

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 | 30/06/2025 |

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)

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| 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 | | | | | |

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| 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 |

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| 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 |

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| 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 |

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| 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

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| 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

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|---|--|---------------------|---|------------|----|
| 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 | | |

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| | <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> |

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| | 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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