

Food Team Leading and Management Suite (112)

The qualifications contained within this suite are nationally regulated qualifications. This suite was accredited in January 2013.

Suite purpose

These qualifications are designed for learners who are working in a food manufacture or supply chain environment. They offer learners the opportunity to develop skills and knowledge required to prove competence at work in team leadership and supervisory management roles.

FDQ number	Qualification title	Qualification approval number (QAN)	EOF Level	Review date
112-221	FDQ Level 2 Award for Proficiency in Food Team Leading (QCF)	600/8738/9	3	31-Jan-2018
112-222	FDQ Level 2 Certificate for Proficiency in Food Team Leading (QCF)	600/8736/5	3	31-Jan-2018
112-223	FDQ Level 2 Diploma for Proficiency in Food Team Leading (QCF)	600/8737/7	3	31-Jan-2018
112-231	FDQ Level 3 Award for Proficiency in Food Management (QCF)	600/8276/8	4	Jan-18
112-232	FDQ Level 3 Certificate for Proficiency in Food Management (QCF)	600/8275/6	4	Jan-18
112-233	FDQ Level 3 Diploma for Proficiency in Food Management (QCF)	600/8545/9	4	Jan-18

Level 2 Food Team Leading Suite (112)

Qualifications purpose

These qualifications are designed for learners who are working in a food manufacture or supply chain environment. They offer learners the opportunity to develop skills and knowledge required to prove competence at work in team leadership roles.

The qualifications provide food manufacturers and the supply chain businesses with a unique combination of team management competences set in a highly focussed food business context. They have been designed to manage and improve team performance, quality assurance and deployment of business systems in a food manufacture or supply chain environment.

Ofqual purpose D1 – Confirm competence in an occupational role to the standards required.

Rules of Combination (RoC)

	Award	Certificate	Diploma
Total credits required for qualification	8	27	37+
Food management units (Group A)	Mandatory 8+	Mandatory 20+	Mandatory 30+
Knowledge units (Group B)	N/A	Optional 2+	Optional 2+
Guided Learning Hours Range (min-max)	35-64	136-200	177-270

List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
Group A Food management units					
Plan and allocate team operations					
J/504/8294	OS	Plan and allocate work in a food team	2	2	13
H/504/8299	OK	Understand how to plan and allocate work in a food team	2	2	11
L/504/8300	OS	Support the development of an operational plan in a food business	2	2	11
R/504/8301	OK	Understand how to support the development of an operational plan in a food business	2	2	13
Y/504/8302	OK	Understand how to support the development of a supply chain plan in a food business	2	2	14
D/504/8303	OS	Contribute to the development of a project plan in a food business	2	2	11
H/504/8304	OK	Understand how to contribute to the development of a project plan in a food business	2	2	15
Set and monitor team targets					
A/504/8339	OS	Set team targets in a food business	2	2	13
M/504/8340	OK	Understand how to set team targets in a food business	2	2	13
T/504/8341	OS	Support the development of objectives and key performance indicators in a food business	2	3	15
A/504/8342	OK	Understand how to support the development of objectives and key performance indicators in a food business	2	2	14
F/504/8343	OS	Monitor team operations in a food business	2	2	13
J/504/8344	OK	Understand how to monitor team operations in a food business	2	2	13
F/602/4697	OK	Monitor and control throughput to achieve	3	2	9

targets in food operations					
J/602/4698		Understand how to monitor and control throughput to achieve targets in food operations	3	3	15
L/504/8345		Monitor resources in a food business	2	2	10
R/504/8346		Understand how to monitor resources in a food business	2	2	14
Lead team operations					
K/504/8305	OS	Lead team briefings in a food business	2	2	14
L/504/8295	OK	Understand how to lead team briefings in a food business	2	2	12
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 problem resolution in food manufacture	2	2	18
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
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
M/504/8306	OS	Support the development of a procedure in a food business	2	2	12
R/504/8296	OK	Understand how to support the development of a procedure in a food business	2	2	12
T/504/8307	OS	Contribute to the implementation of a project in a food business	2	2	14

A/504/8308	OK	Understand how to contribute to the implementation of a project in a food business	2	2	12
F/504/8309	OS	Report progress towards achievement of team targets in a food business	2	2	13
Y/504/8297	OK	Understand how to report progress towards achievement of team targets in a food business	2	2	11
T/504/8310	OS	Report team performance in a food business	2	2	11
D/504/8298	OK	Understand how to report team performance in a food business	2	2	11
A/504/8311	OS	Review individual performance in a food business team	2	2	11
F/504/8312	OK	Understand how to review individual performance in a food business team	2	2	13
J/504/8313	OS	Maintain team compliance with food safety standards in a food business	2	2	15
L/504/8314	OK	Understand how to maintain team compliance with food safety standards in a food business	2	2	13
R/504/8315	OS	Maintain team compliance with health and safety standards in a food business	2	2	15
Y/504/8316	OK	Understand how to maintain team compliance with health and safety standards in a food business	2	2	14
D/504/8317	OS	Carry out a team health and safety risk assessment in a food business	2	2	15
H/504/8318	OK	Understand how to carry out a team health and safety risk assessment in a food business	2	2	14
K/504/8319	OS	Support the management of conflict in a food business	2	2	13
D/504/8320	OK	Understand how to support the management of conflict in a food business	2	2	13
H/504/8321	OS	Maintain standards of team conduct in a food business	2	2	13
K/504/8322	OK	Understand how to maintain standards of team conduct in a food business	2	2	14

M/504/8323	OS	Support the maintenance of team discipline in a food business	2	2	14
T/504/8324	OK	Understand how to support the maintenance of team discipline in a food business	2	2	14
A/504/8325	OS	Report grievance in a food business	2	2	12
F/504/8326	OK	Understand how to report grievance in a food business	2	2	13
J/504/8327	OS	Maintain customer service standards in a food business	2	2	12
L/504/8328	OK	Understand how to maintain customer service standards in a food business	2	2	12
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
R/504/8329	OS	Develop personal performance in a food business	2	2	15
J/504/8330	OK	Understand how to develop personal performance in a food business	2	3	15
Support team operations					
L/504/8331	OS	Provide support to team members in a food business	2	2	13
R/504/8332	OK	Understand how to provide support to team members in a food business	2	2	12
Y/504/8333	OS	Provide team instruction and demonstration in a food business	3	2	12
D/504/8334	OK	Understand how to provide team instruction and demonstration in a food business	3	2	12

H/504/8335	OS	Assess the performance of team members in a food business	3	2	9
K/504/8336	OK	Understand how to assess the performance of team members in a food business	3	2	13
M/504/8337	OS	Contribute effectively to meetings and communication in a food business	2	2	10
T/504/8338	OK	Understand how to contribute effectively to meetings and communication in a food business	2	2	10

Group B Knowledge units

M/601/2951	UK	Principles of workplace organisation techniques in food operations	2	2	12
L/504/7244	UK	Principles of organisational conduct in a food business	3	4	27
Y/504/7246	UK	Principles of supporting an organisational culture in a food business	3	3	18
D/504/7247	UK	Principles of setting targets and monitoring performance in a food business	3	3	21
K/504/7249	UK	Principles of quality systems in a food business	3	4	23
D/504/7250	UK	Principles organisational compliance in a food business	3	4	22
F/601/2954	UK	Principles of continuous improvement techniques (Kaizen) in food operations	3	3	15

Level 3 Food Management Qualification Suite (112)

Qualifications purpose

These qualifications are designed for learners who are working in a food manufacture or supply chain environment. They offer learners the opportunity to develop skills and knowledge required to prove competence at work in supervisory management roles.

The qualifications provide food manufacturers and the supply chain with a unique blend of business management competencies with technical food management competencies. They have been designed to manage and improve technical controls, quality assurance and business systems in a food manufacture or supply chain environment.

Ofqual purpose D1 – Confirm competence in an occupational role to the standards required.

Rules of Combination (RoC)

	Award	Certificate	Diploma
Total credits required for qualification	8	27	37+
Food management units (Group A)	Mandatory 8+	Mandatory 20+	Mandatory 30+
Knowledge units (Group B)	N/A	Optional 3+	Optional 3+
Guided Learning Hours Range (min-max)	38-73	133-237	186-334

List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
Group A Food management units					
Planning					
D/504/6891	OS	Contribute to the development of a strategic plan in a food business	3	2	15
H/504/6892	OK	Understand how to contribute to the development of a strategic plan in a food business	3	2	17
K/504/6893	OS	Contribute to the development of an operational plan in a food business	3	2	14
M/504/6894	OK	Understand how to contribute to the development of an operational plan in a food business	3	2	14
T/504/6895	OK	Understand how to contribute to the development of a supply chain operational plan in a food business	3	2	14
Target setting					
R/504/6905	OS	Plan and agree targets in a food business	3	2	13
Y/504/6906	OS	Set objectives in a food business	3	2	12
D/504/6907	OS	Set key performance indicators in a food business	3	2	15
H/504/6908	OK	Understand how to set targets in a food business	3	2	12
K/504/6909	OS	Produce a work schedule in a food business	3	2	13
D/504/6910	OK	Understand how to produce a work schedule in a food business	3	2	13
Allocate resources					
A/504/7319	OS	Identify staff resource needs in a food business	3	3	21
M/504/7320	OK	Understand how to identify staff resource needs in a food business	3	3	21

T/504/7321	OS	Co-ordinate recruitment activity in a food business	3	3	18
A/504/7322	OK	Understand how to co-ordinate recruitment activity in a food business	3	3	19
F/504/7323	OS	Induct employees into a food business	3	3	19
J/504/7324	OK	Understand how to induct employees into a food business	3	3	21
L/504/7325	OS	Allocate staff resources in a food business	3	3	19
R/504/7326	OK	Understand how to allocate staff resources in a food business	3	2	15
Y/504/7327	OS	Identify physical resource requirements in a food business	3	2	18
D/504/7328	OK	Understand how to identify physical resources in a food business	3	2	19
H/504/7329	OS	Utilise resources to maximise performance in a food business	3	3	21
Y/504/7330	OK	Understand how to utilise resources to maximise performance in a food business	3	3	20
Deploy operations					
D/504/7331	OS	Deploy an operational plan in a food business	3	2	14
H/504/7332	OK	Understand how to deploy an operational plan in a food business	3	3	21
K/504/7333	OS	Support the development of a procedure in a food business	3	3	20
M/504/7334	OK	Understand how to support the development of a procedure in a food business	3	3	20
T/504/7335	OS	Support the development of a specification in a food business	3	3	20
A/504/7336	OK	Understand how to support the development of a specification in a food business	3	3	20
F/504/7337	OS	Contribute to sourcing supplies in a food business	3	2	15
J/504/7338	OK	Understand how to contribute to sourcing	3	3	23

supplies in a food business					
L/504/7339	OS	Contribute to the maintenance of compliance in a food business	3	3	20
F/504/7340	OK	Understand how to contribute to the maintenance of compliance in a food business	3	4	24
J/504/7341	OS	Support improvement practice in a food business	3	2	14
L/504/7342	OK	Support sustainable practice in a food business	3	2	15
J/504/7355	OS	Contribute to project management in a food business	3	3	20
L/504/7356	OK	Understand how to contribute to project management in a food business	3	3	21
R/504/7360	OS	Manage a budget in a food business	3	2	15
Y/504/7361	OK	Understand how to manage a budget in s food business	3	3	20
H/504/7363	OS	Write reports and present management information in a food business	3	3	18
M/504/7365	OK	Understand how to write reports and present management information in a food business	3	3	20
A/504/7367	OS	Deliver a presentation in a food business	3	2	10
F/504/7368	OK	Understand how to deliver a presentation in a food business	3	2	16
J/504/7369	OS	Lead meetings in a food business	3	2	10
A/504/7370	OK	Understand how to lead meetings in a food business	3	3	20
F/504/7371	OS	Manage a production trial in a food business	3	3	17
J/504/7372	OK	Understand how to a manage production trial in a food business	3	3	26
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
L/504/7373	OS	Promote customer service in a food business	3	2	16
R/504/7374	OK	Understand how to promote customer service in a food business	3	2	16
Y/504/7375	OS	Contribute to resolving complaints in a food business	3	2	13
D/504/7376	OK	Understand how to contribute to resolving complaints in a food business	3	3	20
K/504/7378	OS	Conduct an internal audit in a food business	3	2	16
M/504/7379	OK	Understand how to conduct an internal audit in a food business	3	3	20
Monitoring					
H/504/7380	OS	Develop procedures for monitoring in a food business	3	2	14
K/504/7381	OK	Understand how to develop procedures for monitoring in a food business	3	2	14
M/504/7382	OS	Monitor performance in a food business	3	3	17
T/504/7383	OK	Understand how to monitor individual performance in a food business	3	2	14
A/504/7384	OS	Improve own performance in a food business	3	2	16
F/504/7385	OK	Understand how to improve own performance in a food business	3	3	18
J/504/7386	OS	Monitor progress of work activity in a food business	3	2	13
L/504/7387	OK	Understand how to monitor progress of work activity in a food business	3	3	15
R/504/7388	OK	Understand how to monitor progress of work activity in the food supply chain	3	2	14
Y/504/7389	OK	Understand how to monitor progress of work activity in food retail and service	3	2	15
F/602/4697	OS	Monitor and control throughput to achieve	3	2	9

targets in food operations					
J/602/4698	OK	Understand how to monitor and control throughput to achieve targets in food operations	3	3	15
H/602/5826	OS	Monitor food safety at critical control points in food operations	3	1	5
L/504/7390	OS	Carry out an assessment of risks in a food business	3	2	14
R/504/7391	OK	Understand how to carry out of assessment of risks in a food business	3	3	19
Y/504/7392	OS	Support and handle grievance procedures in a food business	3	3	15
D/504/7393	OK	Understand how to support and handle grievance procedures in a food business	3	2	14
H/504/7394	OS	Initiate and support disciplinary procedures in a food business	3	3	16
K/504/7395	OK	Understand how to initiate and support disciplinary procedures in a food business	3	2	14
M/504/7396	OS	Monitor absenteeism in a food business	3	2	14
T/504/7397	OK	Understand how to monitor absenteeism in a food business	3	2	12
A/504/7398	OS	Contribute to the assessment of operational costs in a food business	3	2	13
F/504/7399	OK	Understand how to contribute to the assessment of operational costs in a food business	3	2	14
K/504/7400	OS	Promote and maintain standards of conduct in a food business	3	2	9
M/504/7401	OK	Understand how to promote and maintain standards of conduct in a food business	3	3	13
T/504/7402	OS	Contribute to the development of an organisational culture in a food business	3	2	15
A/504/7403	OK	Understand how to contribute to the development of an organisational culture in a food business	3	2	15

Support

F/504/7404	OS	Communicate effectively in a food business	3	2	15
M/504/7446	OK	Understand how to communicate effectively in a food business	3	2	17
T/504/7447	OS	Contribute to cross functional team work in a food business	3	2	19
A/504/7448	OK	Understand how to contribute to cross functional team work in a food business	3	3	23
L/504/7468	OS	Manage conflict in a food business	3	3	20
T/504/7450	OK	Understand how to manage conflict in a food business	3	3	21
A/504/7451	OS	Contribute to pitching products or services to potential customers in a food business	3	3	22
F/504/7452	OK	Understand how to contribute to pitching products or services to potential customers in a food business	3	3	20
J/504/7453	OS	Contribute to the maintenance of external relationships in a food business	3	2	17
L/504/7454	OK	Understand how to contribute to the maintenance of external relationships in a food business	3	3	21
R/504/7455	OS	Assess skills and knowledge in a food business	3	3	26
Y/504/7456	OK	Understand how to assess skills and knowledge in a food business	3	3	26
D/504/7457	OS	Identify learning and skills needs in a food business	3	2	15
H/504/7458	OK	Understand how to identify learning and skills needs in a food business	3	2	15
K/504/7459	OS	Provide coaching and mentoring in a food business	3	3	24
D/504/7460	OK	Understand how to provide coaching and mentoring in a food business	3	3	21
H/504/7461	OS	Provide training in a food business	3	3	23

K/504/7462	OK	Understand how to provide training in a food business	3	4	30
M/504/7463	OS	Facilitate activities in a food business	3	3	20
T/504/7464	OK	Understand how to facilitate activities in a food business	3	2	17

Group B Knowledge units

F/504/7242	UK	Principles of communication in a food business	3	3	21
L/504/7244	UK	Principles of organisational conduct in a food business	3	4	27
Y/504/7246	UK	Principles of supporting an organisational culture in a food business	3	3	18
D/504/7247	UK	Principles of setting targets and monitoring performance in a food business	3	3	21
H/504/7248	UK	Principles of information management in a food business	3	3	18
K/504/7249	UK	Principles of quality systems in a food business	3	4	23
D/504/7250	UK	Principles of organisational compliance in a food business	3	4	22
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
L/601/2701	UK	Principles of sustainability in food operations	3	4	34