

## FDQ - Qualification Purpose and Structure

FDQ number	Qualification title	Qualification approval number (QN)	EQF Level	Review date
325-172	FDQ Level 3 Certificate for Proficiency in Fish and Shellfish Industry Skills	600/9492/8	4	31 Jan 2020

### Purpose overview

This qualification is designed primarily for learners in the fish and shellfish industry who wish to develop advanced skills and knowledge required to confirm occupational competence at work. The qualification provides choice in a wide range of control, monitoring and management of processing operations or distribution, service and retail operations to confirm occupational competence in specific job roles including:

- Fish and shellfish processing controller/supervisor
- Fish and shellfish packaging and distribution controller
- Fish and shellfish service/sales controller/supervisor
- Fish frying controller/supervisor
- Fishmonger controller/supervisor
- Quality assurance technician/controller

Currently, the qualification is available within the Advanced 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 food skills experience to take this qualification. However, prior achievement of FDQ Level 2 Certificate for Proficiency in Fish and Shellfish 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: controlling fish or shellfish processing plant, monitoring production, management of operations,

diagnosis and resolution of problems, quality testing and sampling, co-ordinating service and retail operations. Learners can select from a large choice of mandatory skills in the control of processing, distribution, service and retail of fish and shellfish. Learners may choose optional units in fish and shellfish knowledge to meet their learning and development needs.

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 operational tasks based upon standard operational procedures (SOPs). Where these roles involve significant multi-tasking and complex operational and reporting arrangements a larger Diploma qualification is recommended. The Diploma requires achievement of 37 credits and allows the learner to achieve additional qualification units to reflect more complex and larger roles.

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, Total Qualification Time and Guided Learning Hours.

### **This qualification could lead to**

This qualification will support progression to further learning in:

1. subject areas including:
  - fish and shellfish processing management
  - food preparation and processing management
  - food science and technology
  - food hygiene, safety and quality management
  - food team management.
2. particular qualifications including:
  - FDQ L4 Certificate for Proficiency in Food Manufacturing Excellence
  - L4 Food and Beverage qualifications
  - L4 Award in Food Safety Management for Manufacturing
  - L4 Award in HACCP for Food Manufacturing.
3. Apprenticeships (Higher/Level 4) including:
  - Management Apprenticeship Frameworks

These frameworks provide progression opportunities to the following job roles:

- Fish and shellfish processing manager
- Fish and shellfish packaging and distribution manager
- Fish and shellfish service/sales manager

- Fish Fryer
- Fishmonger
- Quality assurance manager

This Certificate is designed for learners progressing into Level 4 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 4 Diploma sized learning, qualifications or within an Apprenticeship. A larger Diploma is recommended for learners progressing into Level 4 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 Sea Fish Industry Authority and the Food Training and Education Council.

### Further Information

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

Or by contacting FDQ Tel: 0113 3970 395 Email: [fdq@fdq.org.uk](mailto:fdq@fdq.org.uk)

### Rules of Combination (RoC)

	Certificate
<b>Total credits required for qualification</b>	<b>27</b>
<b>Total Qualification Time (TQT)</b>	<b>270 hours</b>
Group A Mandatory units	Mandatory 17+ credits
Group B Fish knowledge units	Optional 0-10 credits
Guided Learning Hours Range (min-max)	90-184 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
<b>Group A Mandatory units</b>					
<b>Fish processing units</b>					
F/602/1699	OS	Control shellfish depuration processing	3	2	15
K/602/1700	OK	Understand how to control shellfish depuration processing	3	3	28
L/504/5848	OS	Monitor oil frying operations	3	3	18
R/504/5849	OK	Understand how to monitor oil frying operations	3	3	21
J/504/5850	OS	Monitor the reception and holding of live fish/shellfish	3	3	20
Y/504/5853	OK	Understand how to monitor the reception and holding of live fish/shellfish	3	3	22
L/504/5851	OS	Monitor fish / shellfish operations	3	3	14

Unit ref	Unit type	Unit title	Level	Credit	GLH
R/504/5852	OK	Understand how to monitor fish / shellfish operations	3	3	19
F/504/5846	OS	Manage fish/shellfish operations	3	3	22
J/504/5847	OK	Understand how to manage fish/shellfish operations	3	4	22
T/502/7408	OS	Develop test samples in food manufacture	3	3	16
A/502/7409	Ok	Understand how to develop test samples in food manufacture	3	2	15
A/502/7412	OS	Evaluate and improve production in food manufacture	3	3	16
F/502/7413	OK	Understand how to evaluate and improve production in food manufacture	3	2	15
A/503/4294	OK	Understand how to monitor food safety management procedures in operations	3	2	16
D/502/7418	OS	Carry out process control in food manufacture	3	2	11
H/502/7419	OK	Understand how to carry out process control in food manufacture	3	2	15
D/502/8052	OS	Monitor wrapping and labelling of products in food operations	3	2	10
D/601/8311	OS	Carry out sampling for quality control in food operations	3	2	8
H/601/8312	OK	Understand how to carry out sampling for quality control in food operations	3	3	26
<b>Retail and service units</b>					
F/602/4571	OS	Organise the receipt and storage of goods and materials in food operations	3	3	15

Unit ref	Unit type	Unit title	Level	Credit	GLH
J/602/4572	OK	Understand how to organise the receipt and storage of goods and materials in food operations	3	3	18
Y/602/1708	OS	Monitor and maintain storage conditions in food operations	3	3	14
K/503/4341	OK	Understand how to monitor and maintain storage conditions in food operations	3	2	12
D/601/5179	OS	Monitor and maintain storage systems and procedures in food operations	3	2	10
D/601/5182	OK	Understand how to monitor and maintain storage systems and procedures in food operations	3	2	10
D/601/5280	OS	Maximise sales in a food retail environment	3	4	20
R/601/5292	OK	Understand how to maximise sales in a food retail environment	3	3	24
M/602/4582	OS	Plan and co-ordinate food services	3	3	18
A/602/4584	OK	Understand how to plan and co-ordinate food services	3	3	25
H/602/4580	OS	Monitor effectiveness of food retail operations	3	2	12
M/602/4579	OS	Set up and maintain food retail operations	3	3	20
K/602/4581	OK	Understand how to co-ordinate food retail operations	3	2	14
<b>Support units</b>					
A/602/4701	OS	Control energy efficiency in food operations	3	3	13
R/602/5627	OS	Contribute to continuous improvement of food safety in operations	3	3	20

Unit ref	Unit type	Unit title	Level	Credit	GLH
Y/602/5628	OK	Understand how to contribute to continuous improvement of food safety in operations	3	4	30
F/602/5834	OS	Control and monitor safe supply of raw materials and ingredients in food operations	3	1	6
J/602/5835	OK	Understand how to control and monitor safe supply of raw materials and ingredients in food operations	3	3	20
A/602/4617	OS	Diagnose problems in food operations	3	3	14
F/602/4618	OK	Understand how to diagnose problems in food operations	3	3	16
J/602/4619	OS	Resolve problems in food operations	3	3	16
A/602/4620	OK	Understand how to resolve problems in food operations	3	4	22
M/502/7407	OS	Monitor and control quality of work activities in food operations	3	2	18
F/602/4697	OS	Monitor and control throughput to achieve targets in food operations	3	2	9
J/602/4698	OK	Understand how to monitor and control throughput to achieve targets in food operations	3	3	15
F/503/4250	OS	Promote food safety awareness in food operations	3	2	10
J/503/4251	OK	Understand how to promote food safety awareness in operations	3	1	7
F/602/4585	OS	Set up and maintain food service operations	3	2	14
L/602/4587	OK	Understand how to set up and maintain food service operations	3	2	16

Unit ref	Unit type	Unit title	Level	Credit	GLH
F/602/4702	OS	Control waste minimisation in food operations	3	3	16
J/602/4703	OK	Understand how to control minimisation in food operations	3	3	24
H/602/1713	OS	Maintain, promote and improve environmental good practice in food operations	3	2	10
J/502/7414	OS	Plan production schedules in food manufacture	3	3	21
L/502/7415	OK	Understand how to plan production schedules in food manufacture	3	2	14
J/503/4296	OS	Plan resources to meet anticipated demand for products in food operations	3	2	8
K/502/7423	OS	Monitor and evaluate customer service in food operations	3	4	19
M/502/7424	OK	Understand how to monitor and evaluate customer service in food operations	3	3	21
L/502/7365	OS	Carry out testing for quality control in food operations	3	3	11
L/602/4699	OS	Carry out quality audits in food operations	3	3	9
T/602/4700	OK	Understand how to carry out quality audits in food operations	3	3	15
L/602/4704	OS	Control water usage in food operations	3	3	16
R/602/4705	OK	Understand how to control water usage in food operations	3	3	25
M/502/7410	OS	Develop product specifications in food manufacture	3	2	14
T/502/7411	OK	Understand how to develop product specifications in food manufacture	3	2	12



Unit ref	Unit type	Unit title	Level	Credit	GLH
M/502/8055	OS	Monitor effectiveness of despatch and transport in food operations	3	2	10
T/502/8056	OK	Understand how to co-ordinate despatch and transport of orders in food operations	3	2	10
M/600/9600		Set objectives and provide support for team members	3	5	35
R/502/7416	OS	Monitor and report on production progress in food manufacture	3	2	9
Y/502/7417	OK	Understand how to monitor and report on production progress in food manufacture	3	2	12
T/602/0646	OS	Monitor and control waste disposal in food operations	3	3	15
M/602/4517	OK	Understand how to monitor and control waste disposal in food operations	3	3	29
T/602/4518	OS	Monitor and control the recovery and separation of by-products and waste disposal in food operations	3	2	12
Y/600/9669	OS	Plan, allocate and monitor work of a team	3	5	25
F/502/9548	LLUK	Facilitate learning and development in groups	3	6	25
J/502/9549	LLUK	Facilitate learning and development for individuals	3	6	25
<b>Common operation units</b>					
H/602/5826	OS	Monitor food safety at critical control points in operations	3	1	5
Y/602/1692	OS	Monitor product quality in food operations	3	3	20

Unit ref	Unit type	Unit title	Level	Credit	GLH
T/602/5829	OK	Understand how to control product quality in food operations	3	2	10
K/602/5827	OS	Monitor health, safety and environmental systems in food operations	3	2	12
M/602/5828	OK	Understand how to monitor health, safety and environmental management systems in food operations	3	3	20
L/602/5075	OS	Manage organisational change for achieving excellence in food operations	3	4	21
R/602/5076	OK	Understand how to manage organisational change for achieving excellence in food operations	3	3	17
M/602/6302	OS	Develop working relationships with colleagues in food operations	3	3	15
A/602/6304	OK	Understand how to develop working relationships with colleagues in food operations	3	2	12
<b>Group B - Optional fish knowledge units</b>					
A/503/3100	UK	Principles of controlling bivalve purification processing	3	2	20
A/602/0616	UK	Principles of marine finfish product knowledge	3	5	20
D/602/0625	UK	Principles of brining and salting fish shellfish	3	2	13
D/602/4044	UK	Principles of monitoring and assessing risks in food operations	3	2	13
F/503/2918	UK	Principles of managing fish and chip operations	3	4	37
F/503/2921	UK	Principles of the fishmonger industry	3	2	12

Unit ref	Unit type	Unit title	Level	Credit	GLH
F/503/3101	UK	Principles of managing safety in bivalve purification operations	3	4	32
F/602/0617	UK	Principles of shellfish, non-marine finfish and marine food products, product knowledge	3	5	25
F/602/4506	UK	Principles of freezing methods in food technology	3	4	30
J/602/0621	UK	Principles of seafood quality science	3	4	20
L/502/7558	UK	Principles of the refrigeration cycle in food technology	3	4	32
R/602/0623	UK	Principles of frying fish and chips	3	4	18
T/602/0615	UK	Principles of displaying fish/shellfish in a sales environment	3	3	14
T/602/4034	UK	Principles of quality in food operations	3	3	18
Y/502/7496	UK	Principles of sensory assessment in food technology	3	3	22
A/503/2920	UK	Principles of fishmonger practice	3	3	23
F/502/7430	UK	Principles of canning in food technology	3	4	30
M/602/0614	UK	Principles of fish shellfish smoking	3	4	21
M/602/0628	UK	Principles of fish shellfish quality assessment	3	3	14
D/601/5313	UK	Understanding the principles and practices of assessment	3	3	24
T/502/0183	UK	The principles of food safety supervision for manufacturing	3	3	25
Y/600/2382	UK	The Principles of Hazard Analysis and Critical Control Points (HACCP) for food manufacturing	3	3	20

Unit ref	Unit type	Unit title	Level	Credit	GLH
L/602/4556	UK	Principles of aseptic packaging in food technology	3	3	20