

## FDQ - Qualification Purpose and Structure

FDQ number	Qualification title	Qualification approval number (QN)	EQF Level	Review date
142-231	FDQ Level 3 Award In Workplace Training Provision	601/2473/8	4	31-Dec-2018

### Qualification purpose

This qualification is designed for those who are working towards becoming assessors or are new to assessment and those who would like to progress to involvement with internal and external quality assurance of the assessment process. It is also available for those who wish to know about assessment and quality assurance but do not intend to or have not the opportunity to practice can complete the knowledge units only. Completion of the relevant competence unit at a later date would then be possible.

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 an award requiring achievement of 6 credits, graded at pass/fail.

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.

### 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/business-and-people/training-and-assessment/>

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

## Rules of Combination (RoC)

Award	
<b>Total credits required for qualification</b>	<b>6</b>
<b>Total Qualification Time (TQT)</b>	<b>44 hours</b>
Mandatory unit (Group A)	Mandatory 3 credits
Mandatory units (Group B)	Mandatory 3 – 9 credits
Guided Learning Hours Range (min-max)	40-72 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 unit</b>					
R/505/9413	UK	Principles of providing workplace training	3	3	24
<b>Group B Mandatory units</b>					
Y/505/9414	VS	Demonstrate off-the-job workplace training skills	3	3	16
D/505/9415	VS	Demonstrate on-the-job workplace training skills	3	3	16
H/505/9416	VS	Demonstrate workplace training co-ordination skills	3	3	16