team performance in a food business	2	2	11
A/504/8311	OS	Review individual performance in a food business team	2	2	11
F/504/8312	OK	Understand how to review individual performance in a food business team	2	2	13
J/504/8313	OS	Maintain team compliance with food safety standards in a food business	2	2	15
L/504/8314	OK	Understand how to maintain team compliance with food safety standards in a food business	2	2	13
R/504/8315	OS	Maintain team compliance with health and safety standards in a food business	2	2	15
Y/504/8316	OK	Understand how to maintain team compliance with health and safety standards in a food business	2	2	14
D/504/8317	OS	Carry out a team health and safety risk assessment in a food business	2	2	15
H/504/8318	OK	Understand how to carry out a team health and safety risk assessment in a food business	2	2	14
K/504/8319	OS	Support the management of conflict in a food business	2	2	13
D/504/8320	OK	Understand how to support the management of conflict in a food business	2	2	13
H/504/8321	OS	Maintain standards of team conduct in a food business	2	2	13
K/504/8322	OK	Understand how to maintain standards of team conduct in a food business	2	2	14
M/504/8323	OS	Support the maintenance of team discipline in a food business	2	2	14
T/504/8324	OK	Understand how to support the maintenance of team discipline in a food business	2	2	14
A/504/8325	OS	Report grievance in a food business	2	2	12
F/504/8326	OK	Understand how to report grievance in a food business	2	2	13

J/504/8327	OS	Maintain customer service standards in a food business	2	2	12
L/504/8328	OK	Understand how to maintain customer service standards in a food business	2	2	12
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
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
R/504/8329	OS	Develop personal performance in a food business	2	2	15
J/504/8330	OK	Understand how to develop personal performance in a food business	2	3	15
Support team operations					
L/504/8331	OS	Provide support to team members in a food business	2	2	13
R/504/8332	OK	Understand how to provide support to team members in a food business	2	2	12
Y/504/8333	OS	Provide team instruction and demonstration in a food business	3	2	12
D/504/8334	OK	Understand how to provide team instruction and demonstration in a food business	3	2	12
H/504/8335	OS	Assess the performance of team members in a food business	3	2	9
K/504/8336	OK	Understand how to assess the performance of team members in a food business	3	2	13
M/504/8337	OS	Contribute effectively to meetings and communication in a food business	2	2	10
T/504/8338	OK	Understand how to contribute effectively to meetings and communication in a food business	2	2	10

Group B Knowledge units

M/601/2951	UK	Principles of workplace organisation techniques in food operations	2	2	12
L/504/7244	UK	Principles of organisational conduct in a food business	3	4	27
Y/504/7246	UK	Principles of supporting an organisational culture in a food business	3	3	18
D/504/7247	UK	Principles of setting targets and monitoring performance in a food business	3	3	21
K/504/7249	UK	Principles of quality systems in a food business	3	4	23
D/504/7250	UK	Principles organisational compliance in a food business	3	4	22
F/601/2954	UK	Principles of continuous improvement techniques (Kaizen) in food operations	3	3	15