

## FDQ - Qualification Specification

FDQ number	Qualification title	Qualification number (QN)	EQF Level	Review date
311- 270	FDQ Level 2 Diploma in Food and Drink Operations	603/2118/0	3	31 <sup>st</sup> July 2027

### Qualification Purpose

This qualification is designed for learners who wish to develop intermediate skills and knowledge in food and drink manufacturing/processing operations. Operations in food or drink manufacturing and processing are wide ranging and typically include the production of snack foods, convenience ready meals, confectionery and chocolate, baked goods, sandwiches, fresh and prepared produce, beverages and alcoholic drinks, amongst many other types of product.

The qualification is designed to support achievement of the Standard for the Food and Drink Process Operator Apprenticeship. However, learners may wish to achieve this qualification outside of an apprenticeship programme where this better meets their learning and development needs.

This is a Regulated Qualifications Framework (RQF) qualification.

*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 food skills experience to take this qualification. However, as this qualification assesses and recognises competent achievement within the workplace, learners will need to be employed or contracted in a workplace or engage in substantive periods of work experience or placement.

Prior achievement of the Level 1 Certificate or Diploma in Food Industry Skills may be an advantage for some learners.

This qualification contains mandatory knowledge and competency units in areas including the principles of manufacturing practice. This includes the operator's role and the importance of standard operating procedures; food safety and HACCP; product quality and the operator's role in maintaining it; health, safety and environmental standards; product changeovers and task handovers; continuous improvement and measuring performance of processes.

Learners and their employers must also select at least one unit from a range of optional competency units, according to their job role. These units ensure occupational competency in a variety of fundamental operator skills, for example, following standard operating procedures (SOPs), using equipment safely, cleaning equipment effectively and fault finding to ensure manufacturing efficiency. Learners may exceed the minimum number of units and credits required from this optional group, but additional units will not contribute towards the final qualification grade.

This qualification is a diploma requiring achievement of 37 credits. See below for a complete list of units that make up the qualification, their associated credits and Guided Learning Hours (GLH).

### This qualification could lead to

This qualification will support progression to further learning in:

#### 1. Subject areas including:

- food preparation and processing
- food science and technology
- food safety and quality
- food team leading/management
- continuous improvement and sustainability of food manufacturing.

#### 2. Further qualifications including:

- FDQ L3 Certificate for Proficiency in Food Industry Skills
- FDQ L3 Certificate for Proficiency in Food Management
- FDQ L3 Certificate for Proficiency in Meat and Poultry Industry Skills
- FDQ L3 Certificate for Proficiency in Baking Industry Skills
- Level 3 Food and Beverage qualifications

- Level 3 Award in Food Safety Supervision for Manufacturing
- Level 3 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)
- Standard for Food and Drink Technical Operator (England).

### Qualification support

This qualification has been supported by the Food and Drink Training and Education Council and a range of employers and training providers.

### 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

The qualification must be assessed using multiple choice examination set by FDQ, workbooks and observation of competency, according to the type of unit being assessed. Further details on assessment requirements can be found in the FDQ Qualification Handbook. Assessment requirements are set out in individual units of assessment, see exemplar *K/616/0323 Carry out ingredient handling in food and drink operations*. FDQ has in place a quality system comprising policies and procedures to ensure its qualifications are developed, delivered and remain fit for purpose. FDQ externally quality assures all centre assessment and internal quality assurance quality and arrangements.

Overall grading of the qualification: Fail, Pass, Merit or Distinction

## Rules of Combination (RoC)

FDQ Level 2 Diploma in Food and Drink Operations	
Minimum credits to achieve the qualification	37
Total Qualification Time (TQT)	370 hours
Group A – 3 Mandatory units	8 credits
Group B – 3 Mandatory units	12 credits
Group C – 1 Mandatory unit	3 credits
Group D – 6 Optional units -1 unit to be selected	14 credits
Guided Learning Hours (GLH)	188

Unit ref	Unit type	Unit title	Level	Credit	GLH
<b>Group A Mandatory units</b>					
R/616/0316	UK	Principles of the food and drink supply chain	2	2	10
Y/616/0317	UK	Principles of manufacturing practice in the food and drink industry	2	3	15
D/616/0318	UK	Principles of food safety and HACCP in manufacturing	2	3	18
<b>Group B Mandatory units</b>					

Unit ref	Unit type	Unit title	Level	Credit	GLH
H/616/0319	OK	Optimise product and ingredient quality in food and drink operations	2	4	20
Y/616/0320	OK	Maintain health, safety and environmental standards in food and drink operations	2	4	20
D/616/0321	OK	Measure process performance and contribute to continuous improvement in food and drink operations	2	4	20
<b>Group C - Mandatory unit</b>					
H/616/0322	OC	Carry out product changeovers and activity handovers in food and drink operations	2	3	15
<b>Group D - Optional units – one unit to be selected</b>					
K/616/0323	OC	Carry out ingredient handling in food and drink operations	2	14	70
M/616/0324	OC	Carry out product assembly in food and drink operations	2	14	70
T/616/0325	OC	Carry out forming and shaping in food and drink operations	2	14	70
A/616/0326	OC	Carry out temperature control in food and drink operations	2	14	70

Unit ref	Unit type	Unit title	Level	Credit	GLH
F/616/0327	OC	Carry out slicing in food and drink operations	2	14	70
J/616/0328	OC	Carry out packing activities in food and drink operations	2	14	70

## Exemplar unit of assessment

Title	Carry out ingredient handling in food and drink operations				
Ofqual unit ref	K/616/0323				
Level	2	Credit value	14	GLH	70
Learning outcomes		Assessment criteria			
The learner will:		The learner can:			
1. Implement Standard Operating Procedures and quality procedures when handling ingredients		1. 1 check specifications for handling ingredients 1. 2 make sure that all necessary plant, equipment, materials and services are available and fit for use 1. 3 ensure that any instrumentation is working according to specifications 1. 4 take appropriate action in response to identified faults 1. 5 ensure that plant/equipment settings are set to achieve the best performance 1. 6 start-up plant and/or equipment following Standard Operating Procedures 1. 7 make sure that resources are used efficiently 1. 8 carry out quality checks, comparing to required standards and follow procedures for non-conformance, communicating to relevant person as appropriate 1. 9 record and report quality checks accurately 1. 10 shut down plant and/or equipment following Standard Operating Procedures 1. 11 make equipment ready for future use after assembly of products has been completed 1. 12 maintain communication as appropriate			

	<p>throughout the process</p> <p>1. 13 complete records relating to the handling of ingredients.</p>
<p>2. Carry out food safety activities when handling ingredients</p>	<p>2.1 keep work area clean and tidy</p> <p>2.2 maintain tools, utensils and equipment in a hygienic condition</p> <p>2.3 store tools, utensils and equipment correctly</p> <p>2.4 keep ingredients and products in their assigned places</p> <p>2.5 minimise the risk of product contamination and cross-contamination</p> <p>2.6 follow procedures for dealing with product contamination and cross contamination</p> <p>2.7 follow or describe procedures for substances that may cause allergic reactions</p> <p>2.8 dispose of food waste and/or re-work according to procedures.</p>
<p>3. Monitor and control HACCP when handling ingredients</p>	<p>3.1 apply food safety control measures</p> <p>3.2 complete operational controls and checks at the set time frequency</p> <p>3.3 keep records of checks and obtain verification of completed checks</p> <p>3.4 take corrective action in a timely manner</p> <p>3.5 seek advice and support for matters outside own level of authority or expertise</p> <p>3.6 describe how to report any procedures that are out of line with set limits to the relevant person.</p>



<p>4. Carry out basic fault finding and problem solving when handling ingredients</p>	<p>4.1 identify differences from normal operating conditions quickly</p> <p>4.2 assess the impact of faults or problems</p> <p>4.3 demonstrate how to isolate faulty and defective equipment</p> <p>4.4 identify legal or regulatory implications for the following and report them to the relevant person:</p> <ul style="list-style-type: none"> <li>• Food safety</li> <li>• Health and safety</li> <li>• Environmental standards</li> </ul> <p>4.5 establish the nature, root cause and the effect of the faults or problems</p> <p>4.6 investigate faults or problems in a safe and cost-effective manner, with minimum delay or wastage</p> <p>4.7 contribute ideas for potential solutions to faults or problems</p> <p>4.8 communicate problems and solutions to the relevant person, following company procedures</p> <p>4.9 complete and process all records.</p>
<p>5. Contribute to optimal process performance when handling ingredients</p>	<p>5.1 identify production requirements in terms of output targets, quality specifications, yield and waste targets</p> <p>5.2 minimise wastage of consumable items and other materials</p> <p>5.3 recycle re-usable materials according to operational and statutory requirements</p> <p>5.4 complete work in the allotted time and within operational constraints</p>

	<p>5.5 report work which cannot be completed in the allotted time to the relevant people.</p>
<p>6. Clean equipment according to specifications and scheduling when handling ingredients</p>	<p>6.1 establish cleaning requirements against schedule</p> <p>6.2 select appropriate cleaning equipment</p> <p>6.3 prepare equipment and surrounding areas for cleaning</p> <p>6.4 check PPE, cleaning equipment and cleaning materials comply with specification</p> <p>6.5 comply with precautions to prevent the spread of contamination to other areas</p> <p>6.6 ensure that cleaning is completed within the specified time</p> <p>6.7 take action to deal with problems which arise during cleaning</p> <p>6.8 report problems during cleaning to appropriate personnel</p> <p>6.9 make sure the area is cleaned to agreed specifications</p> <p>6.10 re-instate plant, equipment and work areas and leave them fit for future use.</p>

### Purpose and assessment overview

<p>Unit purpose and aim(s)</p>	<p>This unit contributes to the FDQ Level 2 Diploma in Food &amp; Drink Process Operations, which aligns to the Food &amp; Drink Process Operator Standard.</p> <p>The unit is designed for those involved in food and drink processing, and its aim is to assess understanding aligned with the Apprenticeship Standard.</p>
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<p>Assessment requirements and guidance</p>	<p>This unit is designed to assess understanding of learners in Ingredient Handling. It is levelled in accordance with the requirements of the Regulated Qualifications Framework (RQF)</p> <p>The unit is assessed in accordance with specific guidelines set out in the accompanying FDQ Qualification Handbook, which also gives details of quality assurance requirements.</p>
<p><b>Additional information about this unit</b></p>	
<p>Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula</p>	<p>This unit of assessment relates to the Apprenticeship Standard for Food and Drink Process Operator.</p>
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