

FDQ - Qualification Purpose and Structure

FDQ number	Qualification title	Qualification approval number (QN) Qualification Wales number	EQF Level	Review date
211-009	FDQ Level 2 Certificate for Proficiency in Food Manufacturing Excellence	500/9392/7 C00/0218/5	3	31st Dec 2021

Purpose overview

This qualification is designed primarily for learners who wish to develop intermediate 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 operative
- Food packaging and distribution operative
- Food service/sales operative
- Food quality assurance operative

Currently, the qualification is available within the 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. The qualification assesses and recognises competent achievement within the workplace.

The qualification covers mandatory skills from a wide range of areas like: operating safely, working with others, organising and improving work practices, applying improvement techniques, continuous improvement, contributing to the development of standard operating procedures, 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 team leading/management
 - food science and technology
 - food hygiene, safety and quality.
2. particular qualifications including:
 - FDQ L3 Certificate for Proficiency in Food Manufacturing Excellence
 - FDQ L3 Certificate for Proficiency in Food Management
 - FDQ L3 Certificate for Proficiency in Food Industry Skills
 - L3 Food and Beverage qualifications
 - L3 Award in Food Safety Supervision for Manufacturing
 - L3 Award in HACCP for Food Manufacturing.
3. Apprenticeships (Advanced/Level 3) including:
 - Food and Drink Apprenticeship Frameworks (England and Wales)
 - Food and Drink Modern Apprenticeships (Scotland)
 - Food and Drink Apprenticeship Framework (N. Ireland)

Certificate Proficiency qualifications or SVQs are the main qualifications within these frameworks relating to controller, technician or supervisor level roles including:

- Food processing controller/technician

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

This Certificate is recommended for learners progressing into Level 3 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 3 Diploma sized learning, qualifications or within an Apprenticeship. A larger Diploma is recommended for learners progressing into Level 3 Diploma 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/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)	118 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
Guided Learning Hours Range (min-max)	107-216 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 Working with others					
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 standards in operations	2	2	16
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	2	2	18

Unit ref	Unit type	Unit title	Level	Credit	GLH
		health and safety in food operations			
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
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/601/2923	OS	Contribute to the development of product specifications in food manufacture	2	3	25
J/601/2924	OK	Understand how to contribute to the development of product specifications in food manufacture	2	2	14
L/601/2925	OS	Contribute to sustainable practice in food operations	2	2	3
R/601/2926	OK	Understand how to contribute to sustainable practice in food operations	2	2	14
Group B Tools and techniques					
Y/601/2927	OS	Organise and improve work activities for achieving excellence in food operations	2	3	13
D/601/2928	OK	Understand how to organise and improve work activities for achieving excellence in food operations	2	3	14
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
D/601/2931	OS	Contribute to the measurement and collection of data for achieving excellence in food operations	2	3	14

Unit ref	Unit type	Unit title	Level	Credit	GLH
H/601/2932	OK	Understand how to contribute to the measurement and collection of data for achieving excellence in food operations	2	2	12
K/601/2933	OS	Contribute to the application of improvement techniques for achieving excellence in food operations	2	3	12
M/601/2934	OK	Understand how to contribute to the application of improvement techniques for achieving excellence in food operations	2	3	18
T/601/2935	OS	Undertake proactive plant maintenance in food operations	2	3	14
A/601/2936	OK	Understand how to undertake proactive plant maintenance in food operations	2	3	17
F/601/2937	OS	Contribute to the development of Standard Operating Procedures (SOP) in food operations	2	3	12
J/601/2938	OK	Understand how to contribute to the development of Standard Operating Procedures (SOP) in food operations	2	2	9
F/601/2940	OS	Reduce and manage conflict in achieving excellence in food operations	2	3	11
J/601/2941	OK	Understand how to reduce and manage conflict in achieving excellence in food operations	2	3	15
L/601/2942	OS	Contribute to compliance for achieving excellence in food operations	2	3	17
R/601/2943	OK	Understand how to contribute to compliance for achieving excellence in food operations	2	2	11
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

Unit ref	Unit type	Unit title	Level	Credit	GLH
K/601/2947	OK	Understand how to contribute to problem resolution in food manufacture	2	2	18
Group C – FME knowledge					
A/601/2631	UK	Principles of HACCP based food safety systems	2	1	8
L/601/2701	UK	Principles of sustainability in food operations	3	4	34
M/601/2951	UK	Principles of workplace organisation techniques in food operations	2	2	12
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
J/601/2955	UK	Principles of flow process analysis in food operations	3	3	19
D/601/2959	UK	Principles of Measurement System Analysis (MSA) 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

Unit ref	Unit type	Unit title	Level	Credit	GLH
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
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

