

FDQ - Qualification Purpose and Structure

FDQ number	Qualification title	Qualification approval number (QN) Qualification Wales number	EQF Level	Review date
211-052	FDQ Level 3 Certificate for Proficiency in Food Manufacturing Excellence	501/2344/0 C00/0294/3	4	31st Jan 2020

Purpose overview

This qualification is designed primarily for learners who wish to develop advanced occupational skills and knowledge in techniques and change processes that drive improvement and sustainability in food supply chain businesses. The qualification confirms occupational competence in specific job roles including:

- Food processing controller/technician
- Food packaging and distribution controller/technician
- Food service/sales controller/supervisor
- Food quality assurance controller/supervisor

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/Diploma for Proficiency in Food Manufacturing Excellence may be an advantage for some learners. The qualification assesses and recognises achievement within the workplace.

The qualification covers mandatory skills from a wide range of areas like: developing working relationships, planning and organising change, selecting and applying improvement techniques, monitoring improvement, providing excellence coaching and support, diagnosing and resolving problems. Learners can work in any context in the



food business to achieve the qualification including: processing/production, distribution, service and retail. Learners may choose optional units in food manufacturing excellence 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 improvement activity based upon standard operational procedures (SOPs). Where these roles involve significant multi-tasking and complex operational improvement 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 larger and more complex improvement 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, Guided Learning Hours and Total Qualification Time.

This qualification could lead to

This qualification will support progression to further learning in:

1. subject areas including:
 - lean manufacture and continuous improvement techniques
 - sustainability for food processing, distribution, service and retail
 - food management
 - food science and technology
 - food hygiene, safety and quality.
2. particular qualifications including:
 - FDQ Level 4 Certificate for Proficiency in Food Manufacturing Excellence
 - Level 4 Award in Food Safety Management for Manufacturing
 - Level 4 Award in HACCP Management in Manufacturing
 - Level 4/5 Food Science/Technology
 - Level 4/5 Management.
3. Apprenticeships (Higher/Level 4/5) including:
 - Management Apprenticeship Frameworks (England and Wales)
 - Management Modern Apprenticeships (Scotland)
 - Management Apprenticeship Framework (N. Ireland)

Competence-based qualifications or SVQs are the main qualifications within these frameworks relating to technician/manager level roles including:

- Lean/improvement manager
- Food preparation manager/consultant
- Food processing and manufacture technician/manager
- Food sales and service manager
- Quality assurance technician/manager.

This Certificate is recommended 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 a Higher Apprenticeship. A larger Diploma is recommended for learners progressing into Level 4 Diploma learning in subject areas, qualifications and into Higher Apprenticeships.

Qualification support

This qualification has received support from the Food Training and Education Council and employers including: Bakkavor Desserts, Bernard Matthews, Karro Food Group, Tulip, Cranswick Gourmet Pastry Co.

Further Information

Further information can be obtained from our website at: <http://www.fdq.org.uk/our-qualifications/business-and-people/change-management/>

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

Rules of Combination (RoC)

	Certificate
Total credits required for qualification	27
Total Qualification Time (TQT)	83 hours
Group A – Working with others	Mandatory 12+ credits
Group B – Tools and techniques	Mandatory 12+ credits
Group C – FME knowledge	Optional 0-7 credits

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 Working with others					
A/602/5556	OS	Organise and run meetings in food manufacture	3	2	9
F/602/5557	OK	Understand how to organise and run meeting in food operations	3	2	14
M/602/6302	OS	Develop working relationships with colleagues in food operations	3	3	15
A/602/6304	OS	Understand how to develop working relationships with colleagues in food operations	3	2	12
H/600/9674	OS	Plan, allocate and monitor work in own area of responsibility	4	5	25
T/600/9601	OS	Provide leadership and direction for own area of responsibility	4	5	30

Unit ref	Unit type	Unit title	Level	Credit	GLH
R/602/5627	OS	Contribute to continuous improvement of food safety in manufacture	3	3	20
Y/602/5628	OK	Understand how to contribute to continuous improvement of food safety in manufacture	3	4	30
T/602/5071	OS	Contribute to the development of an achieving excellence culture in food operations	3	3	9
A/602/5072	OK	Understand how to contribute to the development of an achieving excellence culture in food operations	3	3	18
F/602/5073	OS	Plan organisational change for achieving excellence in food operations	3	4	16
J/602/5074	OK	Understand how to plan organisational change for achieving excellence in food operations	3	3	14
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
Y/602/5077	OS	Provide organisational support for achieving excellence in food operations	3	2	12
D/602/5078	OK	Understand how to provide organisational support for achieving excellence in food operations	3	3	15
D/602/5629	OS	Monitor change and improvement for achieving excellence in food operations	3	3	11
Y/602/5631	OK	Understand how to monitor change and improvement for achieving excellence in food operations	3	2	12
D/602/5632	OS	Review and evaluate organisational change for achieving excellence in food	3	3	14

Unit ref	Unit type	Unit title	Level	Credit	GLH
		operations			
H/602/5633	OK	Understand how to review and evaluate organisational change for achieving excellence in food operations	3	3	18
K/602/5634	OS	Contribute to the development of an achieving excellence strategy in food operations	3	2	11
M/602/5635	OK	Understand how to contribute to the development of an achieving excellence strategy in food operations	3	2	12
T/602/5023	OS	Identify learning and skills needs for achieving excellence in food operations	3	2	9
A/602/5024	OK	Understand how to identify learning and skills needs for achieving excellence in food operations	3	2	9
F/602/5025	OS	Provide coaching and mentoring for achieving excellence in food operations	3	3	15
J/602/5026	OK	Understand how to provide coaching and mentoring for achieving excellence in food operations	3	3	14
L/602/5027	OS	Provide training for achieving excellence in food operations	3	3	13
R/602/5028	OK	Understand how to provide training for achieving excellence in food operations	3	2	11
Y/602/5029	OS	Assess teams and individuals in the achievements of excellence in food operations	3	3	13
L/602/5030	OK	Understand how to assess teams and individuals in the achievements of excellence in food operations	3	2	13
R/602/5031	OS	Manage workplace organisation for achieving excellence in food operations	3	3	11

Unit ref	Unit type	Unit title	Level	Credit	GLH
Y/602/5032	OK	Understand how to manage workplace organisation for achieving excellence in food operations	3	2	13
D/602/5033	OS	Manage compliance to support achieving excellence in food operations	3	2	10
H/602/5034	OK	Understand how to manage compliance to support achieving excellence in food operations	3	2	16
Group B Tools and techniques					
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
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
A/602/4701	OS	Control energy efficiency in food operations	3	3	13
F/602/4702	OS	Control waste minimisation in food operations	3	3	16
J/602/4703	OK	Understand how to control waste minimisation in food operations	3	3	24
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
Y/602/4706	OS	Control transport efficiency in food operations	3	3	16
D/602/4707	OK	Understand how to control transport efficiency in food operations	3	3	25

Unit ref	Unit type	Unit title	Level	Credit	GLH
F/602/4621	OS	Analyse current practice for achieving excellence in food operations	3	3	20
J/602/4622	OK	Understand how to analyse current practice for achieving excellence in food operations	3	2	15
L/602/4623	OS	Carry out value stream mapping (VSM) programme in food operations	3	4	22
R/602/4624	OK	Understand how to carry out value stream mapping (VSM) programme in food operations	3	3	17
Y/602/4625	OS	Implement visual management systems in food operations	3	4	21
D/602/4626	OK	Understand how to apply visual management systems in food operations	3	2	15
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
H/602/4627	OS	Analyse and select areas for achieving excellence in food operations	3	3	10
R/503/5838	OK	Understand how to analyse and select areas for achieving excellence in food operations	3	3	16
L/503/5837	OS	Apply Failure Modes and Effect Analysis (FMEA) in food operations	3	4	20
H/602/4630	OK	Understand how to carry out Failure Modes and Effect Analysis (FMEA) in food operations	3	2	11
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

Unit ref	Unit type	Unit title	Level	Credit	GLH
K/602/4631	OS	Plan and agree targets for achieving excellence in food operations	3	4	18
J/503/5836	OK	Understand how to plan and agree targets for achieving excellence in food operations	3	2	13
T/602/4633	OS	Implement a problem solving methodology for achieving excellence in food operations	3	4	19
A/602/4634	OK	Understand how to implement a problem solving methodology for achieving excellence in food operations	3	2	12
F/602/4649	OS	Implement improvement programmes for achieving excellence in food operations	3	4	19
T/602/4650	OK	Understand how to implement improvement programmes for achieving excellence in food operations	3	2	12
A/602/4651	OS	Implement a set-up reduction programme for achieving excellence in food operations	3	4	20
F/503/5835	OK	Understand how to implement a set-up reduction programme for achieving excellence in food operations	3	2	13
J/602/4653	OS	Implement mistake/error proofing (Poka Yoke) for achieving excellence in food operations	3	3	15
L/602/4654	OK	Understand how to implement mistake/error proofing (Poka Yoke) for achieving excellence in food operations	3	3	18
Y/503/5839	OS	Measure and collect data for achieving excellence in food operations	3	4	18
Y/602/4656	OK	Understand how to measure and collect data for achieving excellence in food operations	3	3	15

Unit ref	Unit type	Unit title	Level	Credit	GLH
D/602/4657	OS	Analyse improvement outcomes for achieving excellence in food operations	3	4	17
H/602/4658	OK	Understand how to analyse improvement outcomes for achieving excellence in food operations	3	2	11
K/602/4659	OS	Review improvement activities for achieving excellence in food operations	3	4	15
H/602/4692	OK	Understand how to review improvement activities for achieving excellence in food operations	3	2	11
K/602/4693	OS	Evaluate improvement activities for achieving excellence in food operations	3	3	17
M/602/4694	OK	Understand how to evaluate improvement activities for achieving excellence in food operations	3	3	11
T/602/4695	OS	Sustain improvement for achieving excellence in food operations	3	3	15
A/602/4696	OK	Understand how to sustain improvement for achieving excellence in food operations	3	2	9
Group C – FME knowledge					
Y/600/2382	UK	The Principles of HACCP for Food Manufacturing	3	3	20
L/601/2701	UK	Principles of sustainability in food operations	3	4	34
A/601/2953	UK	Principles of improvement in food operations	3	3	16
F/601/2954	UK	Principles of continuous improvement techniques (Kaizen) in food operations	3	3	15
A/601/9689	UK	Principles of change project management in food operations	4	4	35

Unit ref	Unit type	Unit title	Level	Credit	GLH
L/602/2001	UK	Principles of an achieving excellence strategy in food operations	4	4	24
J/601/2955	UK	Principles of flow process analysis in food operations	3	3	19
D/601/2959	UK	Principles of Measurement System Analysis in food operations	3	3	16
Y/601/2961	UK	Principles of lead time analysis in food operations	3	3	16
H/601/2963	UK	Principles of basic statistical analysis in food operations	3	3	18
K/601/2964	UK	Principles of Taguchi Linear graphs in food operations	3	3	18
T/601/2966	UK	Principles of flexible production and manpower systems in food operations	3	4	25
F/601/2968	UK	Principles of Statistical Process Control procedures (SPC) in food operations	3	3	21
J/601/2969	UK	Principles of Design of Experiments (DOE) in food operations	3	3	16
A/601/2970	UK	Principles of Quality Function Deployment (QFD) in food operations	3	4	21
F/601/2971	UK	Principles of response surface methodology in food operations	3	3	17
L/601/2973	UK	Principles of Value Stream Mapping (VSM) in food operations	3	3	18
R/601/2974	UK	Principles of visual management systems in food operations	3	3	19
Y/601/2975	UK	Principles of analysing and selecting areas for achieving excellence in food operations	3	2	12
D/601/2976	UK	Principles of Failure Modes and Effects Analysis (FMEA) in food operations	3	2	12

Unit ref	Unit type	Unit title	Level	Credit	GLH
H/601/2977	UK	Principles of Six Sigma process mapping in food operations	3	3	18
K/601/2978	UK	Principles of Six Sigma methodology in food operations	3	3	17
M/601/2979	UK	Principles of Six Sigma metrics in food operations	3	4	22
H/601/2980	UK	Principles of a set up reduction programme in food operations	3	4	22
K/601/2981	UK	Principles of mistake/error proofing (Poka Yoke) in food operations	3	3	20
M/601/2982	UK	Principles of a characteristics selection matrix in food operations	3	3	19
A/601/2984	UK	Principles of capability studies in food operations	3	4	22
F/601/2985	UK	Principles of multi variance charts in food operations	3	3	17
J/601/2986	UK	Principles of hypothesis testing in food operations	3	3	22
L/601/2987	UK	Principles of Evolutionary Operations (EVOP) in food operations	3	3	22
Y/601/2989	UK	Principles of central limit theorem and confidence intervals in food operations	3	3	20
L/601/2990	UK	Principles of Single Minute Exchange of Dies (SMED) in food operations	3	3	22