

FDQ - Qualification Purpose and Structure

FDQ number	Qualification title	Qualification approval number (QN) Qualification Wales number	EQF Level	Review date
311-020	FDQ Level 2 Award for Proficiency in Food Industry Skills	600/0477/0 C00/0316/9	3	31 st Jan 2020

Purpose overview

This qualification is designed primarily for learners who wish to develop intermediate occupational skills and knowledge in a wide range of automated or semi-automated food processing techniques, or food service/retail skills to confirm occupational competence in specific job roles including:

- Food processing operative
- Food packaging and distribution operative
- Food service/sales operative
- Food quality assurance operative

The qualification is too small for inclusion within the Food and Drink Apprenticeship framework. It is ideal for learners who carry out routine workplace tasks and who may use this qualification as a stepping stone to larger qualifications of this type. Learners will therefore need to achieve this qualification outside of an apprenticeship framework where this 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. The qualification assesses and recognises achievement within the workplace.

The qualification covers mandatory skills from a wide range of areas like: operating food processing plant, food wrapping and packaging, food processing techniques including mixing, slicing, and enrobing, and 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 food and drink including: convenience foods, soft drinks, snack foods,

processed chilled and frozen food. Learners may choose optional units in food processing and service knowledge to meet their learning and development needs.

This qualification is an Award requiring minimum achievement of 10 credits, graded at pass/fail. It is designed to provide occupational competence in the roles listed above that are based upon routine tasks that have limited scope or breadth of operations. Where roles involve a greater scope of tasks and operations a larger Certificate qualification is recommended. The Certificate requires achievement of 27 credits and allows the learner to achieve additional qualification units to reflect broader 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:
 - food preparation and processing
 - food science and technology
 - food hygiene, safety and quality
 - food team leading/management.
2. particular qualifications including:
 - FDQ L3 Award for Proficiency in Food Industry Skills
 - FDQ L3 Award for Proficiency in Food Management
 - FDQ L3 Award for Proficiency in Food Manufacturing Excellence
 - FDQ L3 Award for Proficiency in Meat and Poultry Industry Skills
 - FDQ L3 Award for Proficiency in Fish and Shellfish Industry Skills
 - FDQ L3 Award for Proficiency in Baking Industry Skills
 - FDQ L3 Award for Proficiency in Fresh Produce Industry Skills
 - L3 Food and Beverage qualifications
 - L3 Award in Food Safety Supervision for Manufacturing
 - L3 Award in HACCP for Food Manufacturing.
3. work based learning including for roles in:
 - food preparation technical assistant
 - food processing and manufacture assistant technician
 - food sales and service assistant controller
 - quality assurance technician.

This Award is recommended for learners progressing into Level 3 Award learning in subject areas, qualifications or work based learning. The achievement of this Award may not confirm sufficient breadth of development and competence to fully support progression to Level 3 Certificate sized learning, qualifications or within an Apprenticeship. A larger Certificate version of this qualification is available requiring achievement of 27 credits. The Certificate qualification version is recommended for learners progressing into Level 3 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 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/food-industry-skills/>

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

Rules of Combination (RoC)

	Award
Total credits required for qualification	10
Total Qualification Time (TQT)	21 hours
Group A Mandatory units	Mandatory 8+ credits
Group B units	Optional 0-4 credits
Guided Learning Hours Range (min-max)	19-87 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 Mandatory units					
Production control and processing units					
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
H/601/5247	OS	Contribute to the effectiveness of food retail operations	2	2	10
K/601/5248	OK	Understand how to contribute to the effectiveness of food retail operations	2	2	11
A/502/7474	OS	Plan and organise own work activities in food manufacture	2	1	5
L/502/7477	OK	Understand how to plan and organise own work activities in food manufacture	2	1	10
Y/602/5838	OS	Contribute to optimising work areas in food manufacture	3	3	26
D/602/5839	OK	Understand how to contribute to optimising work areas in food manufacture	3	3	15
F/601/2923	OS	Contribute to the development of production specifications in food manufacture	2	3	25
J/601/2924	OK	Understand how to contribute to the development of production specifications in food manufacture	2	2	14

Unit ref	Unit type	Unit title	Level	Credit	GLH
Y/502/7465	OS	Start up plant and equipment in food manufacture	2	2	13
D/502/7466	OK	Understand how to start up plant and equipment in food manufacture	2	2	9
H/502/7467	OS	Shut down plant and equipment in food manufacture	2	2	6
M/502/7469	OK	Understand how to shut down plant and equipment in food manufacture	2	2	8
T/502/7490	OS	Start up multi stage operations in food manufacture	3	2	9
K/502/7471	OK	Understand how to start up multi stage operations in food manufacture	3	2	11
M/502/7472	OS	Shut down multi stage operations in food manufacture	3	2	9
F/502/7475	OK	Understand how to shut down multi stage operations in food manufacture	3	2	9
J/502/7476	OS	Report and record production operations in food manufacture	2	2	13
M/502/7486	OK	Understand how to report and record production operations in food manufacture	2	2	13
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 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	2	2	18

Unit ref	Unit type	Unit title	Level	Credit	GLH
		problem resolution in food manufacture			
T/601/5172	OS	Operate central control systems in food manufacture	2	2	11
A/601/5173	OK	Understand how to operate central control systems in food manufacture	2	2	10
K/502/7468	OS	Control manual size reduction in food manufacture	2	2	15
H/502/7470	OK	Understand how to control manual size reduction in food manufacture	2	3	17
M/602/1701	OS	Control size reduction in food manufacture	2	3	20
T/602/1702	OS	Control weighing in food manufacture	2	2	10
A/602/1703	OS	Control mixing in food manufacture	2	3	20
A/601/4606	OS	Control heat treatment in food manufacture	2	3	20
F/601/5174	OS	Control separation in food manufacture	2	3	20
Y/601/4631	OS	Control temperature reduction in food manufacture	2	3	20
J/502/7364	OS	Control batching in food manufacture	2	3	20
R/502/7464	OS	Control conversion in food manufacture	2	3	20
L/502/7463	OS	Control conditioning in food manufacture	2	3	20
F/602/1704	OS	Control forming in food manufacture	2	3	20
J/601/4608	OS	Control depositing in food manufacture	2	3	18
F/601/4610	OS	Control enrobing in food manufacture	2	3	17
H/502/7453	OS	Control labelling in food manufacture	2	3	17
D/601/4632	OS	Control wrapping in food manufacture	2	3	17
L/601/5176	OS	Control bottling in food manufacture	2	3	19

Unit ref	Unit type	Unit title	Level	Credit	GLH
Y/601/5178	OS	Control packaging in food manufacture	2	3	19
R/502/7481	OS	Control pelletising in food manufacture	2	3	20
A/502/7491	OS	Control milling in food manufacture	3	3	20
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
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
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
J/602/1705	OS	Control defrosting in food manufacture	2	2	15
D/601/4663	OK	Understand how to control defrosting in food manufacture	2	3	19
L/602/1706	OS	Prepare sauces and marinades by hand in food manufacture	2	3	22
R/602/1707	OK	Understand how to prepare sauces and marinades in food manufacture	2	2	8
K/502/7454	OS	Control membrane processing in food manufacture	2	3	21
M/502/7455	OK	Understand how to control membrane processing in food manufacture	2	3	18
T/502/7456	OS	Control bottle-washing in food manufacture	2	3	18
A/502/7488	OS	Understand how to control bottle-washing in food manufacture	2	4	28
A/502/7457	OS	Control canning in food manufacture	2	2	11
F/502/7458	OS	Select and prepare raw materials in	2	3	17

Unit ref	Unit type	Unit title	Level	Credit	GLH
food manufacture					
Food sales and service units					
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
H/601/4616	OK	Understand how to prepare and store savoury fillings and toppings in food manufacture	2	2	14
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
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 a counter/take away service in food operations	2	2	10
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

Unit ref	Unit type	Unit title	Level	Credit	GLH
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 products	2	2	13
M/601/4618	OK	Understand how to assemble and process products for food service	2	2	11
Support operations units					
R/601/2490	OS/K	Store and retrieve information	2	3	17
H/600/9724	OS/K	Communicate information and knowledge	2	3	10
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 materials safely in food operations	2	2	15
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
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
J/502/7431	OK	Understand how to receive goods and	2	4	28

Unit ref	Unit type	Unit title	Level	Credit	GLH
		materials in food operations			
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
K/502/7440	OS	Control stock levels in food operations	2	3	20
A/502/7359	OK	Understand how to control stock levels in food operations	2	1	10
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
M/502/7360	OS	Carry out and finish bulk filling in food operations	2	2	10
T/502/7361	OK	Understand how to carry out and finish bulk filling in food operations	2	2	11
A/502/7362	OS	Carry out and finish transfer of materials in food operations	2	1	6
F/502/7363	OK	Understand how to carry out and finish transfer of materials in food operations	2	1	9
M/502/7441	OS	Process customer orders in food operations	2	2	11
Y/502/7479	OK	Understand how to process customer orders in food operations	2	2	15
J/502/7462	OS	Pick orders and store for despatch in food operations	2	2	9
L/502/7480	OK	Understand how to pick orders and store for despatch in food operations	2	2	15
F/601/8298	OK	Understand how to produce product packs in food operations	2	3	25
A/502/7443	OK	Understand how to produce individual	2	3	15

Unit ref	Unit type	Unit title	Level	Credit	GLH
		packs by hand in food operations			
F/502/7444	OK	Understand how to meet requirements for producing product packs in food operations	2	2	11
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
R/502/7447	OS	Assemble different products to a pre-determined pattern in food operations	2	5	15
Y/502/7448	OK	Understand how to assemble different products to a pre-determined pattern in food operations	2	2	14
D/502/7449	OS	Palletise and wrap products in food operations	2	3	21
R/502/7450	OK	Understand how to palletise and wrap products in food operations	2	2	6
Y/502/7451	OS	Load consignments for despatch in food operations	2	1	9
D/502/7452	OK	Understand how to load consignments for despatch in food operations	2	4	25
M/602/1715	OS	Prepare orders for despatch in food operations	2	3	19
M/602/1696	OK	Understand how to prepare orders for despatch in food operations	2	3	20
K/601/5184	OS	Carry out disinfection in food operations	2	2	8
T/601/5186	OK	Understand how to carry out disinfection in food operations	2	2	15
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	2	2	12

Unit ref	Unit type	Unit title	Level	Credit	GLH
		drying machinery in food operations			
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
T/502/7442	OS	Contribute to keeping the workplace secure in food operations	2	1	7
T/502/7439	OK	Understand how to contribute to keeping the workplace secure in food operations	2	2	15
D/601/5229	OS	Contribute to maintaining stock security and minimising losses in food operations	2	2	15
L/601/5243	OK	Understand how to contribute to maintaining stock security and minimising losses in food operations	2	2	9
R/601/5244	OS	Control effluent treatment in food operations	2	2	15
Y/601/5245	OK	Understand how to control effluent treatment operations in food operations	2	3	20
D/601/5246	OK	Understand how to monitor effluent treatment in food operations	2	2	18
Group B Knowledge 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	2	2	16

Unit ref	Unit type	Unit title	Level	Credit	GLH
		standards in operations			
M/601/2903	OK	Understand how to maintain workplace food safety standards in operations	2	2	20
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