

FDQ - Qualification Specification

FDQ number	Qualification title	Qualifications Wales number	EQF Level	Review date
211-364	FDQ Level 4 Diploma for Proficiency in Food Manufacturing Excellence (Wales)	C00/4816/8	5	31/03/2027

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

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.

To take this qualification, learners must be at least 16 years old. They do not require any prior qualifications or food skills experience to take this qualification. The qualification assesses and recognises achievement within the workplace.

Learners will choose optional units to match their job roles and learning and development needs. These include areas such as lead the identification of priorities in organisational improvement in food and drink operations and manage risk to control improvement in food and drink 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;
 - 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. Qualifications including;
 - FdSc in Food Manufacture
 - FdSc in Operations Management
 - FdSc in Food Science and Technology
 - Level 5 Management qualifications

3. This qualification may support employment in/into management 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

Qualification support

This qualification has been designed and developed with the support of 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 *A/101/0020 Ensure compliance to support improvement in food and drink operations*).

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 Level 4 Diploma for Proficiency in Food Manufacturing Excellence (Wales) learners must achieve 37 credits and meet the rules of combination. This is the minimum requirement for the qualification, additional credits may be taken if applicable.

FDQ Level 4 Diploma for Proficiency in Food Manufacturing Excellence (Wales)	
Total Qualification Time (TQT)	370 hours
Guided Learning Hours	248 hours
Group A – Change Management	20 credits
Group B – FME knowledge	8 credits
In addition to the 28 credits listed above a further 9 credits must be taken from Group A or Group B	9 credits
Minimum credits required	37 credits

List of units

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
Group A Mandatory units					
A/101/0018	OC	Direct the implementation of organisational improvement in food and drink operations	4	8	51

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
L/101/0042	OC	Lead the identification of priorities in organisational improvement in food and drink operations	4	5	36
L/101/0043	OC	Lead the quantification of current performance in organisational improvement in food and drink operations	4	5	36
L/101/0044	OC	Lead the analysis of current performance in organisational improvement in food and drink operations	4	5	36
L/101/0045	OC	Lead the improvement of performance in organisational improvement in food and drink operations	4	5	36
L/101/0046	OC	Lead the control of performance in organisational improvement in food and drink operations	4	5	36
A/101/0019	OC	Develop an improvement strategy in food and drink operations	4	10	58
A/101/0016	OC	Secure commitment to an improvement strategy in food and drink operations	4	9	54

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
L/101/0047	OC	Lead and direct organisational change to sustain improvement in food and drink operations	4	8	54
L/101/0048	OC	Communicate a vision and policy for improvement in food and drink operations	4	10	60
A/101/0020	OC	Ensure compliance to support improvement in food and drink operations	4	10	59
L/101/0049	OC	Develop an improvement culture in food and drink operations	4	10	62
A/101/0021	OC	Manage risk to control improvement in food and drink operations	4	10	60
L/101/0050	OC	Encourage innovation in organisational improvement in food and drink operations	4	10	64
L/101/0051	OC	Develop and manage relationships with external organisations in food and drink operations	4	6	30
A/101/0022	OC	Ensure compliance with legal, regulatory, ethical and social requirements	4	5	25
L/101/0052	OC	Develop and evaluate operational plans for own area of responsibility	5	6	25

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
A/101/0024	OC	Develop, implement and evaluate quality assurance systems in food and drink operations	4	8	34
A/101/0025	OC	Assess quality compliance and food safety standards in food and drink operations	4	8	44
A/101/0013	OC	Report on food safety compliance in food operations	4	8	46
A/101/0023	OC	Develop a strategy to achieve sustainability in food and drink operations	4	4	32
Group B FME knowledge units					
Y/601/9683	UK	Principles of food policy and regulation	4	5	36
D/601/9684	UK	Principles of using Information Communication Technology and Management Information Systems in food technology	4	4	23
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

Unit Ref	Unit type	Unit Title	Level	Credit	GLH
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	Ensure compliance to support improvement in food and drink operations				
FDQ unit reference	A/101/0020				
Level	4	Credit value	10	GLH	59
Learning outcomes		Assessment criteria			
The learner will:		The learner can:			
1. Ensure compliance with organisational requirements		1.1 Monitor changes to policies and procedures, the effect they have on own area of responsibility and impact of them not being met 1.2 Develop policies and procedures to meet organisational objectives, aligned to achieving excellence 1.3 Ensure all relevant people understand the policies and procedures and their importance 1.4 Support and monitor the implementation of policies and procedures, aligned to achieving excellence.			
2. Deal effectively with non-compliance		2.1 Encourage a climate of openness about meeting and not meeting the policies and procedures 2.2 Identify and correct any failures to meet policies and procedures 2.3 Assess reasons for not meeting requirements and change policies and procedures to reduce the likelihood of failures in the future.			
3. Report failures to meet requirements to relevant person		3.1 Seek feedback on the value of own compliance status to achieving excellence			

	<p>3.2 Check current compliance levels and targets</p> <p>3.3 Report compliance status to the relevant person</p> <p>3.4 Provide feedback on own contribution to compliance to the relevant person.</p>
<p>4. Understand the strategy, values and culture for achieving excellence</p>	<p>4.1 Summarise the achieving excellence vision, strategy and objectives of own organisation</p> <p>4.2 Explain how to consult with colleagues regarding compliance issues and how they impact on achieving excellence</p> <p>4.3 Describe the importance of an ethical and value-based approach to policies and procedures</p> <p>4.4 Explain the culture and values of own organisation and how they affect corporate governance.</p>
<p>5. Understand regulatory and social concerns in the strategy</p>	<p>5.1 Summarise the legal requirements affecting the running of organisations</p> <p>5.2 Describe the legal, regulatory and ethical requirements of own sector, both national and international</p> <p>5.3 Clarify the current and emerging social attitudes to management and leadership</p> <p>5.4 Explain the current and emerging social concerns and the impact of expectations of other organisations.</p>
<p>6. Understand policies, procedures and non-compliance within the strategy</p>	<p>6.1 Outline the policies and procedures that ensure people meet business requirements</p> <p>6.2 Explain the processes for maintaining effective and sustainable policies and procedures</p>

	<p>6.3 Summarise how to follow procedures if legal, regulatory and ethical requirements are not met</p> <p>6.4 Explain how relevant people may fail to meet compliance requirements and the risk of this happening</p> <p>6.5 Explain how to deal with people who do not meet organisational compliance requirements.</p>
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"> • IMPQI313 Ensure compliance to support improvement in food and drink operations
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