

FDQ - Qualification Specification

FDQ number	Qualification title	Qualification Wales number	EQF Level	Review date
112-343	FDQ Level 3 Diploma for Proficiency in Food Industry Technical Management (Wales)	C00/4720/0	4	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 a blend of business management competencies and technical food management competencies. The qualification includes a wide range of units providing learners with the opportunity to demonstrate occupational competence in a variety of sector job roles including:

- Food technologist
- Food processing/production supervisor
- Food quality assurance supervisor

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 food skills experience to take this qualification, however, prior achievement of the FDQ Level 2 Diploma for Proficiency in Food Industry Team Leading (Wales) may be advantageous. The qualification assesses and recognises achievement within the workplace.

The qualification includes mandatory skills and knowledge associated with strategic and operational planning, target setting, allocating resources, managing procedures and operations, supporting both internal and external relationships.

Learners will choose optional units to match their job roles and learning and development needs.

These include areas such as communication, target setting, performance monitoring, information management, quality assurance and continuous improvement in food operations.

See the list of units that make up the qualification and their credit value within the qualification (at the end of this specification).

This qualification could lead to

The qualification will support progression to further learning in:

1. Subject areas including;
 - Food processing management
 - Food science and technology
 - Food hygiene, safety and quality management

2. Qualifications including;
 - FDQ Level 4 Award in Food Safety Management for the Food Industry
 - FDQ Level 4 Award in HACCP Management for Food Manufacturing
 - FDQ Level 3 Diploma in Food Technology and Management

3. This qualification may support employment into management level roles including;
 - Food production manager/supervisor
 - Food operations manager
 - Food quality assurance manager
 - Food safety manager

Qualification support

This qualification is supported by 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

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/101/0006 Contribute to the development of a strategic plan in a food business*).

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 L3 Diploma for Proficiency in Food Industry Technical Management (Wales) learners must achieve 37 credits and meet the following rules of combination. This is the minimum requirement for the qualification, additional credits may be taken if applicable.

FDQ Level 3 Diploma for Proficiency in Food Industry Technical Management (Wales)	
Total Qualification Time (TQT)	370 hours
Guided Learning Hours (GLH)	250 hours
Group A - Food Management	30 credits
Group B - Knowledge	3 credits
In addition to the 33 credits listed above a further 4 credits must be taken from Group A or Group B	4 credits
Minimum credits required	37 credits

List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
Group A Food management units					
Planning					
J/101/0006	OC	Contribute to the development of a strategic plan in a food business	3	4	32
J/101/0007	OC	Contribute to the development of an operational plan in a food business	3	6	42
Target setting					

K/101/0006	OC	Plan and agree targets in a food business	3	4	25
K/101/0007	OC	Set objectives in a food business	3	4	24
K/101/0008	OC	Set key performance indicators in a food business	3	4	27
K/101/0009	OC	Produce a work schedule in a food business	3	4	26
Allocate resources					
L/101/0016	OC	Identify staff resource needs in a food business	3	6	42
L/101/0017	OC	Co-ordinate recruitment activity in a food business	3	6	37
L/101/0018	OC	Induct employees into a food business	3	6	40
L/101/0019	OC	Allocate staff resources in a food business	3	5	34
L/101/0020	OC	Identify physical resource requirements in a food business	3	4	37
L/101/0021	OC	Utilise resources to maximise performance in a food business	3	6	41
Deploy operations					
L/101/0022	OC	Deploy an operational plan in a food business	3	5	35
L/101/0023	OC	Support the development of a procedure in a food business	3	6	40
L/101/0024	OC	Support the development of a specification in a food business	3	6	40
L/101/0025	OC	Contribute to sourcing supplies in a food business	3	5	38
L/101/0026	OC	Contribute to the maintenance of compliance in a food business	3	7	44

A/101/0014	OC	Support improvement practice in a food business	3	4	26
A/101/0015	OC	Support sustainable practice in a food business	3	4	29
L/101/0027	OC	Contribute to project management in a food business	3	6	41
L/101/0028	OC	Manage a budget in a food business	3	5	35
L/101/0029	OC	Write reports and present management information in a food business	3	6	38
L/101/0030	OC	Deliver a presentation in a food business	3	4	26
L/101/0031	OC	Lead meetings in a food business	3	5	30
L/101/0032	OC	Manage a production trial in a food business	3	6	43
B/101/0049	OC	Diagnose production problems in food and drink operations	3	6	30
B/101/0050	OC	Resolve production problems in food and drink operations	3	7	38
L/101/0033	OC	Promote customer service in a food business	3	4	32
L/101/0034	OC	Contribute to resolving complaints in a food business	3	5	33
D/101/0050	OC	Conduct an internal audit in a food business	3	5	36
Monitoring					
K/101/0010	OC	Develop procedures for monitoring in a food business	3	4	28
K/101/0011	OC	Monitor performance in a food business	3	5	31
K/101/0012	OC	Improve own performance in a food business	3	5	34
K/101/0013	OC	Monitor progress of work activity in a food business	3	5	28

K/101/0004	OC	Monitor and control throughput to achieve targets in food operations	3	5	24
A/101/0008	OC	Monitor food safety at critical control points in food operations	3	1	5
L/101/0035	OC	Carry out an assessment of risks in a food business	3	5	33
L/101/0036	OC	Support and handle grievance procedures in a food business	3	5	29
L/101/0037	OC	Initiate and support disciplinary procedures in a food business	3	5	30
L/101/0038	OC	Monitor absenteeism in a food business	3	4	26
L/101/0039	OC	Contribute to the assessment of operational costs in a food business	3	4	27
L/101/0040	OC	Promote and maintain standards of conduct in a food business	3	5	22
L/101/0041	OC	Contribute to the development of an organisational culture in a food business	3	4	30
Support					
M/101/0007	OC	Communicate effectively in a food business	3	4	32
M/101/0008	OC	Contribute to cross-functional teamwork in a food business	3	5	42
M/101/0009	OC	Manage conflict in a food business	3	6	41
M/101/0010	OC	Contribute to pitching products or services to potential customers in a food business	3	6	42
M/101/0011	OC	Contribute to the maintenance of external relationships in a food business	3	5	38
M/101/0012	OC	Assess skills and knowledge in a food business	3	6	52

M/101/0013	OC	Identify learning and skills needs in a food business	3	4	30
M/101/0014	OC	Provide coaching and mentoring in a food business	3	6	45
M/101/0015	OC	Provide training in a food business	3	7	53
M/101/0016	OC	Facilitate activities in a food business	3	5	37
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

Exemplar unit of assessment

Title	Contribute to the development of a strategic plan in a food business				
FDQ unit reference	J/101/0006				
Level	3	Credit value	4	GLH	32
Learning outcomes		Assessment criteria			
The learner will:		The learner can:			
1. Prepare to contribute to the development of a food business strategic plan		1.1 Confirm the timescale and likely resources required to develop a strategic plan 1.2 Agree the contributions required to develop a strategic plan 1.3 Review current company strategy and policy documents.			
2. Contribute to the development of a food business strategic plan		2.1 Support the development of a planning document setting out the strategic requirements 2.2 Assist in identifying the actions required to carry out appropriate consultation 2.3 Take part in consultation and development group activity where this is required 2.4 Consider the impact of potential change on critical areas of the food business with relevant people 2.5 Support the development of a first draft strategic plan.			
3. Contribute to the drafting and agreement of a food business strategic plan		3.1 Provide and receive feedback throughout the drafting process 3.2 Respond to requests for information, advice and comment on the emerging strategic plan			

	<p>3.3 Assist in ensuring that the strategic plan is flexible enough to deal with short and medium term problems and challenges</p> <p>3.4 Check that contingency plans account for long term changes and challenges</p> <p>3.5 Confirm and agree content of the strategic plan with the relevant people.</p>
<p>4. Know the current food business strategy and requirements for the development of a plan</p>	<p>4.1 Outline how to locate and source the information that details the current business strategy</p> <p>4.2 Explain the current business strategy</p> <p>4.3 Summarise the timescale and resources required to carry out the development of a strategic plan</p> <p>4.4 Describe how to agree the scope of contribution that is required to develop the plan.</p>
<p>5. Know how to consult and feedback on the development of a food business strategic plan</p>	<p>5.1 Summarise the internal and external influences affecting the development of the plan</p> <p>5.2 Describe how to carry out effective consultation</p> <p>5.3 Explain the business communication channels used to develop the plan</p> <p>5.4 Explain how to give and receive feedback about the development process.</p>
<p>6. Know the impact of the development of a food business strategic plan</p>	<p>6.1 Summarise why it is important to determine the potential effect of plans on future business processes, resources and on the need for business change</p> <p>6.2 Clarify why it is important to ensure that the strategic plan is realistic and achievable</p>

	6.3 Explain the importance of including sufficient detail in the plan to ensure that outcomes are measurable and time bound.
Purpose and assessment overview	
Unit purpose and aim(s)	The aim of the unit is to assess skills and understanding aligned with National Occupational Standards.
Assessment requirements and guidance	<p>The relevant FDQ Qualification Handbook sets out the assessment and quality assurance requirements for this unit.</p> <p>The learner must demonstrate their skills and understanding to meet all learning outcomes.</p>
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"> • IMPBP113 Develop organisational plans in a food and drink business
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