

FDQ - Qualification Specification

FDQ number	Qualification title	Qualifications Wales number	EQF Level	Review date
311-320	FDQ Level 2 Diploma for Proficiency in Food and Drink Operations (Wales)	C00/4561/5	3	31/03/2027

Qualification Purpose

This qualification is designed to develop the skills and knowledge of workers in the food 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:

- Food processing operative
- Food packaging and distribution operative
- Food service/sales operative
- Food 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 food skills 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 safely operating large scale food processing plant, heat treatment, 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;
 - food preparation and processing
 - food 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 Food and Drink Operations (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;
 - Food preparation controller/technician
 - Food processing and manufacture 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 *A/101/0004 Contribute to continuous improvement in food 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 Food and Drink Operations (Wales) learners must achieve 10 units and 37 credits and meet the rules of combination below. This is the minimum requirement for the qualification, additional units may be taken if applicable.

Learners must meet the rules of combination for one of the following pathways:

- Production and processing pathway
- Sales and service pathway

FDQ Level 2 Diploma for Proficiency in Food and Drink Operations (Wales)

Total Qualification Time (TQT)	370 hours
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Guided Learning Hours (GLH)	242 hours
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Production and processing pathway

Group A – Mandatory	3 units
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Group B – Underpinning knowledge	3 units
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Group C1 – Production and Processing	4 units
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Total number of units required for the qualification	10 units
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Minimum credits required	37 credits
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Sales and service pathway

Group A – Mandatory	3 units
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Group B – Underpinning knowledge	3 units
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Group C2 – Sales and Service	4 units
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Total number of units required for the qualification	10 units
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Minimum credits required	37 credits
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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
Y/650/2607	UK	Principles of HACCP based food safety systems	2	1	8
Group B Underpinning knowledge units					
L/502/7432	UK	Principles of product quality and improvements in food operations	2	2	11
K/502/0181	UK	Principles of food safety for manufacturing	2	1	9
R/502/7433	UK	Principles of using and storing materials in food operations	2	1	7
Y/502/7434	UK	Principles of packing and labelling food products in food operations	2	2	13
D/502/7435	UK	Principles of clean in place (CIP) in food operations	2	1	8
H/502/7436	UK	Principles of food processing operations	2	1	7

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
K/502/7437	UK	Principles of sharpening, maintaining and selecting cutting tools and equipment in food operations	2	2	11
K/602/0630	UK	Principles of cans and closing cans in food manufacture	2	2	10
M/502/7438	UK	Principles of glass bottles and related closures in food manufacture	2	3	20
K/502/7499	UK	Principles of plastic bottles and related closures in food manufacture	2	3	20
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
K/502/7356	UK	Principles of evaporation in food operations	2	1	8
H/601/5216	UK	Principles of valves and pumps in food manufacture	2	2	16
K/601/5217	UK	Principles of plate heat exchangers in food manufacture	2	2	16
D/502/7354	UK	Principles of working in explosion risk areas in food operations	2	1	8

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
M/502/7357	UK	Principles of instrumentation and control systems in food operations	2	3	17
M/602/4498	UK	Principles of using ICT and MIS in food technology	3	3	23
Y/502/7496	UK	Principles of sensory assessment in food technology	3	3	22
A/602/4505	UK	Principles of weights and measures in food technology	3	4	30
T/602/4552	UK	Principles of cleaning raw food materials	3	3	22
A/602/4553	UK	Principles of sorting and grading produce and food material	3	3	22
F/602/4554	UK	Principles of bulk size reduction of produce and food materials	3	4	30
F/602/4506	UK	Principles of freezing methods in food technology	3	4	30
J/602/4555	UK	Principles of homogenisation in food technology	3	4	30
H/502/7498	UK	Principles of filtration in food technology	3	4	26
J/502/7493	UK	Principles of centrifugation in food technology	3	3	28

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
L/502/7494	UK	Principles of blanching in food technology	3	3	21
R/502/7495	UK	Principles of irradiation in food technology	3	4	34
L/602/4556	UK	Principles of aseptic packaging food technology	3	3	20
D/602/4562	UK	Principles of bar coding in food technology	3	3	20
K/602/4564	UK	Principles of paper and board packaging in food operations	3	4	34
M/602/4565	UK	Principles of plastic and cellulose films in food and drink	3	4	34
Group C1 Production and processing					
B/101/0001	OC	Contribute to developing production specifications in a food and drink environment	2	5	39
B/101/0002	OC	Start-up plant and equipment in food and drink operations	2	4	22
B/101/0003	OC	Shut down plant and equipment in food and drink operations	2	4	14
B/101/0004	OC	Start-up multi-stage operations in food and drink operations	3	4	20

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
B/101/0005	OC	Shut down multi-stage operations in food and drink operations	3	4	18
B/101/0006	OC	Carry out product changeovers in food and drink operations	2	4	27
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/101/0009	OC	Report and record production information in food and drink operations	2	4	26
B/101/0010	OC	Operate central control systems in food and drink operations	2	4	21
B/101/0011	OC	Control manual size reduction in food and drink operations	2	5	32
B/101/0012	OC	Control size reduction in food and drink operations	2	7	46
B/101/0013	OC	Control weighing in food and drink operations	2	6	36
B/101/0014	OC	Control mixing in food and drink operations	2	7	46

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
B/101/0015	OC	Control heat treatment in food and drink operations	2	7	46
B/101/0016	OC	Control segregation and integrity in food and drink operations	2	7	46
B/101/0017	OC	Control temperature reduction in food and drink operations	2	7	46
B/101/0018	OC	Control batching in food and drink operations	2	7	46
B/101/0019	OC	Control conversion in food and drink operations	2	7	46
B/101/0020	OC	Control conditioning in food and drink operations	2	7	46
B/101/0021	OC	Control forming in food and drink operations	2	7	46
B/101/0022	OC	Control depositing in food and drink operations	2	7	44
B/101/0023	OC	Control enrobing in food and drink operations	2	7	43
B/101/0024	OC	Control wrapping and labelling in food and drink operations	2	6	34
B/101/0025	OC	Control bottling and packing in food and drink operations	2	9	64

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
B/101/0026	OC	Control pelletising in food and drink operations	2	7	46
B/101/0027	OC	Control milling in food and drink operations	3	7	46
B/101/0028	OC	Control slicing and bagging in food and drink operations	2	7	43
B/101/0029	OC	Slice and bag individual products in food operations	2	4	30
B/101/0030	OC	Bake off products for sale in food operations	2	4	28
B/101/0031	OC	Control product defrosting in food operations	2	5	34
B/101/0032	OC	Prepare sauces/marinades by hand in food operations	2	5	30
B/101/0033	OC	Control membrane processing in food operations	2	6	39
B/101/0034	OC	Control bottle washing in food and drink operations	2	7	46
B/101/0035	OC	Control canning in food and drink operations	2	6	37
B/101/0036	OC	Select and prepare raw materials in food and drink operations	2	5	31

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
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
B/101/0037	OC	Plan and organise your own work activities in a food business	2	2	15
D/101/0001	OC	Communicate in a business environment	2	3	10
B/101/0038	OC	Contribute to environmental safety in food manufacture	2	4	16
B/101/0039	OC	Contribute to optimising work areas in food and drink operations	3	6	41
D/101/0002	OC	Contribute to the maintenance of plant and equipment in food and drink operations	2	6	50
B/101/0040	OC	Contribute to the effectiveness of food and drink retail operations	2	4	21
D/101/0003	OC	Lift and handle materials in food manufacture	2	4	25
A/101/0005	OC	Carry out task handover procedures in food and drink operations	2	3	17

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/101/0004	OC	Carry out hygiene cleaning in food and drink operations	2	6	51
D/101/0005	OC	Control washing and drying machinery in food and drink operations	2	5	28
D/101/0006	OC	Supply materials for production in food and drink operations	2	6	35
D/101/0007	OC	Carry out bulk filling in food and drink operations	2	4	21
D/101/0008	OC	Move materials using mechanical transfer systems in food and drink operations	2	2	15
D/101/0009	OC	Palletise and wrap products in food and drink operations	2	5	27
D/101/0010	OC	Load consignments for despatch in food and drink operations	2	5	34
D/101/0011	OC	Contribute to keeping the workplace secure	2	3	22
D/101/0012	OC	Contribute to maintaining stock security and minimising losses in food and drink operations	2	4	24

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
D/101/0013	OC	Control effluent treatment operations in food and drink operations	2	7	53
Group C2 Sales and service					
B/101/0040	OC	Contribute to the effectiveness of food and drink retail operations	2	4	21
B/101/0024	OC	Control wrapping and labelling in food and drink operations	2	6	34
C/101/0001	OC	Prepare ingredients and store fillings and toppings in food operations	2	5	39
B/101/0029	OC	Slice and bag individual products in food operations	2	4	30
B/101/0030	OC	Bake off products for sale in food operations	2	4	28
C/101/0002	OC	Finish bake-off products	2	5	22
B/101/0032	OC	Prepare sauces/marinades by hand in food operations	2	5	30
D/101/0014	OC	Receive goods and materials in food and drink operations	2	9	60
D/101/0015	OC	Store and organise goods and materials in food and drink operations	2	7	49
D/101/0016	OC	Control stock levels in food and drink operations	2	4	30

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
D/101/0017	OC	Process orders for goods in food and drink operations	2	4	26
D/101/0018	OC	Pick orders and store in food and drink operations	2	4	24
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
C/101/0003	OC	Assemble different products to a pre-determined pattern in food and drink operations	2	7	29
D/101/0022	OC	Prepare goods and materials for despatch	2	6	39
C/101/0004	OC	Sell food and drink products in a retail environment	2	5	34
C/101/0005	OC	Display food and drink products in a food retail environment	2	5	33
C/101/0006	OC	Prepare and clear areas for counter/take-away service	2	4	14
C/101/0007	OC	Provide a counter/take-away service	2	4	16

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
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/101/0010	OC	Assemble and process products for food service	2	4	24
D/101/0001	OC	Communicate in a business environment	2	3	10
D/101/0003	OC	Lift and handle materials in food manufacture	2	4	25
D/101/0002	OC	Contribute to the maintenance of plant and equipment in food and drink operations	2	6	50
D/101/0011	OC	Contribute to keeping the workplace secure	2	3	22
D/101/0012	OC	Contribute to maintaining stock security and minimising losses in food and drink operations	2	4	24
A/101/0005	OC	Carry out task handover procedures in food and drink operations	2	3	17
A/101/0003	OC	Maintain product quality in food and drink operations	2	4	16

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
A/101/0004	OC	Contribute to continuous improvement in food operations	2	5	26

Exemplar unit of assessment

Title	Contribute to continuous improvement in food operations				
FDQ unit reference	A/101/0004				
Level	2	Credit value	5	GLH	26
Learning outcomes		Assessment criteria			
The learner will:		The learner can:			
1. Identify improvements in the workplace		1.1 Identify and make positive suggestions about areas for improvement 1.2 Gather accurate information about potential improvements 1.3 Check that suggestions for improvement can be justified and are realistic.			
2. Share and communicate own ideas for improvement		2.1 Share ideas for improvement with relevant people and react positively to feedback received 2.2 Assess feedback and make adjustments and amendments to improvements ideas 2.3 Communicate finalised ideas in sufficient detail to enable further action to be agreed.			
3. Agree, test and evaluate plan for improvements		3.1 Work with others to agree an effective action plan for putting improvement ideas into action 3.2 Make a positive contribution to putting the plan into action 3.3 Test and accurately check improvements to find out how effective they are before recommending further action			

	<p>3.4 Evaluate the effectiveness of improvements that have been introduced.</p>
<p>4. Know about the importance of continuous improvement in food operations</p>	<p>4.1 State which work area/food operations activity is to be considered for continuous improvement practice</p> <p>4.2 Outline the health, safety and hygiene requirements of the area in which the continuous improvement activity is to be carried out</p> <p>4.3 State why continuous improvement is necessary and what the potential benefits are</p> <p>4.4 Describe the food operations activity considered for review</p> <p>4.5 Outline the importance of planning improvements.</p>
<p>5. Know about the resources and measures to support a continuous improvement activity in food operations</p>	<p>5.1 State the required production/activity rate for the operations activity</p> <p>5.2 Outline the resources required by the operations activity</p> <p>5.3 Outline the potential sources of waste associated with the operations activity</p> <p>5.4 State the measures available to control waste</p> <p>5.5 State the improvement targets and objectives set for the work operation</p> <p>5.6 State the role of standard operating procedures in contributing to continuous improvement.</p>
<p>6. Know how to support and communicate continuous</p>	<p>6.1 Outline how own knowledge and experience can add value to the improvement process</p>

<p>improvement activity in food operations</p>	<p>6.2 Describe how to support the identification of potential improvements</p> <p>6.3 Describe how to identify problems and opportunities for solving them</p> <p>6.4 Describe how to contribute to discussions and respond to possible disagreements in a positive and constructive manner</p> <p>6.5 State the extent of own authority, and the person to report to in the event of problems that cannot be resolved</p> <p>6.6 State how improvements are communicated in own work area</p> <p>6.7 Outline how to provide information to support the evaluation of improvement activities.</p>
<p>Purpose and assessment overview</p>	
<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> <p>The learner must demonstrate their skills, knowledge and understanding to meet all learning outcomes in their chosen units.</p>
<p>Additional information about this unit</p>	
<p>Details of the relationship between the unit and relevant national occupational</p>	<p>This unit of assessment relates to National Occupational Standards:</p>

standards or other professional standards or curricula	<ul style="list-style-type: none"> IMPQI205 Contribute to continuous improvement in food operations
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