

FDQ - Qualification Specification

FDQ number	Qualification title	Qualification Wales number Qualification number (QN)	EQF Level	Review date
211-087	FDQ Level 4 Certificate for Proficiency in Food Manufacturing Excellence	C00/0277/7 501/1656/3	5	31 st Dec 2026

Qualification Purpose

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

- Lean/improvement manager
- Food preparation manager/consultant
- Food processing and manufacture manager
- Food sales and service manager
- Quality and improvement manager.

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 3 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: identifying improvement priorities, leading improvement, developing excellence strategies, leading organisational change, managing risks. Learners can work in any management 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 management improvement activity based upon standard operational procedures (SOPs). Where these roles involve significant multi-tasking and complex management 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:
 - FdSc in Food Manufacture, University of Lincoln
 - FdSc in Operations Management, University Centre Grimsby
 - FdSc in Food Science and Technology, Nottingham Trent University

- Level 5 Management qualifications
3. This qualification may support employment in/into manager level roles including:
- Lean/improvement director/senior manager
 - Food processing and manufacturing director/senior manager
 - Food sales and service manager director/senior manager
 - Quality and improvement director/senior manager.

This Certificate is recommended for learners progressing into Level 5 Foundation Degree 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 6 Honours Degree learning or qualifications. A larger Diploma is recommended for learners progressing into Level 6 Honours Degrees in subject areas or qualifications.

Qualification support

This qualification has been recognised for confirming occupational competence and 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 *D/601/9667 Develop an achieving excellence culture in food operations*.

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 4 Certificate for Proficiency in Food Manufacturing Excellence	
Total Qualification Time (TQT)	270 hours
Group A – Change management	Mandatory 20+ credits
Group B – FME knowledge	Optional 0-10 credits
Guided Learning Hours Range (min-max)	125-213 hours

List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
Group A Change management					

Unit ref	Unit type	Unit title	Level	Credit	GLH
L/601/9650	OS	Direct the implementation of an achieving excellence strategy in food operations	4	4	19
R/601/9651	OK	Understand how to direct the implementation of an achieving excellence strategy in food operations	4	4	32
Y/601/9652	OS	Lead the identification of priorities in achieving excellence in food operations	4	5	36
D/601/9653	OS	Lead the quantification of current performance in achieving excellence in food operations	4	5	36
H/601/9654	OS	Lead the analysis of current performance in achieving excellence in food operations	4	5	36
K/601/9655	OS	Lead the improvement of performance in achieving excellence in food operations	4	5	36
M/601/9656	OS	Lead the control of performance in achieving excellence in food operations	4	5	36
T/601/9657	OS	Develop an achieving excellence strategy in food operations	4	5	26
A/601/9658	OK	Understand how to develop an achieving excellence strategy in food operations	4	5	32
F/601/9659	OS	Secure commitment to an achieving excellence strategy in food operations	4	4	23
T/601/9660	OK	Understand how to secure commitment to an achieving excellence strategy in food operations	4	5	31
A/601/9661	OS	Lead organisational change to sustain excellence in food operations	4	4	28

Unit ref	Unit type	Unit title	Level	Credit	GLH
F/601/9662	OK	Understand how to lead organisational change to sustain excellence in food operations	4	4	26
J/601/9663	OS	Communicate a vision and policy for achieving excellence in food operations	4	5	28
L/601/9664	OK	Understand how to communicate a vision and policy for achieving excellence in food operations	4	5	32
R/601/9665	OS	Ensure compliance to support achieving excellence in food operations	4	5	28
Y/601/9666	OK	Understand how to ensure compliance to support achieving excellence in food operations	4	5	31
D/601/9667	OS	Develop an achieving excellence culture in food operations	4	5	32
H/601/9668	OK	Understand how to develop an achieving excellence culture in food operations	4	5	30
K/601/9669	OS	Manage risk to control achieving excellence in food operations	4	5	28
D/601/9670	OK	Understand how to manage risk to control achieving excellence in food operations	4	5	32
K/601/9672	OS	Encourage innovation in achieving excellence in food operations	4	5	32
M/601/9673	OK	Understand how to encourage innovation in achieving excellence in food operations	4	5	32
T/601/9674	OS	Develop and manage relationships with external organisations in food operations	4	3	12

Unit ref	Unit type	Unit title	Level	Credit	GLH
A/601/9675	OK	Understand how to develop and manage relationships with external organisations in food operations	4	3	18
H/600/9609	OS/OK	Ensure compliance with legal, regulatory, ethical and social requirements	4	5	25
Y/600/9588	OS/OK	Develop and evaluate operational plans for own area of responsibility	5	6	25
F/601/9676	OS	Develop, implement and evaluate quality assurance systems in food operations	4	4	22
J/601/9677	OK	Evaluate and improve quality assurance systems in food operations	4	4	12
L/601/9678	OS	Understand quality assurance systems in food operations	4	4	18
R/601/9679	OK	Assess operations for effectiveness and compliance with food safety standards in operations	4	4	26
J/601/9680	OS	Report on compliance with food safety requirements in operations	4	4	26
L/601/9681	OK	Understand how to report on compliance with food safety requirements in operations	4	4	20
R/601/9682	OS	Develop a strategy to achieve sustainability in food operations	4	4	32
Group B – FME knowledge					
Y/601/9683	UK	Principles of food policy and regulation	4	5	36
D/601/9684	UK	Principles of using Information Communication Technology and	4	4	23

Unit ref	Unit type	Unit title	Level	Credit	GLH
		Management Information Systems in food technology			
H/601/9685	UK	Principles of energy efficiency in food operations	4	4	24
K/601/9686	UK	Principles of waste minimisation in food operations	4	4	24
M/601/9687	UK	Principles of efficient water usage in a food environment	4	4	24
T/601/9688	UK	Principles of efficient transport usage in food operations	4	4	24
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
M/601/9690	UK	Principles of achieving an excellence culture in food operations	4	5	33
D/601/9944	UK	Principles of achieving excellence in food operations	4	4	33
T/601/9948	UK	Principles of quality improvement methodologies in achieving excellence in food operations	4	5	34
T/601/9951	UK	Principles of quality improvement tools and techniques in achieving excellence in food operations	4	5	34
F/601/9953	UK	Principles of defining improvement opportunities in achieving excellence in food operations	4	5	34

Unit ref	Unit type	Unit title	Level	Credit	GLH
J/601/9954	UK	Principles of measuring organisational performance in achieving excellence in food operations	4	5	33
L/601/9955	UK	Principles of analysing current organisational performance in achieving excellence in food operations	4	5	33
R/601/9956	UK	Principles of improving organisational performance in achieving excellence in food operations	4	5	35
Y/601/9957	UK	Principles of controlling organisational performance in achieving excellence in food operations	4	5	35

Exemplar unit of assessment

Title	Develop an achieving excellence culture in food operations				
Ofqual unit ref	D/601/9667				
Level	4	Credit value	5	GLH	32
Learning Outcomes			Assessment Criteria		
The learner will:			The learner can:		
<p>1 Scope the organisation's values and assumptions and plan development</p> <p>2 Develop a culture to support achieving excellence</p> <p>3 Implement culture improvements to support achieving excellence</p>			<p>1.1 Confirm the existing values and assumptions within the organisation</p> <p>1.2 Determine the scope for developing the organisation's culture</p> <p>1.3 Plan the development of an achieving excellence culture.</p> <p>2.1 Develop an achieving excellence cultural vision</p> <p>2.2 Develop a strategy for values and assumptions to support the achieving excellence culture</p> <p>2.3 Develop organisational development objectives for the achieving excellence culture</p> <p>2.4 Consult with relevant people and stakeholders</p> <p>2.5 Receive and collate feedback from consultation</p> <p>2.6 Agree values and assumptions to underpin an achieving excellence culture.</p> <p>3.1 Reinforce agreed values with own personal behaviour, actions and words</p> <p>3.2 Communicate agreed values to workforce and motivate them to put this into practise</p> <p>3.3 Support agreed values with policies, programmes and</p>		

<p>4 Evaluate culture improvement progress to support achieving excellence</p>	<p>systems</p> <p>3.4 Take opportunities to counter instances of conflict amongst colleagues with agreed values</p> <p>3.5 Continuously monitor and adjust values and the way they are applied.</p> <p>4.1 Obtain feedback on cultural development form colleagues</p> <p>4.2 Analyse issues arising from feedback</p> <p>4.3 Evaluate cultural progress</p> <p>4.4 Report outcomes to the relevant people.</p>
<p>Additional information about the unit</p>	
<p>Unit purpose and aim(s)</p>	<p>This unit is designed to assess the skills of learners in the workplace, when developing an achieving excellence culture in food operations. It needs to be assessed on the job. The learner must be able to demonstrate their competent performance consistently over a period of time, to meet all of the assessment criteria. This will be achieved by presenting relevant evidence of workplace performance, and may be supported by witness testimony and other workplace evidence. Any observations must ensure that the learner’s working practice is at commercial speed and in compliance with standard operating procedures. The Improve Assessment Strategy for Proficiency Qualifications in Food and Drink sets out the overarching assessment requirements.</p>