

FDQ - Qualification Purpose and Structure

FDQ number	Qualification title	Qualification approval number (QN)	EQF Level	Review date
311-057	FDQ Level 3 Award for Proficiency in Food Industry Skills	600/0442/3	4	31 st Jan 2020

Purpose overview

This qualification is designed primarily for learners who wish to develop advanced occupational skills and knowledge in a wide range of supervisory and monitoring skills in food processing, food service and retail to confirm 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

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. However, prior achievement of FDQ Level 2 Award for Proficiency in Food Industry Skills 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 units in areas like: control and monitoring of throughput, quality and safety, sampling and testing, plant commissioning, developing and evaluating product specifications. Learners have a large choice of skills in this mandatory group of units covering convenience foods, soft drinks, snack foods, processed chilled, frozen food and in food service outlets.

This qualification is an Award requiring achievement of 10 credits and is graded 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, 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:
 - food preparation and processing
 - food science and technology
 - food hygiene, safety and quality
 - food management.
2. particular qualifications including:
 - FDQ Level 4 Award for Proficiency in Food Manufacturing Excellence
 - FDQ Level 4 Award in HACCP Management for Food Manufacturing
 - Level 4 Award in Food Safety Management for Manufacturing
 - Level 4 Award in Managing Food Safety in Catering
 - Level 4/5 Food Science/Technology
 - Level 4/5 Management.
3. work-based learning opportunities for manager/technician level job roles including:
 - Food preparation manager/consultant
 - Food processing and manufacture technician/manager
 - Food sales and service manager
 - Quality assurance technician/manager.

This Award is recommended for learners progressing into Level 4 Award learning in the subject areas or qualifications listed above, or within work-based learning. The achievement of this Award may not confirm sufficient breadth of development and competence to fully support progression to Level 4 Certificate sized learning, qualifications or within an Apprenticeship. A larger Certificate version of this qualification

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 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)	36 hours
Group A Mandatory units	Mandatory 10 credits
Group B units	Optional 0-4 credits
Guided Learning Hours Range (min-max)	33-88 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					
Technical and management units					
J/502/7428	OS	Support commissioning of plant, equipment and processes in food operations	3	3	21
F/502/7427	OK	Understand how to support commissioning of plant, equipment and processes in food operations	3	2	14
D/602/5811	OS	Maintain plant and equipment in food operations	3	4	26
K/602/5830	OK	Understand how to maintain plant and equipment in food operations	3	3	23
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
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
L/502/7365	OS	Carry out testing for quality control in food operations	3	3	11
K/502/7406	OK	Understand how to carry out tests for quality control in food operations	3	2	18
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

Unit ref	Unit type	Unit title	Level	Credit	GLH
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
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
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
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/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 waste in a food environment	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

Unit ref	Unit type	Unit title	Level	Credit	GLH
D/602/4707	OK	Understand how to control transport efficiency in food operations	3	3	25
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
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
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
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
Y/502/7420	OS	Produce product specifications in food manufacture	3	3	14
M/502/7584	OK	Understand how to produce production specifications in food manufacture	3	2	13
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
D/600/9804	OS	Manage customer services in own area	3	4	25

Unit ref	Unit type	Unit title	Level	Credit	GLH
		of responsibility			
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
H/502/7422	OS	Monitor and maintain standards of conduct in food manufacture	3	2	9
D/502/7421	OK	Understand how to monitor and maintain standards of conduct in food manufacture	3	3	13
F/602/4585	OS	Set up and maintain food service operations	3	2	14
J/602/4586	OS	Monitor effectiveness of food service operations	3	2	14
L/602/4587	OK	Understand how to set up and maintain food service operations	3	2	16
Y/601/2538	OS/K	Analyse and report data	3	6	30
F/600/9469	OS/K	Manage personal development	2	4	20
M/600/9600	OS/K	Set objectives and provide support for team members	3	5	35
M/600/9628	OS/K	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility	3	4	20
L/600/9636	OS/K	Support team members in identifying, developing and implementing new ideas	3	4	20
Y/600/9669	OS/K	Plan, allocate and monitor work of a team	3	5	25
R/600/9685	OS/K	Manage conflict in a team	3	3	20
Y/600/9686	OS/K	Lead and manage meetings	3	4	20

Unit ref	Unit type	Unit title	Level	Credit	GLH
T/600/9730	OS/K	Manage knowledge in own area of responsibility	3	4	15
Group B					
H/602/5826	OS	Monitor food safety at critical control points in operations	3	1	5
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
H/602/1713	OS	Maintain, promote and improve environmental good practice in food operations	3	2	10
K/602/1714	OK	Understand how to monitor and improve environmental good practice in food operations	3	3	18
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
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
H/600/9660	OS/OK	Develop working relationships with colleagues	2	3	15