

## FDQ - Qualification Specification

FDQ number	Qualification title	Qualification Wales number	EQF Level	Review date
112-330	FDQ Level 2 Diploma for Proficiency in Food Industry Team Leading (Wales)	C00/4634/9	3	31/03/2027

### Qualification Purpose

This qualification is designed for learners who are working in a food business or supply chain environment. It offers learners the opportunity to develop skills and knowledge required to prove competence at work in team leadership roles. The qualification provides food businesses and supply chain businesses with a unique combination of team management competences set in a highly focussed food business context. It has been designed to manage and improve team performance, quality assurance and deployment of business systems in a food business or supply chain environment.

This is a regulated qualification.

The qualification meets *Purpose D. Confirm occupational competence and/or 'licence to practise'*.  
*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.

This qualification is a Diploma requiring achievement of 37 credits. It is designed to provide occupational competence in the roles listed below for routine improvement activity based upon standard operational procedures (SOPs).

See below for: (i) a complete list of units that make up the qualification and their value within the qualification and (ii) the Credits, Guided Learning Hours and Total Qualification Time.

## This qualification could lead to

The qualification will support progression to further learning in:

1. subject areas including;
  - food processing
  - food science and technology
  - food hygiene, safety and quality management
  
2. particular qualifications including;
  - FDQ L3 Diploma for Proficiency in Food Industry Technical Management (Wales)
  
3. This qualification may support employment in/into technician level roles including;
  - food processing and manufacture technician
  - food sales and service team leader
  - food safety/quality assurance technician
  - food and drink team leader/supervisor
  - operations team leader
  - shift team leader

## Qualification support

This qualification has been designed and developed with the support of the Food and Drink Training and Education Council.

## Further Information

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

Or by contacting FDQ:

Tel: 0113 859 1266

Email: [fdq@fdq.org.uk](mailto:fdq@fdq.org.uk)

## Assessment

Assessment evidence should be collected and presented in a portfolio of evidence. Methods of assessment must be appropriate to the learning outcome.

Assessor observations should be used to assess competence over time and where appropriate/necessary supplemented by video recordings, witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion. Knowledge and understanding should be assessed using questioning, assignments and/or professional discussion. Assessment requirements are set out in individual units of assessment (see exemplar *J/101/0001 Plan and allocate work in a food team*).

FDQ has in place a quality system comprising policies and procedures to ensure its qualifications are effectively developed and delivered and that they remain fit for purpose. FDQ externally quality assures all centre assessment and internal quality assurance arrangements.

## Achievement

The qualification outcome is either pass or fail.

## Rules of Combination (RoC)

To achieve the FDQ Level 2 Diploma for Proficiency in Food Industry Team Leading (Wales) learners must achieve 37 credits and meet the requirements as outlined in the rules of combination. This is the minimum requirement for the qualification, additional credits may be taken if applicable.

### FDQ Level 2 Diploma for Proficiency in Food Industry Team Leading (Wales)

<b>Total Qualification Time (TQT)</b>	<b>370 hours</b>
<b>Guided Learning Hours</b>	<b>229 hours</b>
Group A - Food management	35 credits
Group B - Knowledge	2 credits
Minimum credits required	37 credits

## List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
<b>Group A Food management units</b>					
<b>Plan and allocate team operations</b>					
J/101/0001	OC	Plan and allocate work in a food team	2	4	24
J/101/0002	OC	Support the development of an operational plan in a food business	2	4	24
J/101/0003	OC	Support the development of a supply chain plan in a food business	2	4	25
J/101/0004	OC	Contribute to the development of a project plan in a food business	2	4	26
<b>Set and monitor team targets</b>					
K/101/0001	OC	Set team targets in a food business	2	4	26
K/101/0002	OC	Support the development of objectives and key performance indicators in a food business	2	5	29
K/101/0003	OC	Monitor team operations in a food business	2	4	26
K/101/0004	OC	Monitor and control throughput to achieve targets in food operations	3	5	24
K/101/0005	OC	Monitor resources in a food business	2	4	24
<b>Lead team operations</b>					
L/101/0001	OC	Lead team briefings in a food business	2	4	26

Unit ref	Unit type	Unit title	Level	Credit	GLH
B/101/0007	OC	Contribute to problem diagnosis in food and drink operations	2	4	25
B/101/0008	OC	Contribute to problem resolution in food and drink operations	2	5	31
B/101/0006	OC	Carry out product changeovers in food manufacture	2	4	27
A/101/0005	OC	Carry out task handover procedures in food manufacture	2	3	17
L/101/0002	OC	Support the development of a procedure in a food business	2	4	24
L/101/0003	OC	Contribute to the implementation of a project in a food business	2	4	26
L/101/0004	OC	Report progress towards achievement of team targets in a food business	2	4	24
L/101/0005	OC	Report team performance in a food business	2	4	22
L/101/0006	OC	Review individual performance in a food business team	2	4	24
L/101/0007	OC	Maintain team compliance with food safety standards in a food business	2	4	28
L/101/0008	OC	Maintain team compliance with health and safety standards in a food business	2	4	29
L/101/0009	OC	Carry out a team health and safety risk assessment in a food business	2	4	29

Unit ref	Unit type	Unit title	Level	Credit	GLH
L/101/0010	OC	Support the management of conflict in a food business	2	4	26
L/101/0011	OC	Maintain standards of team conduct in a food business	2	4	27
L/101/0012	OC	Support the maintenance of team discipline in a food business	2	4	28
L/101/0013	OC	Report grievance in a food business	2	4	25
L/101/0014	OC	Maintain customer service standards in a food business	2	4	24
D/101/0026	OC	Organise and improve work activities in food operations	2	6	27
A/101/0004	OC	Contribute to continuous improvement in food operations	2	5	26
L/101/0015	OC	Develop personal performance in a food business	2	5	30
<b>Support team operations</b>					
M/101/0001	OC	Provide support to team members in a food business	2	4	25
M/101/0002	OC	Provide team instruction and demonstration in a food business	3	4	24
M/101/0003	OC	Assess the performance of team members in a food business	3	4	22

Unit ref	Unit type	Unit title	Level	Credit	GLH
M/101/0004	OC	Contribute effectively to meetings and communication in a food business	2	4	20
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



## Exemplar unit of assessment

Title	Plan and allocate work in a food team				
FDQ unit reference	J/101/0001				
Level	2	Credit value	4	GLH	24
Learning outcomes	Assessment criteria				
The learner will:	The learner can:				
1. Plan the work required in a food team	1.1 Gather information about the schedule and requirements for future work activity 1.2 Identify potential needs for team resources to meet work requirements including <ul style="list-style-type: none"> <li>• team members</li> <li>• skills/competence</li> <li>• flexibility/availability</li> </ul> 1.3 Discuss the potential need for team resources with the relevant people and agree the parameters for planning the allocation of work 1.4 Prepare and agree a plan scheduling the allocation of team members.				
2. Allocate work in a food team	2.1 Confirm with the relevant people the team allocation schedule and plan 2.2 Allocate work to team members in accordance with plans 2.3 Make amends to the schedule or plan for the allocation of work where these are required 2.4 Seek feedback from the relevant people on the deployment of the work allocation.				

<p>3. Know how to plan work in a food team</p>	<p>3.1 Describe how to gather information about the schedule and requirements for future work activity and the importance of doing so</p> <p>3.2 Outline the business procedures for identifying potential needs for team resources to meet future work requirements</p> <p>3.3 Describe how to prepare and agree a plan scheduling the allocation of team members.</p>
<p>4. Know how to allocate work in a food team</p>	<p>4.1 Describe the business procedures for allocating work to team members in accordance with plans</p> <p>4.2 Outline the methods of confirming with the relevant people the team allocation schedule and plan</p> <p>4.3 Describe the circumstances in which the amendment of the schedule or plan for the allocation of work would be considered</p> <p>4.4 Describe the business procedures for seeking feedback from the relevant people on the deployment of the work allocation.</p>

### Purpose and assessment overview

<p>Unit purpose and aim(s)</p>	<p>The aim of the unit is to assess skills and understanding aligned with National Occupational Standards.</p>
<p>Assessment requirements and guidance</p>	<p>The relevant FDQ Qualification Handbook sets out the assessment and quality assurance requirements for this unit.</p>

	The learner must demonstrate their skills and understanding to meet all learning outcomes.
Additional information about this unit	
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula	<p>This unit of assessment relates to National Occupational Standards:</p> <ul style="list-style-type: none"> <li>• IMPOM111 Allocate and monitor work in a food and drink business</li> </ul>
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