

FDQ - Qualification Specification

FDQ number	Qualification title	Qualification number (QN)	EQF Level	Review date
112-233	FDQ Level 3 Diploma for Proficiency in Food Management	600/8545/9	4	31 Dec 2024

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 supervisory management roles. The qualification provides food manufacturers and the supply chain with a unique blend of business management competencies with technical food management competencies. It has been designed to manage and improve technical controls, quality assurance and 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 Diploma requiring achievement of 37 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 management
 - food science and technology
 - food hygiene, safety and quality management
2. particular qualifications including;
 - Level 4/5 Food Science/Technology
 - Level 4/5 Management
3. This qualification may support employment in/into technician/manager level roles including;
 - food processing and manufacture technician/manager
 - food sales and service manager
 - food safety/quality assurance technician/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

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 3 Diploma for Proficiency in Food Management	
Total credits required for qualification	37+
Total Qualification Time (TQT)	370 hours
Food management units (Group A)	Mandatory 30+ credits
Knowledge units (Group B)	Optional 3+ credits
Guided Learning Hours Range (min-max)	186-334 hours

List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
Group A Food management units					
Planning					
D/504/6891	OS	Contribute to the development of a strategic plan in a food business	3	2	15
H/504/6892	OK	Understand how to contribute to the development of a strategic plan in a food business	3	2	17
K/504/6893	OS	Contribute to the development of an operational plan in a food business	3	2	14
M/504/6894	OK	Understand how to contribute to the development of an operational plan in a food business	3	2	14
T/504/6895	OK	Understand how to contribute to the development of a supply chain operational plan in a food business	3	2	14
Target setting					
R/504/6905	OS	Plan and agree targets in a food business	3	2	13
Y/504/6906	OS	Set objectives in a food business	3	2	12
D/504/6907	OS	Set key performance indicators in a food business	3	2	15
H/504/6908	OK	Understand how to set targets in a food business	3	2	12
K/504/6909	OS	Produce a work schedule in a food business	3	2	13
D/504/6910	OK	Understand how to produce a work schedule in a food business	3	2	13
Allocate resources					
A/504/7319	OS	Identify staff resource needs in a food business	3	3	21

M/504/7320	OK	Understand how to identify staff resource needs in a food business	3	3	21
T/504/7321	OS	Co-ordinate recruitment activity in a food business	3	3	18
A/504/7322	OK	Understand how to co-ordinate recruitment activity in a food business	3	3	19
F/504/7323	OS	Induct employees into a food business	3	3	19
J/504/7324	OK	Understand how to induct employees into a food business	3	3	21
L/504/7325	OS	Allocate staff resources in a food business	3	3	19
R/504/7326	OK	Understand how to allocate staff resources in a food business	3	2	15
Y/504/7327	OS	Identify physical resource requirements in a food business	3	2	18
D/504/7328	OK	Understand how to identify physical resources in a food business	3	2	19
H/504/7329	OS	Utilise resources to maximise performance in a food business	3	3	21
Y/504/7330	OK	Understand how to utilise resources to maximise performance in a food business	3	3	20
Deploy operations					
D/504/7331	OS	Deploy an operational plan in a food business	3	2	14
H/504/7332	OK	Understand how to deploy an operational plan in a food business	3	3	21
K/504/7333	OS	Support the development of a procedure in a food business	3	3	20
M/504/7334	OK	Understand how to support the development of a procedure in a food business	3	3	20

T/504/7335	OS	Support the development of a specification in a food business	3	3	20
A/504/7336	OK	Understand how to support the development of a specification in a food business	3	3	20
F/504/7337	OS	Contribute to sourcing supplies in a food business	3	2	15
J/504/7338	OK	Understand how to contribute to sourcing supplies in a food business	3	3	23
L/504/7339	OS	Contribute to the maintenance of compliance in a food business	3	3	20
F/504/7340	OK	Understand how to contribute to the maintenance of compliance in a food business	3	4	24
J/504/7341	OS	Support improvement practice in a food business	3	2	14
L/504/7342	OK	Support sustainable practice in a food business	3	2	15
J/504/7355	OS	Contribute to project management in a food business	3	3	20
L/504/7356	OK	Understand how to contribute to project management in a food business	3	3	21
R/504/7360	OS	Manage a budget in a food business	3	2	15
Y/504/7361	OK	Understand how to manage a budget in s food business	3	3	20
H/504/7363	OS	Write reports and present management information in a food business	3	3	18
M/504/7365	OK	Understand how to write reports and present management information in a food business	3	3	20
A/504/7367	OS	Deliver a presentation in a food business	3	2	10
F/504/7368	OK	Understand how to deliver a presentation in a food business	3	2	16
J/504/7369	OS	Lead meetings in a food business	3	2	10

A/504/7370	OK	Understand how to lead meetings in a food business	3	3	20
F/504/7371	OS	Manage a production trial in a food business	3	3	17
J/504/7372	OK	Understand how to a manage production trial in a food business	3	3	26
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
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
L/504/7373	OS	Promote customer service in a food business	3	2	16
R/504/7374	OK	Understand how to promote customer service in a food business	3	2	16
Y/504/7375	OS	Contribute to resolving complaints in a food business	3	2	13
D/504/7376	OK	Understand how to contribute to resolving complaints in a food business	3	3	20
K/504/7378	OS	Conduct an internal audit in a food business	3	2	16
M/504/7379	OK	Understand how to conduct an internal audit in a food business	3	3	20
Monitoring					
H/504/7380	OS	Develop procedures for monitoring in a food business	3	2	14
K/504/7381	OK	Understand how to develop procedures for monitoring in a food business	3	2	14
M/504/7382	OS	Monitor performance in a food business	3	3	17

T/504/7383	OK	Understand how to monitor individual performance in a food business	3	2	14
A/504/7384	OS	Improve own performance in a food business	3	2	16
F/504/7385	OK	Understand how to improve own performance in a food business	3	3	18
J/504/7386	OS	Monitor progress of work activity in a food business	3	2	13
L/504/7387	OK	Understand how to monitor progress of work activity in a food business	3	3	15
R/504/7388	OK	Understand how to monitor progress of work activity in the food supply chain	3	2	14
Y/504/7389	OK	Understand how to monitor progress of work activity in food retail and service	3	2	15
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
H/602/5826	OS	Monitor food safety at critical control points in food operations	3	1	5
L/504/7390	OS	Carry out an assessment of risks in a food business	3	2	14
R/504/7391	OK	Understand how to carry out of assessment of risks in a food business	3	3	19
Y/504/7392	OS	Support and handle grievance procedures in a food business	3	3	15
D/504/7393	OK	Understand how to support and handle grievance procedures in a food business	3	2	14
H/504/7394	OS	Initiate and support disciplinary procedures in a food business	3	3	16
K/504/7395	OK	Understand how to initiate and support disciplinary procedures in a food business	3	2	14

M/504/7396	OS	Monitor absenteeism in a food business	3	2	14
T/504/7397	OK	Understand how to monitor absenteeism in a food business	3	2	12
A/504/7398	OS	Contribute to the assessment of operational costs in a food business	3	2	13
F/504/7399	OK	Understand how to contribute to the assessment of operational costs in a food business	3	2	14
K/504/7400	OS	Promote and maintain standards of conduct in a food business	3	2	9
M/504/7401	OK	Understand how to promote and maintain standards of conduct in a food business	3	3	13
T/504/7402	OS	Contribute to the development of an organisational culture in a food business	3	2	15
A/504/7403	OK	Understand how to contribute to the development of an organisational culture in a food business	3	2	15
Support					
F/504/7404	OS	Communicate effectively in a food business	3	2	15
M/504/7446	OK	Understand how to communicate effectively in a food business	3	2	17
T/504/7447	OS	Contribute to cross functional team work in a food business	3	2	19
A/504/7448	OK	Understand how to contribute to cross functional team work in a food business	3	3	23
L/504/7468	OS	Manage conflict in a food business	3	3	20
T/504/7450	OK	Understand how to manage conflict in a food business	3	3	21
A/504/7451	OS	Contribute to pitching products or services to potential customers in a food business	3	3	22

F/504/7452	OK	Understand how to contribute to pitching products or services to potential customers in a food business	3	3	20
J/504/7453	OS	Contribute to the maintenance of external relationships in a food business	3	2	17
L/504/7454	OK	Understand how to contribute to the maintenance of external relationships in a food business	3	3	21
R/504/7455	OS	Assess skills and knowledge in a food business	3	3	26
Y/504/7456	OK	Understand how to assess skills and knowledge in a food business	3	3	26
D/504/7457	OS	Identify learning and skills needs in a food business	3	2	15
H/504/7458	OK	Understand how to identify learning and skills needs in a food business	3	2	15
K/504/7459	OS	Provide coaching and mentoring in a food business	3	3	24
D/504/7460	OK	Understand how to provide coaching and mentoring in a food business	3	3	21
H/504/7461	OS	Provide training in a food business	3	3	23
K/504/7462	OK	Understand how to provide training in a food business	3	4	30
M/504/7463	OS	Facilitate activities in a food business	3	3	20
T/504/7464	OK	Understand how to facilitate activities in a food business	3	2	17
Group B Knowledge units					
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

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.			

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