FDQ - Qualification Specification

FDQ number	Qualification title	Qualification number (QN) Qualification Wales number	EQF Level	Review date
112-222	FDQ Level 2 Certificate for Proficiency in Food Team Leading	600/8736/5 C00/0542/3	3	31st Dec 2026

Qualification purpose

This qualification is designed for learners who are working in a food manufacture 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 manufacturers and the 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 manufacture or supply chain environment.

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 units or food skills experience to take this qualification. The qualification assesses and recognises competent achievement within the workplace.

This qualification is a Certificate requiring achievement of 27 credits, graded at pass/fail. It is designed to provide occupational competence in the roles listed above 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 minimum and maximum 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 Level 3 Certificate/Diploma for Proficiency in Food Management

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

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

Occupational skills (OS) units are designed to assess the learner's applied skills required to demonstrate competent performance in the workplace in a defined role. Assessment of this qualification is by learner portfolio of achievement. Evidence of performance can be supplemented by other assessment evidence e.g. witness testimony, work-related questioning, workplace documentation, photographic evidence and professional discussion.

Other assessment methods may be used to assess occupational knowledge (OK) and underpinning knowledge (UK) requirements including e-assessment, multiple-choice examination and assignment. Assessment requirements are set out in individual units of assessment, see exemplar *F/601/2954 Principles of continuous improvement techniques (Kaizen) in food operations.* Assessment requirements are set out in individual units of assessment. Reasonable adjustments apply that allow learner support for oral or other assessment adjustment arrangements to meet learner needs. All assessment activity is subject to internal quality assurance.

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.

Rules of Combination (RoC)

FDQ Level 2 Certificate for Proficiency in Food Team Leading	
Total Qualification Time (TQT)	**270 hours**
Food management units (Group A)	Mandatory 20+ credits
Knowledge units (Group B)	Optional 2+ credits
Guided Learning Hours Range (min-max)	136-200 hours

List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
Group A Food management units					
Plan and allocate team operations					
J/504/8294	OS	Plan and allocate work in a food team	2	2	13
H/504/8299	OK	Understand how to plan and allocate work in a food team	2	2	11
L/504/8300	OS	Support the development of an operational plan in a food business	2	2	11
R/504/8301	OK	Understand how to support the development of an operational plan in a food business	2	2	13
Y/504/8302	OK	Understand how to support the development of a supply chain plan in a food business	2	2	14
D/504/8303	OS	Contribute to the development of a project plan in a food business	2	2	11
H/504/8304	OK	Understand how to contribute to the development of a project plan in a food business	2	2	15
Set and monitor team targets					
A/504/8339	OS	Set team targets in a food business	2	2	13
M/504/8340	OK	Understand how to set team targets in a food business	2	2	13
T/504/8341	OS	Support the development of objectives and key performance indicators in a food business	2	3	15
A/504/8342	OK	Understand how to support the development of objectives and key performance indicators in a food business	2	2	14

Unit ref	Unit type	Unit title	Level	Credit	GLH
F/504/8343	OS	Monitor team operations in a food business	2	2	13
J/504/8344	OK	Understand how to monitor team operations in a food business	2	2	13
F/602/4697	OS	Monitor and control throughput to achieve targets in food operations	3	2	9
J/602/4698	OK	Understand how to monitor and control throughput to achieve targets in food operations	3	3	15
L/504/8345	OS	Monitor resources in a food business	2	2	10
R/504/8346	OK	Understand how to monitor resources in a food business	2	2	14

Lead team operations

Unit ref	Unit type	Unit title	Level	Credit	GLH
K/504/8305	OS	Lead team briefings in a food business	2	2	14
L/504/8295	OK	Understand how to lead team briefings in a food business	2	2	12
Y/601/2944	OS	Contribute to problem diagnosis in food manufacture	2	2	10
D/601/2945	OK	Understand how to contribute to problem diagnosis in food manufacture	2	2	15
H/601/2946	OS	Contribute to problem resolution in food manufacture	2	3	13
K/601/2947	OK	Understand how to contribute to problem resolution in food manufacture	2	2	18
H/601/8309	OS	Carry out product changeovers in food manufacture	2	2	11
Y/601/8310	OK	Understand how to carry out product changeovers in food manufacture	2	2	16

Unit ref	Unit type	Unit title	Level	Credit	GLH
A/601/8316	OS	Carry out task hand-over procedures in food manufacture	2	2	10
F/601/8317	OK	Understand how to carry out task hand-over procedures in food manufacture	2	1	7
M/504/8306	OS	Support the development of a procedure in a food business	2	2	12
R/504/8296	OK	Understand how to support the development of a procedure in a food business	2	2	12
T/504/8307	OS	Contribute to the implementation of a project in a food business	2	2	14
A/504/8308	OK	Understand how to contribute to the implementation of a project in a food business	2	2	12
F/504/8309	OS	Report progress towards achievement of team targets in a food business	2	2	13
Y/504/8297	OK	Understand how to report progress towards achievement of team targets in a food business	2	2	11
T/504/8310	OS	Report team performance in a food business	2	2	11
D/504/8298	OK	Understand how to report team performance in a food business	2	2	11
A/504/8311	OS	Review individual performance in a food business team	2	2	11
F/504/8312	OK	Understand how to review individual performance in a food business team	2	2	13
J/504/8313	OS	Maintain team compliance with food safety standards in a food business	2	2	15
L/504/8314	OK	Understand how to maintain team compliance with food safety standards in a food business	2	2	13

Unit ref	Unit type	Unit title	Level	Credit	GLH
R/504/8315	OS	Maintain team compliance with health and safety standards in a food business	2	2	15
Y/504/8316	OK	Understand how to maintain team compliance with health and safety standards in a food business	2	2	14
D/504/8317	OS	Carry out a team health and safety risk assessment in a food business	2	2	15
H/504/8318	OK	Understand how to carry out a team health and safety risk assessment in a food business	2	2	14
K/504/8319	OS	Support the management of conflict in a food business	2	2	13
D/504/8320	OK	Understand how to support the management of conflict in a food business	2	2	13
H/504/8321	OS	Maintain standards of team conduct in a food business	2	2	13
K/504/8322	OK	Understand how to maintain standards of team conduct in a food business	2	2	14
M/504/8323	OS	Support the maintenance of team discipline in a food business	2	2	14
T/504/8324	OK	Understand how to support the maintenance of team discipline in a food business	2	2	14
A/504/8325	OS	Report grievance in a food business	2	2	12
F/504/8326	OK	Understand how to report grievance in a food business	2	2	13
J/504/8327	OS	Maintain customer service standards in a food business	2	2	12
L/504/8328	OK	Understand how to maintain customer service standards in a food business	2	2	12

Unit ref	Unit type	Unit title	Level	Credit	GLH
Y/601/2927	OS	Organise and improve work activities for achieving excellence in food operations	2	3	13
D/601/2928	OK	Understand how to organise and improve work activities for achieving excellence in food operations	2	3	14
H/601/2929	OS	Contribute to continuous improvement for achieving excellence in food operations	2	3	14
Y/601/2930	OK	Understand how to contribute to continuous improvement for achieving excellence in food operations	2	2	12
R/504/8329	OS	Develop personal performance in a food business	2	2	15
J/504/8330	OK	Understand how to develop personal performance in a food business	2	3	15

Support team operations

Unit ref	Unit type	Unit title	Level	Credit	GLH
L/504/8331	OS	Provide support to team members in a food business	2	2	13
R/504/8332	OK	Understand how to provide support to team members in a food business	2	2	12
Y/504/8333	OS	Provide team instruction and demonstration in a food business	3	2	12
D/504/8334	OK	Understand how to provide team instruction and demonstration in a food business	3	2	12
H/504/8335	OS	Assess the performance of team members in a food business	3	2	9
K/504/8336	OK	Understand how to assess the performance of team members in a food business	3	2	13

Unit ref	Unit type	Unit title	Level	Credit	GLH
M/504/8337	OS	Contribute effectively to meetings and communication in a food business	2	2	10
T/504/8338	OK	Understand how to contribute effectively to meetings and communication in a food business	2	2	10
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

Title	Principles of continuous improvement techniques (Kaizen) in food operations				
Ofqual unit ref	F/601/2954				
Level	3	Credit value	3	GLH	15
Learning outcomes	Assessment criteria				
The learner will:	The learner can:				
1. Understand the features, importance of Kaizen activity	1.1 Explain how the health, safety and hygiene requirements of a work area can influence a Kaizen activity 1.2 Summarise the main features of a Kaizen activity and the establishment of measurable improvements 1.3 Evaluate the importance of encouraging people to identify continuous improvements 1.4 Explain the evaluation of improvement ideas and selection of those that are to be pursued 1.5 Explain the function of standard operating procedures and specifications 1.6 Clarify the resources required to support production schedules and specifications 1.7 Describe why it is important to be clear about the levels of authority of personnel linked to problem resolution.				

2. Understand the criteria and requirements for Kaizen and problem solving	2.1 Explain the criteria used to select an area/processing activity for Kaizen activity
	2.2 Explain the importance of understanding the food process and/or activity under review
	2.3 Summarise the requirements for the deployment of Kaizen, and the resources required by the activity