

## Food and Drink Traineeships

### Traineeship purpose

The Government sponsored Traineeship programme (England), for 16-24 year olds preparing for employment or an Apprenticeship, comprises the following:

- English and maths
- work placement
- work preparation and training

FDQ has designed its Food and Drink Traineeship to support the development and recognition of learners in their work preparation, training and achievement during work placement. It makes available QCF skills and knowledge units of assessment from essential areas including Employability, Enterprise and Food skills and knowledge. It is advised that centres also consider providing a range of important complementary qualifications which can both support progression into work, and recognise achievement in compliance areas. These complementary qualifications are listed at the end of this document.

### Rules of Combination (RoC)

Food and drink traineeship	
<b>Total units required</b>	<b>1</b>
Select any unit from the list below	£10 per unit with a maximum fee@£30

### Assessment

Centres should note that the assessment of individual units must conform to the requirements of the assessment guidance set out in the individual units of assessment.

## List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
<b>Available units</b>					

### Employability units

K/505/6503	UK	Principles of learning and work skills in a food business	1	3	22
K/505/6498	UK	Principles of effective communication in a food business	1	2	20
M/505/6521	UK	Principles of time management in a food business	1	2	12
J/505/6508	UK	Principles of personal presentation for a food business	1	2	20
L/505/6526	UK	Principles of workplace conflict in a food business	1	2	6
H/505/6497	UK	Principles of customer care in a food business	1	2	20
F/505/6510	UK	Principles of problem solving in a food business	1	2	12
D/505/6496	UK	Principles of approaches to learning in a food business	1	1	9
M/505/6499	UK	Principles of getting the most out of food business training	1	1	9
L/505/6509	UK	Principles of planning for career progression in a food business	1	1	9
Y/505/6495	UK	Principles of applying for a food business job	1	1	10

Unit ref	Unit type	Unit title	Level	Credit	GLH
H/505/6516	UK	Principles of searching for a food business job	1	2	20
Y/505/6500	UK	Principles of interview skills for a food business job	1	1	10
D/505/6529	UK	Principles of writing Curriculum Vitae for food business job applications	1	2	20
L/505/6512	UK	Principles of rights and responsibilities in the food business workplace	1	3	12
D/505/3954	UK	Principles of interview skills to support food business job applications	2	2	14
H/505/3955	UK	Principles of developing Curriculum Vitae to support food business job applications	2	2	14
K/505/3956	UK	Principles of employee rights and responsibilities in a food business	2	2	14
<b>Food skills and knowledge</b>					
R/601/4627	OS	Pack orders for despatch in food operations	1	2	6
K/601/2902	OS	Maintain workplace food safety standards in operations	2	2	16
M/601/2917	OS	Maintain workplace health and safety in food operations	2	2	4
H/601/2896	OS	Work effectively with others in food operations	2	2	15
J/502/7462	OS	Pick orders and store for despatch in food operations	2	2	9

Unit ref	Unit type	Unit title	Level	Credit	GLH
T/601/8301	OS	Lift and handle materials safely in food operations	2	2	10
F/502/7461	OS	Prepare to receive goods and materials in food operations	2	1	8
A/502/7460	OS	Receive goods and materials in food operations	2	2	11
A/601/4623	OS	Store goods and materials in food operations	2	3	24
Y/502/7451	OS	Load consignments for despatch in food operations	2	1	9
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
D/601/4582	OS	Prepare to operate a counter/take away service in food operations	2	2	4
M/601/4599	OS	Prepare to operate a table/tray service in food operations	2	2	4
D/601/4615	OS	Assemble and process food service products	2	2	13
K/601/5184	OS	Carry out disinfection in food operations	2	2	8
D/502/7452	OK	Understand how to load consignments for despatch in food operations	2	4	25
F/601/4624	OK	Understand how to store and organise goods and materials in food operations	2	4	25
L/502/7480	OK	Understand how to pick orders and store for despatch in food operations	2	2	15

Unit ref	Unit type	Unit title	Level	Credit	GLH
Y/601/4628	OK	Understand how to pack orders for despatch in food operations	2	1	6
K/601/2897	OK	Understand how to work effectively with others in food operations	2	2	18
D/502/7452	OK	Understand how to load consignments for despatch in food operations	2	4	25
A/601/8302	OK	Understand how to lift and handle materials safely in food operations	2	2	15
T/601/5186	OK	Understand how to carry out disinfection in food operations	2	2	15
A/503/4778	UK	Principles of the UK Baking Industry	1	1	9
H/502/7436	UK	Principles of food processing operations	1	2	7
F/503/4779	UK	Principles of the UK Meat and Poultry Industry	1	1	9
M/502/3390	UK	Principles of the food and drink manufacturing sector	2	3	20
F/502/3393	UK	Principles of working effectively in food manufacture	2	2	15
J/502/3394	UK	Principles of product quality and improvements in food manufacture	2	2	15
L/502/3395	UK	Principles of the use and storage of materials in food manufacture	2	2	15
D/502/7435	UK	Principles of clean in place (CIP) in food operations	1	2	8

Unit ref	Unit type	Unit title	Level	Credit	GLH
<b>Enterprise units</b>					
F/504/3983	UK	Principles of building food business relationships	2	2	14
J/504/3984	UK	Principles of creating a vision for food business	2	2	14
T/504/3981	UK	Principles of developing a food business idea	2	1	8
Y/504/3987	UK	Principles of exploring food business motives	2	1	8
H/504/3989	UK	Principles of keeping financial records in food business	2	2	17
Y/504/3990	UK	Principles of keeping up to date with legislation in food business	2	1	8
R/504/3986	UK	Principles of defining the product or service in business	2	2	14
T/504/3995	UK	Principles of preparing a plan for food business	2	1	9
L/504/3985	UK	Principles of deciding on a food business location	2	2	24
M/504/3994	UK	Principles of planning the marketing of food business products or services	2	2	16
D/504/3988	UK	Principles of improving the quality of food business products or services	2	2	13
A/504/3982	UK	Principles of bidding for work in a food business	2	2	14

Unit ref	Unit type	Unit title	Level	Credit	GLH
K/504/3993	UK	Principles of making food business presentations	2	1	8

**The following qualifications are identified as complementary to the Traineeship programme, they do not form part of the FDQ Food and Drink Traineeship. Centres are advised to consider providing one or more of the complementary qualifications listed below, which can both support progression into work, and recognise achievement in compliance areas. Centres wishing to provide these qualifications must be approved in accordance with FDQ requirements.**

Qualification title	Qualification approval number (QAN)	Assessment Method	Credit	GLH
FDQ Level 1 Award in Principles of HACCP Awareness (QCF)	501/2269/1	MC Examination	1	4
FDQ Level 2 Award in HACCP based food safety systems in manufacturing (QCF)	500/8863/4	MC Examination	2	17
FDQ Level 2 Award in Food Safety for Manufacturing (QCF)	500/6031/4	MC Examination	1	7
FDQ Level 2 Award in Food Safety for Retail (QCF)	600/4215/1	MC Examination	1	9
FDQ Level 2 Award in Food Safety for Catering (QCF)	500/8419/7	MC Examination	1	9
FDQ Level 2 Award In Food Safety for Dairy Manufacturing (QCF)	600/6705/6	MC Examination	1	9

Unit ref	Unit type	Unit title	Level	Credit	GLH
FDQ Level 2 Award in Food Safety for Manufacturing (Meat and Poultry) (QCF)		500/6006/5	MC Examination	1	9
FDQ Level 2 Award in Health and Safety in the Food Supply Chain Business (QCF)		600/8897/7	MC Examination	1	8
FDQ Level 1 Award in Professional Cake Decoration (QCF)		601/0956/7	Practical Demonstration and assessment	9	72