

## FDQ - Qualification Specification

FDQ number	Qualification title	EPA Plan number	EQF Level	Qualification number (QN)
371	FDQ Level 3 End-point Assessment for Lead Baker	ST1349/V1.0	4	610/3666/3

### Qualification objective

This End-point Assessment (EPA) qualification is designed for learners who have completed the on-programme training for the Level 3 Lead Baker standard apprenticeship. Successful completion of this EPA confers the correct level of knowledge, skills and behaviours specified in the apprenticeship standard, and contributes towards the achievement of the Level 3 Lead Baker apprenticeship. FDQ provides an EPA statement of results but certification of the complete apprenticeship standard is provided by the Education and Skills Funding Agency (ESFA).

### Regulation

The EPA qualification is externally quality assured by Ofqual.

### Entry Requirements

Learners need to be 16 years old or over to take this qualification, employed or contracted in a workplace and enrolled on the Lead Baker standard apprenticeship.

Prior to taking this EPA qualification, entrants should meet the Level 3 Lead Baker gateway requirements as specified in the assessment plan:

- Confirm they are ready for the end point assessment

- Have achieved English and Mathematics qualifications in line with the apprenticeship funding rules
- Submit a portfolio of evidence to underpin the Interview

## Qualification Content

This qualification tests the mandatory knowledge, skills and behaviours set out in the Lead Baker standard.

The broad purpose of the occupation is to plan, prepare and produce a significant range of refined products such as sour dough, complex pastry and biscuit products, fried products, and cake and sponge products.

Entrants will undergo three test components as detailed on the following pages, the results of which are aggregated to give a final apprenticeship grade of fail, pass, merit or distinction.

## This qualification could lead to

This qualification will support progression to further learning in:

### 1. Subject areas including:

- artisan bakery/patisserie
- bakery science and technology
- food safety and hygiene
- retail & food management
- bakery and food processing management
- food product management
- food science and technology
- food / production management
- food team leading/management

## 2. Further qualifications including:

- FDQ Level 4/5 Higher Diploma in Artisan Baking and Business Skills
- Level 4 qualifications in the food or catering and hospitality sector
- FDQ Level 4 Award in Food Safety Management for the Food Industry
- Apprenticeships (Higher/Level 4/5)
- Foundation Degree in Food Manufacture

## Qualification support

The Level 3 Lead Baker standard and assessment plan has been developed by the Lead Baker Apprenticeship Employer Group and approved by the Institute for Apprenticeships and Technical Education (IFATE); Ofqual will carry out external quality assurance of the EPA. The FDQ EPA qualification is supported by the Food and Drink Training and Education Council and a range of employers and training providers.

## Fitness for Purpose

FDQ has in place a comprehensive quality system built to ensure its EPA qualification assessments are valid and fair. Built on validity principles - reliability, comparability, manageability, minimising bias, moderation and fairness - our policies, procedures and operational practice including assessment development and maintenance, Internal Quality Assurance and Moderation ensure our EPA qualifications are developed, delivered and remain fit for purpose.

## Further information

Further information can be obtained from our website at: <http://www.fdq.org.uk>

Or by contacting FDQ:

Tel: 0113 859 1266

E-mail: [fdq@fdq.org.uk](mailto:fdq@fdq.org.uk)

## Methods of Assessment

The qualification includes 3 assessment components, each of which must achieve a pass in order to pass the EPA requirement of the Level 3 Lead Baker apprenticeship. Specifications for each of the assessment components are available on FDQ's secure system FDQAwards. Please contact FDQ's EPA team at [epa@fdq.org](mailto:epa@fdq.org).uk for more information.

Overall grading of the EPA qualification is fail, pass, merit or distinction.

## Assessment Components

FDQ Level 3 EPA for Lead Baker ST1349 AP1.0	Possible grades
Knowledge Test (KT)	Fail/pass
Observation with Questions (OQ)	Fail/pass/distinction
Interview underpinned by a portfolio of evidence (IPE)	Fail/pass/distinction
Overall apprenticeship grading	Fail/pass/merit/distinction Minimum pass in each component

Assessment		Time
Knowledge Test (KT)	30 multiple choice questions, 1 mark per question	60 min
Observation with Questions (OQ)	Assessment of a range of naturally occurring work plus a minimum of 5 open questions	4 hours (240 mins) plus discretionary 10%
Interview underpinned by portfolio of evidence (IPE)	15 open competence-based questions on a range of topics, underpinned by a portfolio of evidence	90 min +/- 10%

## Qualification scope

The qualification will assess the following knowledge, skills and understanding:

EPA Assessment Method	Key
Knowledge Test	KT
Observation with Questions	OQ
Interview underpinned by Portfolio of Evidence	IPE

## Additional Key

K= Knowledge

S = Skills

B = Behaviours

Each assessment method will assess specific Knowledge, Skills and Behaviours statements listed in the apprenticeship standard, as summarised in table below:

Standard Ref	Knowledge to be assessed	Assessment Method		
		KT	OQ	IPE
K1	Technical understanding of cake making methods			•
K2	Technical understanding of biscuit making methods			•
K3	Technical understanding of sweet and savoury pastry making methods			•
K4	Technical understanding of fermented and chemically leavened dough product making methods			•
K5	The purpose of recipe specifications and consequences of non-compliance with recipe specifications		•	
K6	Bakery Equipment appropriate to different processes and products			•
K7	Principles of Bakery production planning and scheduling		•	
K8	Key performance indicators and how they are used to manage production and bakery performance		•	
K9	Production methods and processes: start-up and close-down, checks, equipment setting.		•	
K10	Principles of continuous improvement			•

K11	Importance of coaching and training a bakery team		•	
K12	Principles of team working		•	
K13	Principles of organoleptic testing to measure the quality of products			•
K14	Principles for benchmarking products			•
K15	Principles of root cause analysis and preventative action	•		
K16	Productive use, care and preventative maintenance of bakery equipment and technology	•		
K17	The principles of food safety supervision for bakery	•		
K18	Principles of stock control and inventory management		•	
K19	Health and safety legislation	•		
K20	Food safety legislation	•		
K21	Environmental legislation, waste management, and pest control principles in bakeries.	•		
K22	Principles of handling feedback and complaints			•
K23	Packaging types, functionality, sustainability and effects on shelf life and quality, for example; gas flushing, poly propylene, perforated film, paper, waxed paper	•		

K24	Scientific principles of the mechanical dough development method, including the Chorleywood Bread Process	•		
K25	Scientific principles of fermentation and sourdough microbiology	•		
K26	Importance of food labelling legislation, and the legal consequences of non-compliance	•		
K27	Bakery trends and implications of seasonality			•
K28	Principles of bakery profitability	•		
K29	Sales and promotion models for different media including social and digital			•
K30	Technical understanding of couverture chocolate	•		
Standard Ref		Assessment Method		
	Skills to be assessed	KT	OQ	IPE
S1	Produce refined cake products using complex techniques			•
S2	Produce refined biscuit products using complex techniques			•
S3	Produce refined sweet and savoury pastry products using complex techniques			•
S4	Produce refined fermented and chemically leavened dough product using complex techniques			•



S5	Coordinate ingredients, processing aids, equipment/ technology, and production techniques to achieve expected product results		•	
S6	Apply refined finishing techniques			•
S7	Contribute to production planning to meet demand		•	
S8	Monitor the efficiency of productivity		•	
S9	Manage preparation, baking, and finishing techniques		•	
S10	Contribute to the development of operating procedures and continual improvement activity			•
S11	Provide guidance or training to colleagues		•	
S12	Communicate with colleagues and stakeholders visually and verbally		•	
S13	Conduct a test baking protocol to compare bakery ingredients and processes applying techniques to measure quality; physical and organoleptic properties.			•
S14	Contribute to the development, improvement and adaptation of products			•
S15	Interpret quality information and data to identify and rectify real time errors during production			•

S16	Identify and resolve issues with bakery equipment and technology.			•
S17	Plan the ordering of stock and materials in line with demand/production		•	
S18	Manage the rotation and safe storage of stock and materials in line with demand/production		•	
S19	Monitor compliance with food safety, health and safety at work, and environmental legislation.		•	
S20	Measure and monitor product yield efficiency and waste minimisation		•	
S21	Assist in the resolution of feedback and complaints and implement changes for improvement			•
		<b>Assessment Method</b>		
<b>Standard Ref</b>	<b>Behaviours to be assessed</b>	<b>KT</b>	<b>OQ</b>	<b>IPE</b>
B1	Prioritises and promotes health and safety and food safety.		•	
B2	Accountable for own actions and actions of team.		•	
B3	Maintains a customer focus			•
B4	Positive and adaptable in approach to new demands and situations		•	
B5	Leads a team effectively		•	

<b>B6</b>	Committed to maintaining knowledge of current industry best practices and own professional development			•
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## Observation with Questions Grading Criteria

All practical observation statements must be achieved to pass this assessment component. The observation (OQ) will be graded fail, pass, or distinction, with each of the identified skills, knowledge and behaviours statements contributing to the grade (see Table below) for grading descriptors.

<b>Practical Observation (PO)</b>	
<b>Theme - Knowledge, Skills and Behaviours</b>	
<b>Ensure optimal productivity and efficiency</b>	
<b>K8 S8 S20</b>	
<b>Grading Criteria</b>	
<b>Pass Descriptors</b>	<b>Distinction Descriptors</b>
Measures and monitors production efficiency against key performance indicators including yield efficiency and waste minimisation. (K8, S8, S20)	Achieves improved yield and waste minimisation against key performance indications. (K8, S20)
<b>Theme - Knowledge, Skills and Behaviours</b>	
<b>Leading a team</b>	
<b>K11 K12 S11 S12 B2 B5</b>	
<b>Grading Criteria</b>	
<b>Pass Descriptors</b>	<b>Distinction Descriptors</b>
Leads the team effectively through clear guidance, training and communication, demonstrating accountability for own actions and actions of the team. (K11, K12, S11, S12, B2, B5)	Adapts communication methods to suit the production environment and audience to ensure team actions are effective. (S12, B5)

<b>Theme - Knowledge, Skills and Behaviours</b>	
<b>Monitor health and safety, food safety and environmental legislation compliance</b>	
<b>S19 B1</b>	
<b>Grading Criteria</b>	
<b>Pass Descriptors</b>	<b>Distinction Descriptors</b>
Monitors and promotes compliance with legislation, the environment, health and safety and food safety as a priority. (S19, B1)	N/A
<b>Theme - Knowledge, Skills and Behaviours</b>	
<b>Plan and manage bakery production</b>	
<b>K5 K7 K9 S5 S7 S9 B4</b>	
<b>Grading Criteria</b>	
<b>Pass Descriptors</b>	<b>Distinction Descriptors</b>
Uses appropriate production methods and processes to coordinate ingredients, processing aides, and equipment and technology checks and setting. (K9, S5)	Adjusts production methods and processes to achieve precise product results. (K7, S7)
Leads preparation, baking, and finishing techniques to achieve expected product results and avoid consequences of non-compliance with recipe specifications. (K5, S9)	
Contributes to effective production planning and scheduling to meet demand, responding positively to new situations that may arise. (K7, S7, B4)	

Theme - Knowledge, Skills and Behaviours	
Stock control	
K18 S17 S18	
Grading Criteria	
Pass Descriptors	Distinction Descriptors
Leads and plans the ordering, rotation and safe storage of stock and materials using correct stock control and inventory management principles in line with production demand. (K18, S17, S18)	Achieves maximised production efficiencies through effective stock control in line with demands. (S17, S18)
Fail: A fail grade will be awarded if the apprentice does not satisfy all of the pass criteria.	

## Interview underpinned by Portfolio of Evidence (IPE)

All IPE statements must be achieved to pass this assessment component. The IPE will be graded fail, pass, or distinction, with each of the identified skills, knowledge and behaviours statements contributing to the grade (see Table below) for grading descriptors.

Interview underpinned by Portfolio of Evidence (IPE)	
Theme - Knowledge, Skills and Behaviours	
Continual improvement of operating procedures K10 S10 B6	
Grading Criteria	
Pass Descriptors	Distinction Descriptors
Describes the principles and importance of continuous improvement and maintaining knowledge of best practice along with own contributions to continual improvement and the development of operating procedures. (K10, S10, B6)	Explains the impact of continuous improvement and the effect this has on operating procedures. (K10)
Theme - Knowledge, Skills and Behaviours	
Identify and resolve issues with bakery equipment and processes S15 S16	
Grading Criteria	
Pass Descriptors	Distinction Descriptors
Explains how quality information and data are used to resolve issues with processes, bakery equipment and technology during production. (S15, S16)	Evaluates how quality information and data can be used to identifying and resolve real time errors with processes, bakery equipment and technology during production and anticipate and prevent similar issues in the future. (S15, S16)

<b>Theme - Knowledge, Skills and Behaviours</b>	
Product development, improvement and adaptation <b>K14 S14</b>	
<b>Grading Criteria</b>	
<b>Pass Descriptors</b>	<b>Distinction Descriptors</b>
Outlines the principles of benchmarking products and how this is used in development, improvement, and adaptation of products. (K14, S14)	N/A
<b>Theme - Knowledge, Skills and Behaviours</b>	
Produce refined bakery products <b>K1 K2 K3 K4 K6 S1 S2 S3 S4 S6</b>	
<b>Grading Criteria</b>	
<b>Pass Descriptors</b>	<b>Distinction Descriptors</b>
<p>Outlines the technical methods used in the production of refined cake and biscuit products along with the complex and refined finishing techniques that can be applied. (K1, K2, S1, S2, S6)</p> <p>Outlines the technical methods used in the production of sweet and savoury pastries along with the complex techniques that can be applied. (K3, S3)</p> <p>Describes how different fermented and chemically leavened dough products affects decisions about equipment used and complex production methods and techniques. (K4, K6, S4)</p>	N/A

Theme - Knowledge, Skills and Behaviours	
Customer focus, sales, and promotion K22 K27 K29 S21 B3	
Grading Criteria	
Pass Descriptors	Distinction Descriptors
Discusses how the correct approach to handling feedback and complaints can improve outcomes and support positive change. (K22, S21)	Evaluates the effects of different media and seasonality on bakery trends and customer demand. (K27, K29)
Discusses the use of different media and the role it plays alongside seasonality in supporting and influencing sales, promotion and bakery trends. (K27, K29, B3)	
Theme - Knowledge, Skills and Behaviours	
Test Comparison K13 S13	
Grading Criteria	
Pass Descriptors	Distinction Descriptors
Discusses test baking protocols and processes and the organoleptic testing methods that feed into the measurement of quality in relation to the products and ingredients. (K13, S13)	Explains the impact of organoleptic measures in relation to product quality. (K13)
Fail: A fail grade will be awarded if the apprentice does not satisfy all of the pass criteria.	



Grades for each component are calculated as follows:

Assessment component	Grading calculation
KT	<p>30 multiple choice questions with 1 mark available per question.</p> <p><b>Available grades: Fail/pass</b></p> <p><b>Grade boundaries:</b></p> <p><b>Fail:</b> 0-20 marks</p> <p><b>Pass:</b> 21-30 marks</p>
OQ	<p>The observation and questions are marked against the grading criteria above and using the following grade calculation as a guide:</p> <p><b>Available grades: Fail/pass/distinction</b></p> <p><b>Grade boundaries:</b></p> <p><b>Fail:</b> One or more pass criteria not achieved</p> <p><b>Pass:</b> All pass criteria and up to 3 distinction criteria achieved</p> <p><b>Distinction:</b> All pass criteria and all 4 distinction criteria achieved</p>
IPE	<p>The IPE is marked against the grading criteria above and using the following grade calculation as a guide:</p> <p><b>Available grades: Fail/pass/distinction</b></p> <p><b>Grade boundaries:</b></p> <p><b>Fail:</b> One or more pass criteria not achieved</p> <p><b>Pass:</b> All pass criteria and up to 3 distinction criteria achieved</p> <p><b>Distinction:</b> All pass criteria and all 4 distinction criteria achieved</p>

**Overall EPA grade calculation:**

Grades from individual assessment methods are combined in the following way to determine the grade of the EPA as a whole:

(Any grade = fail, pass, distinction)

Assessment method KT	Assessment method OQ	Assessment method IPE	Overall grading
Any grade	Any grade	Fail	<b>Fail</b>
Any grade	Fail	Any grade	<b>Fail</b>
Fail	Any grade	Any grade	<b>Fail</b>
Pass	Pass	Pass	<b>Pass</b>
Pass	Distinction	Pass	<b>Merit</b>
Pass	Pass	Distinction	<b>Merit</b>
Pass	Distinction	Distinction	<b>Distinction</b>

## Specimen assessments

### Example multiple-choice questions

Q. What method of aeration is applied when making a batch of cottage loaves?

- a. Chemical
- b. Biological
- c. Physical
- d. Mechanical

Answer = b

Q. State what packaging type would be used for jam doughnuts to ensure the quality of the product

- a. Perforated film
- b. Paper covering
- c. Clear film
- d. Waxed wrap

Answer = a

### Sample Observation and Questions

Q. What are the most effective ways to minimize waste within the bakery area?

Q. How can you monitor product yield to ensure production targets are being met?

### Sample Questions Interview Underpinned by Portfolio of Evidence

Q. How would having a flexible approach to increasing demands be of benefit to the bakery team?

Q. What methods are in place to promote safe working practices within the bakery area?

## Additional information and guidance

Additional information relating to the EPA and the Lead Baker apprenticeship can be found in the following documents:

- Lead Baker End-point Assessment Plan ST1349/V1.0, available from [Lead baker / Institute for Apprenticeships and Technical Education](#)
- Lead Baker Apprenticeship Standard ST1349/V1.0, available from [Lead baker / Institute for Apprenticeships and Technical Education](#)
- Lead Baker Apprenticeship Standard – Employer and Training Provider Guide to End-point Assessment, available from [epa@fdq.org.uk](mailto:epa@fdq.org.uk)

FDQ has produced a number of guidance documents and specimen assessments to support apprentices, training providers and employers. Please contact [epa@fdq.org.uk](mailto:epa@fdq.org.uk) for further details.

## Record of revisions to this document

Version	Description of change	Date

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