

## FDQ - Qualification Specification

| FDQ number | Qualification title  | Qualification number (QN)<br>Qualification Wales number | EQF Level | Review date               |
|------------|--|---|-----------|---------------------------|
| 211-052    | FDQ Level 3 Certificate for Proficiency in Food Manufacturing Excellence | 501/2344/0<br>C00/0294/3                                | 4         | 31 <sup>st</sup> Dec 2026 |

### Qualification Purpose

This qualification is designed primarily for learners who wish to develop advanced occupational skills and knowledge in techniques and change processes that drive improvement and sustainability in food supply chain businesses. The qualification confirms occupational competence in specific job roles including:

- Food processing controller/technician
- Food packaging and distribution controller/technician
- Food service/sales controller/supervisor
- Food quality assurance controller/supervisor

*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. However, prior achievement of FDQ Level 2 Certificate/Diploma for Proficiency in Food Manufacturing Excellence may be an advantage for some learners. The qualification assesses and recognises achievement within the workplace.

The qualification covers mandatory skills from a wide range of areas like: developing working relationships, planning and organising change, selecting and applying improvement techniques, monitoring improvement, providing excellence coaching and support, diagnosing and resolving problems. Learners can work in any context in the food business to achieve the qualification including: processing/production, distribution, service and retail. Learners may choose optional units in food manufacturing excellence knowledge to meet their learning and development needs.

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). Where these roles involve significant multi-tasking and complex operational improvement arrangements a larger Diploma qualification is recommended. The Diploma requires achievement of 37 credits and allows the learner to achieve additional qualification units to reflect larger and more complex improvement roles.

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**

This qualification will support progression to further learning in:

1. subject areas including:
  - lean manufacture and continuous improvement techniques
  - sustainability for food processing, distribution, service and retail
  - food management
  - food science and technology
  - food hygiene, safety and quality.
2. particular qualifications including:
  - FDQ Level 4 Certificate for Proficiency in Food Manufacturing Excellence

- Level 4 Award in Food Safety Management for Manufacturing
  - Level 4 Award in HACCP Management in Manufacturing
  - Level 4/5 Food Science/Technology
  - Level 4/5 Management.
3. This qualification may support employment in/into technician/manager level roles including:
- Lean/improvement manager
  - Food preparation manager/consultant
  - Food processing and manufacture technician/manager
  - Food sales and service manager
  - Quality assurance technician/manager.

This Certificate is recommended for learners progressing into Level 4 Certificate learning in the subject areas or qualifications listed above. The achievement of this Certificate may not confirm sufficient breadth of development and competence to fully support progression to Level 4 Diploma sized learning and qualifications. A larger Diploma is recommended for learners progressing into Level 4 Diploma learning in subject areas and qualifications.

### Qualification support

This qualification has received support from the Food and Drink Training and Education Council and employers.

### 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

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/602/5557 Understand how to organise and run meetings in food manufacture*. 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 3 Certificate for Proficiency in Food Manufacturing Excellence |                          |
|--|--------------------------|
| <b>Total credits required for qualification</b>                          | <b>27</b>                |
| <b>Total Qualification Time (TQT)</b>                                    | <b>270 hours</b>         |
| Group A – Working with others  | Mandatory<br>12+ credits |
| Group B – Tools and techniques   | Mandatory<br>12+ credits |
| Group C – FME knowledge  | Optional<br>0-7 credits  |
| Guided Learning Hours Range (min-max)                                    | 75-214 hours             |

## List of units

| Unit ref                           | Unit type | Unit title   | Level | Credit | GLH |
|------------------------------------|-----------|--|-------|--------|-----|
| <b>Group A Working with others</b> |           |  |       |        |     |
| A/602/5556                         | OS        | Organise and run meetings in food manufacture                                      | 3     | 2      | 9   |
| F/602/5557                         | OK        | Understand how to organise and run meeting in food manufacture                     | 3     | 2      | 14  |
| M/602/6302                         | OS        | Develop working relationships with colleagues in food operations                   | 3     | 3      | 15  |
| A/602/6304                         | OS        | Understand how to develop working relationships with colleagues in food operations | 3     | 2      | 12  |
| H/600/9674                         | OS        | Plan, allocate and monitor work in own area of responsibility                      | 4     | 5      | 25  |

| Unit ref   | Unit type | Unit title  | Level | Credit | GLH |
|------------|-----------|---|-------|--------|-----|
| T/600/9601 | OS        | Provide leadership and direction for own area of responsibility                                       | 4     | 5      | 30  |
| R/602/5627 | OS        | Contribute to continuous improvement of food safety in manufacture                                    | 3     | 3      | 20  |
| Y/602/5628 | OK        | Understand how to contribute to continuous improvement of food safety in manufacture                  | 3     | 4      | 30  |
| T/602/5071 | OS        | Contribute to the development of an achieving excellence culture in food operations                   | 3     | 3      | 9   |
| A/602/5072 | OK        | Understand how to contribute to the development of an achieving excellence culture in food operations | 3     | 3      | 18  |
| F/602/5073 | OS        | Plan organisational change for achieving excellence in food operations                                | 3     | 4      | 16  |
| J/602/5074 | OK        | Understand how to plan organisational change for achieving excellence in food operations              | 3     | 3      | 14  |
| L/602/5075 | OS        | Manage organisational change for achieving excellence in food operations                              | 3     | 4      | 21  |
| R/602/5076 | OK        | Understand how to manage organisational change for achieving excellence in food operations            | 3     | 3      | 17  |
| Y/602/5077 | OS        | Provide organisational support for achieving excellence in food operations                            | 3     | 2      | 12  |
| D/602/5078 | OK        | Understand how to provide organisational support for achieving excellence in food operations          | 3     | 3      | 15  |

| Unit ref   | Unit type | Unit title  | Level | Credit | GLH |
|------------|-----------|---|-------|--------|-----|
| D/602/5629 | OS        | Monitor change and improvement for achieving excellence in food operations                              | 3     | 3      | 11  |
| Y/602/5631 | OK        | Understand how to monitor change and improvement for achieving excellence in food operations            | 3     | 2      | 12  |
| D/602/5632 | OS        | Review and evaluate organisational change for achieving excellence in food operations                   | 3     | 3      | 14  |
| H/602/5633 | OK        | Understand how to review and evaluate organisational change for achieving excellence in food operations | 3     | 3      | 18  |
| K/602/5634 | OS        | Contribute to the development of an achieving excellence strategy in food operations                    | 3     | 2      | 11  |
| M/602/5635 | OK        | Understand how to contribute to the development of an achieving excellence strategy in food operations  | 3     | 2      | 12  |
| T/602/5023 | OS        | Identify learning and skills needs for achieving excellence in food operations                          | 3     | 2      | 9   |
| A/602/5024 | OK        | Understand how to identify learning and skills needs for achieving excellence in food operations        | 3     | 2      | 9   |
| F/602/5025 | OS        | Provide coaching and mentoring for achieving excellence in food operations                              | 3     | 3      | 15  |
| J/602/5026 | OK        | Understand how to provide coaching and mentoring for achieving excellence in food operations            | 3     | 3      | 14  |
| L/602/5027 | OS        | Provide training for achieving excellence in food operations  | 3     | 3      | 13  |

| Unit ref                            | Unit type | Unit title  | Level | Credit | GLH |
|-------------------------------------|-----------|---|-------|--------|-----|
| R/602/5028                          | OK        | Understand how to provide training for achieving excellence in food operations                      | 3     | 2      | 11  |
| Y/602/5029                          | OS        | Assess teams and individuals in the achievements of excellence in food operations                   | 3     | 3      | 13  |
| L/602/5030                          | OK        | Understand how to assess teams and individuals in the achievements of excellence in food operations | 3     | 2      | 13  |
| R/602/5031                          | OS        | Manage workplace organisation for achieving excellence in food operations                           | 3     | 3      | 11  |
| Y/602/5032                          | OK        | Understand how to manage workplace organisation for achieving excellence in food operations         | 3     | 2      | 13  |
| D/602/5033                          | OS        | Manage compliance to support achieving excellence in food operations                                | 3     | 2      | 10  |
| H/602/5034                          | OK        | Understand how to manage compliance to support achieving excellence in food operations              | 3     | 2      | 16  |
| <b>Group B Tools and techniques</b> |           |   |       |        |     |
| 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/602/4699                          | OS        | Carry out quality audits in food operations   | 3     | 3      | 9   |
| T/602/4700                          | OK        | Understand how to carry out quality audits in food operations                                       | 3     | 3      | 15  |



| Unit ref   | Unit type | Unit title   | Level | Credit | GLH |
|------------|-----------|--|-------|--------|-----|
| A/602/4701 | OS        | Control energy efficiency in food operations   | 3     | 3      | 13  |
| F/602/4702 | OS        | Control waste minimisation in food operations  | 3     | 3      | 16  |
| J/602/4703 | OK        | Understand how to control waste minimisation in food operations                        | 3     | 3      | 24  |
| L/602/4704 | OS        | Control water usage in food operations   | 3     | 3      | 16  |
| R/602/4705 | OK        | Understand how to control water usage in food operations                               | 3     | 3      | 25  |
| Y/602/4706 | OS        | Control transport efficiency in food operations  | 3     | 3      | 16  |
| D/602/4707 | OK        | Understand how to control transport efficiency in food operations                      | 3     | 3      | 25  |
| F/602/4621 | OS        | Analyse current practice for achieving excellence in food operations                   | 3     | 3      | 20  |
| J/602/4622 | OK        | Understand how to analyse current practice for achieving excellence in food operations | 3     | 2      | 15  |
| L/602/4623 | OS        | Carry out value stream mapping (VSM) programme in food operations                      | 3     | 4      | 22  |
| R/602/4624 | OK        | Understand how to carry out value stream mapping (VSM) programme in food operations    | 3     | 3      | 17  |
| Y/602/4625 | OS        | Implement visual management systems in food operations                                 | 3     | 4      | 21  |
| D/602/4626 | OK        | Understand how to apply visual management systems in food operations                   | 3     | 2      | 15  |

| Unit ref   | Unit type | Unit title  | Level | Credit | GLH |
|------------|-----------|---|-------|--------|-----|
| A/602/4617 | OS        | Diagnose problems in food operations  | 3     | 3      | 14  |
| F/602/4618 | OK        | Understand how to diagnose problems in food operations  | 3     | 3      | 16  |
| H/602/4627 | OS        | Analyse and select areas for achieving excellence in food operations                                  | 3     | 3      | 10  |
| R/503/5838 | OK        | Understand how to analyse and select areas for achieving excellence in food operations                | 3     | 3      | 16  |
| L/503/5837 | OS        | Apply Failure Modes and Effect Analysis (FMEA) in food operations                                     | 3     | 4      | 20  |
| H/602/4630 | OK        | Understand how to carry out Failure Modes and Effect Analysis (FMEA) in food operations               | 3     | 2      | 11  |
| J/602/4619 | OS        | Resolve problems in food operations   | 3     | 3      | 16  |
| A/602/4620 | OK        | Understand how to resolve problems in food operations   | 3     | 4      | 22  |
| K/602/4631 | OS        | Plan and agree targets for achieving excellence in food operations                                    | 3     | 4      | 18  |
| J/503/5836 | OK        | Understand how to plan and agree targets for achieving excellence in food operations                  | 3     | 2      | 13  |
| T/602/4633 | OS        | Implement a problem solving methodology for achieving excellence in food operations                   | 3     | 4      | 19  |
| A/602/4634 | OK        | Understand how to implement a problem solving methodology for achieving excellence in food operations | 3     | 2      | 12  |

| Unit ref   | Unit type | Unit title   | Level | Credit | GLH |
|------------|-----------|--|-------|--------|-----|
| F/602/4649 | OS        | Implement improvement programmes for achieving excellence in food operations                               | 3     | 4      | 19  |
| T/602/4650 | OK        | Understand how to implement improvement programmes for achieving excellence in food operations             | 3     | 2      | 12  |
| A/602/4651 | OS        | Implement a set-up reduction programme for achieving excellence in food operations                         | 3     | 4      | 20  |
| F/503/5835 | OK        | Understand how to implement a set-up reduction programme for achieving excellence in food operations       | 3     | 2      | 13  |
| J/602/4653 | OS        | Implement mistake/error proofing (Poka Yoke) for achieving excellence in food operations                   | 3     | 3      | 15  |
| L/602/4654 | OK        | Understand how to implement mistake/error proofing (Poka Yoke) for achieving excellence in food operations | 3     | 3      | 18  |
| Y/503/5839 | OS        | Measure and collect data for achieving excellence in food operations                                       | 3     | 4      | 18  |
| Y/602/4656 | OK        | Understand how to measure and collect data for achieving excellence in food operations                     | 3     | 3      | 15  |
| D/602/4657 | OS        | Analyse improvement outcomes for achieving excellence in food operations                                   | 3     | 4      | 17  |
| H/602/4658 | OK        | Understand how to analyse improvement outcomes for achieving excellence in food operations                 | 3     | 2      | 11  |

| Unit ref                       | Unit type | Unit title  | Level | Credit | GLH |
|--------------------------------|-----------|---|-------|--------|-----|
| K/602/4659                     | OS        | Review improvement activities for achieving excellence in food operations                     | 3     | 4      | 15  |
| H/602/4692                     | OK        | Understand how to review improvement activities for achieving excellence in food operations   | 3     | 2      | 11  |
| K/602/4693                     | OS        | Evaluate improvement activities for achieving excellence in food operations                   | 3     | 3      | 17  |
| M/602/4694                     | OK        | Understand how to evaluate improvement activities for achieving excellence in food operations | 3     | 3      | 11  |
| T/602/4695                     | OS        | Sustain improvement for achieving excellence in food operations                               | 3     | 3      | 15  |
| A/602/4696                     | OK        | Understand how to sustain improvement for achieving excellence in food operations             | 3     | 2      | 9   |
| <b>Group C – FME knowledge</b> |           |   |       |        |     |
| Y/600/2382                     | UK        | The Principles of HACCP for Food Manufacturing  | 3     | 3      | 20  |
| L/601/2701                     | UK        | Principles of sustainability in food operations   | 3     | 4      | 34  |
| 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  |
| A/601/9689                     | UK        | Principles of change project management in food operations                                    | 4     | 4      | 35  |
| L/602/2001                     | UK        | Principles of an achieving excellence strategy in food operations                             | 4     | 4      | 24  |

| Unit ref   | Unit type | Unit title  | Level | Credit | GLH |
|------------|-----------|---|-------|--------|-----|
| J/601/2955 | UK        | Principles of flow process analysis in food operations                                  | 3     | 3      | 19  |
| D/601/2959 | UK        | Principles of Measurement System Analysis in food operations                            | 3     | 3      | 16  |
| Y/601/2961 | UK        | Principles of lead time analysis in food operations                                     | 3     | 3      | 16  |
| H/601/2963 | UK        | Principles of basic statistical analysis in food operations                             | 3     | 3      | 18  |
| K/601/2964 | UK        | Principles of Taguchi Linear graphs in food operations                                  | 3     | 3      | 18  |
| T/601/2966 | UK        | Principles of flexible production and manpower systems in food operations               | 3     | 4      | 25  |
| F/601/2968 | UK        | Principles of Statistical Process Control procedures (SPC) in food operations           | 3     | 3      | 21  |
| J/601/2969 | UK        | Principles of Design of Experiments (DOE) in food operations                            | 3     | 3      | 16  |
| A/601/2970 | UK        | Principles of Quality Function Deployment (QFD) in food operations                      | 3     | 4      | 21  |
| F/601/2971 | UK        | Principles of response surface methodology in food operations                           | 3     | 3      | 17  |
| L/601/2973 | UK        | Principles of Value Stream Mapping (VSM) in food operations                             | 3     | 3      | 18  |
| R/601/2974 | UK        | Principles of visual management systems in food operations                              | 3     | 3      | 19  |
| Y/601/2975 | UK        | Principles of analysing and selecting areas for achieving excellence in food operations | 3     | 2      | 12  |

| Unit ref   | Unit type | Unit title  | Level | Credit | GLH |
|------------|-----------|---|-------|--------|-----|
| D/601/2976 | UK        | Principles of Failure Modes and Effects Analysis (FMEA) in food operations      | 3     | 2      | 12  |
| H/601/2977 | UK        | Principles of Six Sigma process mapping in food operations                      | 3     | 3      | 18  |
| K/601/2978 | UK        | Principles of Six Sigma methodology in food operations                          | 3     | 3      | 17  |
| M/601/2979 | UK        | Principles of Six Sigma metrics in food operations                              | 3     | 4      | 22  |
| H/601/2980 | UK        | Principles of a set up reduction programme in food operations                   | 3     | 4      | 22  |
| K/601/2981 | UK        | Principles of mistake/error proofing (Poka Yoke) in food operations             | 3     | 3      | 20  |
| M/601/2982 | UK        | Principles of a characteristics selection matrix in food operations             | 3     | 3      | 19  |
| A/601/2984 | UK        | Principles of capability studies in food operations                             | 3     | 4      | 22  |
| F/601/2985 | UK        | Principles of multi variance charts in food operations                          | 3     | 3      | 17  |
| J/601/2986 | UK        | Principles of hypothesis testing in food operations                             | 3     | 3      | 22  |
| L/601/2987 | UK        | Principles of Evolutionary Operations (EVOP) in food operations                 | 3     | 3      | 22  |
| Y/601/2989 | UK        | Principles of central limit theorem and confidence intervals in food operations | 3     | 3      | 20  |
| L/601/2990 | UK        | Principles of Single Minute Exchange of Dies (SMED) in food operations          | 3     | 3      | 22  |

## Exemplar unit of assessment

|  |   |                     |   |            |    |
|--|---|---------------------|---|------------|----|
| <b>Title</b>   | Understand how to organise and run meetings in food manufacture |                     |   |            |    |
| <b>Ofqual unit ref</b>                                       | F/602/5557  |                     |   |            |    |
| <b>Level</b>   | 3   | <b>Credit value</b> | 2   | <b>GLH</b> | 14 |
| <b>Learning Outcomes</b>                                     |   |                     | <b>Assessment Criteria</b>  |            |    |
| The learner will:  |   |                     | The learner can:  |            |    |
| 1 Know how to plan and organise meetings in food manufacture |   |                     | 1.1 Clarify the value and limitations of meetings as a method of exchanging information and making decisions<br>1.2 Explain how to determine when meetings are the most effective method of dealing with issues<br>1.3 Describe alternatives to meetings that may be used to deal with issues<br>1.4 Describe the key differences between internal meetings and those involving people from outside the organisation. |            |    |
| 2 Know how to organise meetings in food manufacture          |   |                     | 2.1 Explain the purpose of an agenda for a meeting<br>2.2 Describe how to devise an agenda for a meeting<br>2.3 Describe how to provide information for others prior to meetings<br>2.4 Describe how to form groups for particular purposes   |            |    |

|   |   |
|---|---|
|   | <p>2.5 Explain how groups formed for particular purposes operate</p> <p>2.6 Explain how to influence groups formed for particular purposes</p> <p>2.7 Describe how to determine the relevant people to attend a meeting</p> <p>2.8 State procedures to follow when calling and preparing for meetings.</p>  |
| <p>3 Know how to run meetings in food manufacture</p>     | <p>3.1 Explain how to present information during meetings</p> <p>3.2 Explain the importance of determining the purpose and objectives of a meeting</p> <p>3.3 Describe how to report the outcomes of meetings</p> <p>3.4 Explain the importance of summarising discussions and decisions during meetings</p> <p>3.5 Describe at what points it is appropriate to summarise discussions and decisions in meetings.</p> |
| <p>4 Know how to control meetings in food manufacture</p> | <p>4.1 Describe how to identify unhelpful arguments and digressions in meetings</p> <p>4.2 Describe strategies to discourage unhelpful arguments and digressions in meetings</p> <p>4.3 Describe how to attract and use feedback from others about meeting</p>  |



|  |  |
|--|--|
|  | <p>leadership</p> <p>4.4 Explain how to choose a style of leadership that is most appropriate to the nature of a meeting</p> <p>4.5 Explain how to manage discussions so that the objectives of a meeting are met within the allocated time</p> <p>4.6 Explain the importance of ensuring that the decisions made are within the authority of those meeting.</p> |
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**Additional information about the unit**

|                                |  |
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| <p>Unit purpose and aim(s)</p> | <p>This unit is designed to assess the knowledge and understanding of learners in the workplace context, when organising and running meetings in food manufacture. It can be assessed on or off the job. The learner must demonstrate their current knowledge and understanding, to meet all assessment criteria. Assessment methods appropriate to the needs of the learner must be used to generate satisfactory evidence of knowledge and understanding. It is recommended that this unit is taken with the relevant Occupational Skills Unit. The Improve Assessment Strategy for Proficiency Qualifications in Food and Drink sets out the overarching assessment requirements.</p> |
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