FDQ - Qualification Specification

FDQ number	Qualification title	Qualifications Wales number	EQF Level	Review date
321-329	FDQ Level 2 Diploma for Proficiency in Baking Industry Skills (Wales)	C00/4608/5	3	31/03/2027

Qualification Purpose

This qualification is designed to develop the skills and knowledge of workers in the bakery sector. 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:

- Bakery operative
- Bakery packaging and distribution operative
- Bakery service/sales operative
- Bakery quality assurance operative

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.*

To take this qualification, learners must be at least 16 years old. They do not require any prior qualifications or bakery experience to take this qualification. The qualification assesses and recognises achievement within the workplace.

The qualification includes mandatory skills and knowledge associated with safe operating practices, the maintenance of food safety and the principles of HACCP based food safety systems. Learners will choose optional units to match their job roles and learning and development needs. These include areas such as selecting, weighing and measuring ingredients, oven baking dough products, slicing and bagging, wrapping and packaging, retail operations and maintaining quality.

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;

    - bakery craft and processing

    - bakery science and technology

    - food safety and quality compliance

    - management or team leading in a food environment

2. Qualifications including;

    - FDQ L3 Diploma for Proficiency in Baking Industry Skills (Wales)

    - FDQ L3 Diploma for Proficiency in Food Industry Technical Management (Wales)

    - FDQ L3 Award in Food Safety Supervision for the Food Industry

    - FDQ L3 Award in HACCP for Food Manufacturing

3. This qualification may support employment in/into technician or supervisor level roles including;

    - Bakery controller/technician

    - Food preparation controller/technician

    - Food packaging and distribution technician/manager

    - Food service/sales controller/manager

    - Food production quality assurance technician/manager

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

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 *H/101/0001 Select, weigh and measure ingredients in bakery operations).*

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 Baking Industry Skills (Wales) learners must achieve 14 units and 39 credits and meet the rules of combination below. This is the minimum requirement for the qualification, additional units may be taken if applicable.

Units must be taken from Groups A, B and C; units from Group D are optional and may be taken but are not required for the qualification.

FDQ Level 2 Diploma for Proficiency in Baking Industry Skills (Wales)	
Total Qualification Time (TQT)	390 hours
Guided Learning Hours	255 hours
Group A – Mandatory	3 units
Group B – Underpinning knowledge	3 units
Group C – Bakery Sector	6 units
In addition to the 12 units listed above a further 2 units must be taken from Group B, C or D	2 units
Total number of units required for the qualification	14 units
Minimum credits required	39 credits

List of units

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
Group A Mandatory units					
A/101/0001	OC	Maintain workplace food safety standards in food and drink operations	2	4	36
A/101/0002	OC	Work safely in food manufacture	2	4	22

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
Y/650/2607	UK	Principles of HACCP based food safety systems	2	1	8
Group B Underpinning knowledge					
H/601/4518	UK	Principles of flour milling and flour types for bakery	2	1	6
D/601/4520	UK	Principles of flour in bakery	2	1	6
K/601/4522	UK	Principles of fats and oils in bakery	2	1	6
M/601/4523	UK	Principles of sugars and starches in bakery	2	1	6
L/601/4528	UK	Principles of dairy products in bakery	2	1	6
L/601/4531	UK	Principles of egg and egg products in bakery	2	1	5
Y/601/4533	UK	Principles of salt and dough conditioners / improvers in bakery	2	1	6
D/601/4534	UK	Principles of pre-mixes and concentrates in bakery	2	1	6
M/601/4473	UK	Principles of the Bulk Fermentation Process	2	1	6
A/601/4475	UK	Principles of the Chorleywood bread process	2	1	6
L/601/4478	UK	Principles of Mechanical Dough Development (MDD) (Spiral mixing)	2	1	6

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
H/601/4504	UK	Principles of dough fermentation and process control	2	1	6
T/601/4538	UK	Principles of yeast manufacture and storage in bakery	2	1	6
D/601/4503	UK	Principles of retarding and proving dough and process control	2	1	6
J/601/4480	UK	Principles of pastry lamination & process control	2	1	6
T/601/4507	UK	Principles of oven baking bakery products	2	1	7
A/601/4511	UK	Principles of cooling bakery products using automated processes	2	1	4
J/601/4513	UK	Principles of frying bakery products	2	1	5
R/601/4515	UK	Principles of preparing and handling bakery finishing materials	2	1	7
Y/601/4516	UK	Principles of mixing flour confectionery and process control	2	1	10
F/601/4509	UK	Principles of hot plate baking bakery products	2	1	5
A/601/4525	UK	Principles of decorative pastes in bakery	2	1	10
H/601/4535	UK	Principles of packaging in bakery	2	1	6

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
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

Group C Bakery Sector					
H/101/0001	OC	Select, weigh and measure ingredients in bakery operations	2	5	28
H/101/0002	OC	Prepare and mix dough in bakery operations	2	5	32
H/101/0003	OC	Divide, mould and shape fermented dough in bakery operations	2	6	33
H/101/0004	OC	Produce laminated pastry in bakery operations	2	6	33
H/101/0005	OC	Pin, block and shape dough in bakery operations	2	5	27
H/101/0006	OC	Fill and close pastry products in bakery operations	2	5	27
H/101/0007	OC	Tin and tray up dough products in bakery operations	2	5	27

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
H/101/0008	OC	Retard and prove dough products in bakery operations	2	5	27
H/101/0009	OC	Oven bake dough products in bakery operations	2	5	29
H/101/0010	OC	Fry dough products in bakery operations	2	4	26
H/101/0011	OC	Batch finish dough products in bakery operations	2	5	29
H/101/0012	OC	Prepare and mix flour confectionery in bakery operations	2	5	28
H/101/0013	OC	Hand deposit, pipe and sheet flour confectionery in bakery operations	2	6	33
H/101/0014	OC	Deposit and griddle hot plate products in bakery operations	2	4	25
H/101/0015	OC	Tray up and prepare flour confectionery in bakery operations	2	5	27
H/101/0016	OC	Oven bake flour confectionery in bakery operations	2	5	29
H/101/0017	OC	Batch finish flour confectionery in bakery operations	2	5	29
H/101/0018	OC	Assemble and fill celebration cakes in bakery operations	2	5	30

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
H/101/0019	OC	Mask and cover celebration cakes in bakery operations	2	5	30
H/101/0020	OC	Decorate and store celebration cakes in bakery operations	2	8	49
H/101/0021	OC	Temper chocolate	2	5	36
H/101/0022	OC	Control enrobing of chocolate	2	5	33
H/101/0023	OC	Control depositing/moulding of chocolate	2	5	34
H/101/0024	OC	Cool chocolate after processing	2	5	36
B/101/0030	OC	Bake off products for sale in food operations	2	4	28
C/101/0004	OC	Sell food and drink products in a retail environment	2	5	34
C/101/0014	OC	Maximise sales of food and drink products in a retail environment	3	7	44
C/101/0005	OC	Display food and drink products in a food retail environment	2	5	33
B/101/0028	OC	Control slicing and bagging in food and drink operations	2	7	43
H/101/0025	OC	Control the proving of dough products in automated operations	2	4	23

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
H/101/0026	OC	Control the division, moulding and shaping of fermented dough in automated operations	2	5	28
H/101/0027	OC	Control the oven-baking of dough products in automated operations	2	5	27
H/101/0028	OC	Control the cooling of oven-baked dough products in automated operations	2	4	25
H/101/0029	OC	Control product wrapping and labelling in automated bakery operations	2	7	40

Group D Support operations					
D/101/0023	OC	Monitor food hygiene standards using rapid test methods in food and drink operations	2	5	31
C/101/0001	OC	Prepare ingredients and store fillings and toppings in food operations	2	5	39
B/101/0017	OC	Control temperature reduction in food and drink operations	2	7	46
B/101/0024	OC	Control wrapping and labelling in food and drink operations	2	6	34

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
B/101/0029	OC	Slice and bag individual products in food operations	3	4	30
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 and drink operations	2	4	27
D/101/0019	OC	Produce product packs in food and drink operations	2	6	35
D/101/0020	OC	Produce individual packs by hand in food and drink operations	2	6	29
D/101/0021	OC	Pack orders for despatch in food and drink operations	2	2	12
D/101/0015	OC	Store and organise goods and materials in food and drink operations	2	7	49
D/101/0003	OC	Lift and handle materials in food manufacture	2	4	25
D/101/0006	OC	Supply materials for production in food and drink operations	2	6	35
D/101/0004	OC	Carry out hygiene cleaning in food and drink operations	2	6	51

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
A/101/0006	OC	Clean in place (CIP) plant and equipment in food and drink operations	2	7	44
D/101/0005	OC	Control washing and drying machinery in food and drink operations	2	5	28
D/101/0002	OC	Contribute to the maintenance of plant and equipment in food and drink operations	2	6	50
D/101/0025	OC	Carry out sampling in food and drink operations	3	5	34
D/101/0026	OC	Organise and improve work activities in food operations	2	6	27
D/101/0027	OC	Contribute to the application of improvement techniques in food operations	2	6	30
B/101/0038	OC	Contribute to environmental safety in food manufacture	2	4	16
D/101/0028	OC	Contribute to sustainable practice in a food environment	2	4	17
A/101/0003	OC	Maintain product quality in food and drink operations	2	4	16
A/101/0004	OC	Contribute to continuous improvement in food operations	2	5	26

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
A/101/0005	OC	Carry out task handover procedures in food and drink operations	2	3	17
C/101/0006	OC	Prepare and clear areas for counter/take-away service	3	4	14
C/101/0007	OC	Provide a counter/take-away service	2	4	16
C/101/0008	OC	Prepare and clear areas for table/tray service	2	4	16
C/101/0009	OC	Provide a table/tray service	2	4	16
C/101/0002	OC	Finish bake-off products	2	5	22
C/101/0010	OC	Assemble and process products for food service	2	4	24

Exemplar unit of assessment

Title	Select, weigh and measure ingredients in bakery operations				
FDQ unit reference	H/101/0001				
Level	2	Credit value	5	GLH	28

Learning outcomes	Assessment criteria
The learner will:	The learner can:
1. Check quantities of ingredients	1.1 Identify the specified ingredients 1.2 Check quantities against instructions and specifications 1.3 Calculate quantities of ingredients required for production.
2. Select ingredients	2.1 Select ingredients to meet production needs 2.2 Check condition, quantity and quality of ingredients 2.3 Isolate sub-standard ingredients 2.4 Report sub-standard ingredients to the relevant people: 2.5 Take action to source and identify alternatives, if ingredients are not available

	2.6 Store ingredients according to specified procedures ready for further processing.
3. Weigh and measure ingredients	3.1 Check ingredients against instructions and specifications
	3.2 Check accuracy of bakery weighing and measuring equipment
	3.3 Weigh and measure ingredients, avoiding contamination
	3.4 Store weighed and measured ingredients in the specified conditions, ready for further processing
	3.5 Label storage containers or mixing bowls, ready for further processing
	3.6 Operate within the limits of own authority and capabilities.
4. Know how to select and handle ingredients	4.1 State factors which affect quality of ingredients during: • handling • weighing • measuring • storage
	4.2 Explain the importance of handling and preparing ingredients at the optimum temperature and conditions
	4.3 Describe how to avoid contamination of ingredients
	4.4 Describe what might happen if contamination is not avoided

	4.5 Describe how to recognise and report:
	• sub- standard ingredients
	• signs of contamination
	• infestation or damage to ingredients and packaging.
5. Know how to measure ingredients	5.1 Describe how to use specifications to calculate or adjust the ratio of ingredients required for production
	5.2 State the importance of using the appropriate type of weighing and measuring equipment
	5.3 Describe the practice used to protect against potentially harmful effects of dust from ingredients
	5.4 Describe the equipment used to protect against allergies from skin contact with ingredients
	5.5 Describe how to label and store ingredients ready for mixing or further processing.
6. Know how to work according to company procedures	6.1 Describe how to report non-availability of ingredients
	6.2 Describe how to source alternative ingredients
	6.3 Outline the lines and methods of communication and importance of using them
	6.4 Outline the importance of working within time constraints required by production schedule
	6.5 Outline the documentation requirements and the importance of meeting them.
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	The relevant FDQ Qualification Handbook sets out the assessment and quality assurance requirements for this unit. 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	This unit of assessment relates to National Occupational Standards: • **IMPCB101** Select, weigh and measure ingredients in bakery operations
Copyright	© FDQ Ltd 2022