

FDQ - Qualification Purpose and Structure

| FDQ number | Qualification title | Qualification approval number (QN) | EQF Level | Review date |
|------------|---|------------------------------------|-----------|-------------|
| 325-173 | FDQ Level 3 Diploma for Proficiency in Fish and Shellfish Industry Skills | 600/9493/X | 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 Diploma 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 Diploma requiring achievement of 37 credits, graded at pass/fail. It is designed to provide occupational competence in the roles listed above, where they involve significant multi-tasking and complex operational and reporting arrangements. For routine tasks based upon standard operational procedures (SOPs), a smaller Certificate qualification is recommended. The certificate requires achievement of 27 credits and allows the learner to achieve fewer qualification units to reflect more narrowly focussed 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 Diploma 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 Diploma is designed for learners progressing into Level 4 Diploma learning in the subject areas or qualifications listed above, or within Apprenticeships. A smaller Certificate is recommended for learners progressing into Level 4 Certificate 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

Rules of Combination (RoC)

| | Diploma |
|---|--------------------------|
| Total credits required for qualification | 37 |
| Total Qualification Time (TQT) | 370 hours |
| Group A Mandatory units | Mandatory 22+ credits |
| Group B Fish knowledge units | Optional 0-15 credits |
| Guided Learning Hours Range (min-max) | 160-305 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 knowledge 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 Mandatory units | | | | | |
| Fish processing units | | | | | |
| 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 |

| Unit ref | Unit type | Unit title | Level | Credit | GLH |
|------------|-----------|---|-------|--------|-----|
| 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 |
| 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 |

| Unit ref | Unit type | Unit title | Level | Credit | GLH |
|---------------------------------|-----------|--|-------|--------|-----|
| Retail and service units | | | | | |
| F/602/4571 | OS | Organise the receipt and storage of goods and materials in food operations | 3 | 3 | 15 |
| 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 |
| Support units | | | | | |

| Unit ref | Unit type | Unit title | Level | Credit | GLH |
|------------|-----------|---|-------|--------|-----|
| 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 |
| 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 |

| Unit ref | Unit type | Unit title | Level | Credit | GLH |
|------------|-----------|--|-------|--------|-----|
| 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 |
| 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 |

| Unit ref | Unit type | Unit title | Level | Credit | GLH |
|------------|-----------|--|-------|--------|-----|
| 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 |
| 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 |

Common operation units

| Unit ref | Unit type | Unit title | Level | Credit | GLH |
|------------|-----------|--|-------|--------|-----|
| 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 |
| 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 |

Group B - Optional fish knowledge units

| | | | | | |
|------------|----|---|---|---|----|
| 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 |

| Unit ref | Unit type | Unit title | Level | Credit | GLH |
|------------|-----------|---|-------|--------|-----|
| 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 |
| 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 |

| Unit ref | Unit type | Unit title | Level | Credit | GLH |
|------------|-----------|--|-------|--------|-----|
| Y/600/2382 | UK | The Principles of Hazard Analysis and Critical Control Points (HACCP) for food manufacturing | 3 | 3 | 20 |
| L/602/4556 | UK | Principles of aseptic packaging in food technology | 3 | 3 | 20 |