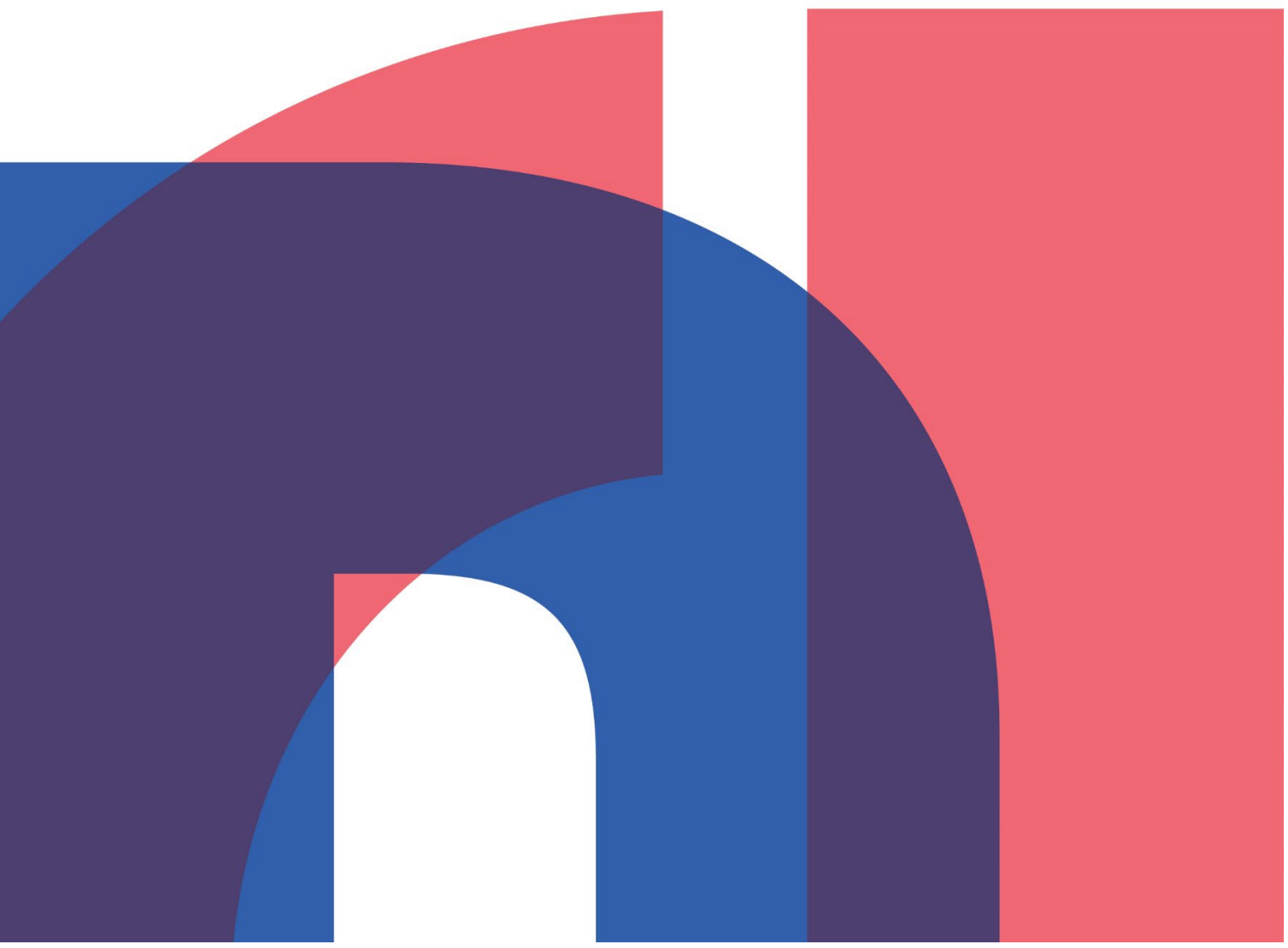




FDQ Proficiency Qualifications (Wales)

Qualification Handbook



FDQ's Suite of Proficiency Qualifications Wales (PQWs)

This handbook provides information about FDQ's suite of proficiency qualifications for Wales. These PQWs are available in Wales and regulated by Qualifications Wales. This handbook does not provide details of our Proficiency Qualification provision for England and Northern Ireland.

England and Northern Ireland

FDQ also offers a separate suite of Proficiency Qualifications for use in England (regulated by Ofqual) and Northern Ireland (regulated by CCEA). FDQ provides a separate Proficiency Qualifications Handbook available to approved centres from FDQAwards.

About FDQ

FDQ Ltd is a leading awarding organisation, specialising in food and drink supply chain and hospitality qualifications. We are approved and regulated by the national qualification regulators in England, Wales and Northern Ireland and we have powers to develop and award vocational qualifications.

Meeting skills needs

Our team of qualification and industry experts develop work-based qualifications to meet the skills needs of the food drink and hospitality industry.

As a business, we are committed to working in partnership with food businesses and training providers to drive up skill levels of those working in the industry, as well as those intending to enter the industry. The result of this commitment is increased productivity, innovation and profitability.

Our qualifications are designed to support progression into employment or progression in the workplace. They are developed with the active support of employers and their representative trade bodies so that they reflect the skills and knowledge needed to be successful in work.

Full supply chain portfolio

The FDQ portfolio is very broad and covers the full food supply chain.

It includes:

- (i) proficiency qualifications for food industry skills in bakery, brewing, dairy, fish/shellfish, fresh produce, meat and poultry, hospitality, meat inspection and food manufacturing excellence
- (ii) vocationally-related qualifications in professional bakery, fish/shellfish processing and sales
- (iii) generic vocationally-related qualifications in cleaning, packaging, food safety, HACCP, assessment and internal quality assurance of assessment

- (iv) apprenticeship qualifications which deliver the key knowledge and skills required to meet apprenticeship standards.

If you would like to receive further details of our full portfolio, please contact us at fdq@fdq.org.uk

FDQ Ltd is a company limited by guarantee without share capital. FDQ is a wholly owned subsidiary of The Food and Drink Training and Education Council Ltd (FTC). FTC also owns the Institute of Meat and has partnership arrangements for collaboration with a wide range of employers, trade and professional organisations across the food drink, catering and hospitality industry.

FDQ copyright

FDQ hold the copyright to this document and all of its contents. It may not be copied, reproduced or distributed without prior written consent.

Exemptions

Centres with current approval to offer FDQ qualifications together with their registered learners achieving FDQ qualifications, are permitted to copy this document without charge. Centres are permitted to hold a PDF version of this handbook on their internal communications systems or intranets subject to the following:

- (i) our handbook can be copied in part or in whole by centres for the teaching, learning, assessment and administration of registered learners, achieving FDQ qualifications
- (ii) our handbook can be copied in part or in whole by registered learners for their personal use when achieving FDQ qualifications.

FDQ equal opportunity and diversity policy

All FDQ learners have equal and open access to our qualifications and assessment. FDQ actively supports and promotes the principles of equal opportunity and diversity. This is important in all respects, and especially in our quality assurance activities and published material. Our equal opportunity and diversity policy is located on our website.

FDQ publications

The information contained in this handbook is correct at the time of publication.

FDQ Ltd does not accept liability for loss or damage arising from the use of information in this handbook. In the interests of continuous improvement however, FDQ publications are subject to change. Consequently, FDQ reserve the right to make amendments and improve publications, with the version date noted in the footer of the publication. FDQ publications are available on our website.

Centres may contact FDQ's Quality and Operational Assurance Director for issues concerning approval applications, acceptance of EQA reports and centre monitoring by email to fdq@fdq.org.uk. Our customer service statement, appeals and complaints policies can be found on our website at www.fdq.org.uk

Contact details

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Document History

This document replaces all previous versions of the Proficiency Qualification Wales (PQW) Handbook. The handbook is subject to regular revision and is maintained and version controlled electronically.

The change log summarises changes to the document from June 2022 onwards.

Date	Version number	Section	Change
20 Sept 2022	2	1, page 10	Updated requirements for assessors and centre staff
1 Nov 2022	3	1, page 10 1, page 12	Added requirements for delivering FDQ qualifications Added list of designated Level 2 qualifications
19 Dec 2022	4	1, page 12	Added list of designated Level 3 qualifications
18 March 2024	5	Intro, page 2 2, page 9 2, page 11-13 3, page 14	Added note about separate Proficiency qualifications for England and Northern Ireland Updated framework number New overview of assessment and delivery requirements Added Level 3 and Level 4 PQW details to list of PQWs in this suite

1: About this Handbook

This Handbook provides information for organisations who want to offer or are approved to offer FDQ's suite of Proficiency Qualifications (Wales) (PQWs).

Centre and qualification approval

Before offering PQWs to learners, organisations must become an approved FDQ centre and apply for qualification approval for each PQW they wish to assess. The Become a Centre section of our website provides all the information needed for both centre and qualification approvals. It explains the policies, procedures and resources centres must have in place to obtain approval (such as assessment staff and Internal Quality Assurance staff). As part of the approval processes, centres will be asked to sign a Centre Agreement (an enforceable agreement between FDQ and the centre) and nominate a member of staff to be FDQ's Main Centre Contact.

Further details are available at: www.fdq.org.uk/become-a-centre.

Approved PQW centres

The Handbook is designed to be read in conjunction with, rather than repeat, content in our other publications and on our website. FDQ recommend that all staff involved in the delivery and assessment of PQWs receive and retain a copy of this Handbook.

In addition, FDQ advises the Main Centre Contact to obtain, read and share the following publications with centre staff as applicable to their role:

- Centre Handbook - which provides an overview of the general requirements, centre and qualification approval requirements, policies, administrative and quality assurance procedures for centres offering our qualifications. This includes requirements for assessor and IQA roles in centres.
- Centre Agreement – signed annually by the Main Centre Contact
- Qualification specifications
- Units of assessment
- FDQ's policies.

Centres can download handbooks, qualification specifications and units of assessment from the secure Document Library in FDQ Awards www.fdgawards.co.uk

All of our Policies (including Customer Service, Appeals and Complaints policies) are available from our website: www.fdq.org.uk

2: Introduction to FDQ's Proficiency Qualifications (Wales)

The PQWs are competence-based qualifications designed to be delivered and assessed in the workplace. FDQ offers a number PQWs reflecting the broad range of occupations and roles in the food and drink sector.

The PQWs are endorsed by the Food & Drink Training and Education Council (FTC) and were developed with active support from employers and their representative trade bodies.

PQWs are regulated by Qualifications Wales.

The PQWs are suitable for learners who wish to achieve a stand-alone qualification and

- want to learn new skills and knowledge to enter the sector **or**
- are working in a food and drink sector role and wish to develop or refresh their skills and knowledge.

Apprenticeship framework

The qualifications are also suitable for apprentice learners on programmes based on the Welsh Food and Drink Apprenticeship framework (FR05079). Centres offering the qualifications to apprentices must comply with the requirements of the apprenticeship framework. Apprentices must select qualification units to meet the framework requirement and comply with any additional pathway requirements in the framework. Details are available at: [Apprenticeship frameworks | GOV.WALES](#)

Entry requirements

FDQ does not set formal entry requirements for the PQWs. However, employers and centres may set their own entry and/ or recruitment requirements for learners.

Apprentices must comply with any entry requirements set out in the apprenticeship framework.

Reasonable adjustments and special considerations

Reasonable adjustments are adjustments made to an assessment for a qualification to enable a disabled learner, to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification. FDQ recognises the need, and has a positive approach, to provide a range of flexible and responsive assessment strategies for learners needing adjustments.

Special consideration is given to learners who temporarily experience an illness or injury, or another event outside of their control which has, or is reasonably likely to have had, a material effect on that learner's ability to take an assessment or demonstrate their level of attainment in an assessment. Again, FDQ takes a pragmatic approach to dealing with requests for special considerations.

FDQ's policies for reasonable adjustments and special considerations are available from the policies section of our website www.fdq.org.uk

PQWs in the workplace

PQWs are designed to provide learners with skills and knowledge for a wide range of roles in the dynamic food and drink sector in Wales. The qualifications must be assessed in the workplace.

The scope of units in each PQW is broad, to allow learners to select units specific to their own learning needs and job requirements. The PQWs comprise applied skills and knowledge that align to many sector employers' training and appraisal practices. The PQWs are designed to benefit both individual learners and food businesses in Wales.

There are two types of units in the PQWs:

- Occupational competence (OC) units – assess skills and knowledge applied in the workplace. OC units must always be assessed in the workplace.

- Underpinning Knowledge (UK) units – assess the specialist subject / technical knowledge that underpins and complements occupational competence. Ideally, UK units should be assessed in the workplace, but may be assessed off the job.

Overview of PQW assessment requirements

1. All units must be assessed over a period of time to demonstrate current and consistent competence and knowledge. The period of time and number of assessments required must be appropriate to the individual learner to allow them to demonstrate their consistent competence, knowledge and understanding.
2. The qualification units provide details of assessment requirements.
3. Occupational competence units must be assessed by **at least** two observations of learner performance in the workplace. Observations must confirm the learner's work practice meets expected commercial speeds and complies with standard operating procedures. Learners may also provide supplementary evidence from the workplace (eg records / products of work) and witness testimonies to support the observed assessments and demonstrate they consistently meet all of the assessment criteria in the occupational competence units.

For occupational competence units that contain assessment criteria that do not occur regularly in the workplace (eg follow emergency procedures) centres may use supplementary evidence such as learner questioning or reports to cover the specific assessment criteria if they cannot be observed twice.

4. Underpinning knowledge units may be assessed on or off the job. A range of assessment methods should be used (eg projects, questions, witness testimony) to demonstrate current knowledge and understanding of all assessment criteria.

Delivering FDQ qualifications

FDQ does not set any specific occupational requirements for centre staff that teach and deliver learning for our qualifications. Centres determine the qualifications and experience

that their teaching staff require. However, FDQ do expect all staff teaching and delivering learning for our qualifications to hold a teaching qualification, as required by their employer, and to have food and drink sector knowledge and experience relevant to the subject they are delivering. FDQ's Centre Handbook provides further details about teaching and delivering FDQ qualifications.

Assessing FDQ qualifications

It is FDQ's policy to demonstrate that assessment for all of our qualifications is fit for purpose. FDQ expects, and supports our centres, to maintain the integrity, credibility and value of our qualifications and meet high standards in assessment practice.

Centre staff involved in assessment must meet the general criteria for assessment in our Centre Handbook and the additional requirements specific for PQWs set out below.

Additional assessment requirements for PQWs: assessors

This suite of PQWs confirms learners' workplace competence and must be assessed in the workplace.

Assessors must

- hold, or be working towards, a relevant workplace assessment qualification
- have relevant and recent sector experience at the same or higher level than units they assess
- be able to demonstrate their technical competence by proving they have current / recent and relevant workplace experience gained from working in a viable food sector business.

External Quality Assurance

Once learners have completed their PQW, centres may claim certificates via FDQAwards (our online centre management system).

FDQ's External Quality Assurance Consultants (EQACs) monitor and quality assure all aspects of delivery, assessment and certification in PQW centres. EQACs also provide support and information to their centres.

3 Details of FDQ's Proficiency Qualifications (Wales)

The following table lists FDQ's suite of PQWs, their FDQ and Qualifications Wales numbers and review dates.

FDQ number	Qualification title	Qualifications Wales number	EQF Level	Review date
321-329	FDQ Level 2 Diploma for Proficiency in Baking Industry Skills (Wales)	C00/4608/5	3	31/03/2027
323-321	FDQ Level 2 Diploma for Proficiency in Butchery and Meat Processing (Wales)	C00/4561/6	3	31/03/2027
311-320	FDQ Level 2 Diploma for Proficiency in Food and Drink Operations (Wales)	C00/4561/5	3	31/03/2027
112-330	FDQ Level 2 Diploma for Proficiency in Food Industry Team Leading (Wales)	C00/4634/9	3	30/06/2025
325-333	FDQ Level 2 Diploma for Proficiency in Seafood Industry Skills (Wales)	C00/4683/1	3	31/03/2027
328-334	FDQ Level 2 Diploma for Proficiency in Brewing Industry Skills (Wales)	C00/4687/8	3	31/03/2027
321-345	FDQ Level 3 Diploma for Proficiency in Advanced Baking Industry Skills (Wales)	C00/4724/0	4	31/03/2027
323 -342	FDQ Level 3 Diploma for Proficiency in Advanced Butchery and Meat Processing (Wales)	C00/4719/9	4	31/03/2027
325-344	FDQ Level 3 Diploma for Proficiency in Advanced Seafood Industry Skills (Wales)	C00/4724/1	4	31/03/2027
701-365	FDQ Level 3 Diploma in Food and Drink Engineering Maintenance (Wales)	C00/4839/9	4	31/03/2027
311-341	FDQ Level 3 Diploma for Proficiency in Food and Drink Technical Operations (Wales)	C00/4719/8	4	31/03/2027
112-343	FDQ Level 3 Diploma for Proficiency in Food Industry Technical Management (Wales)	C00/4720/0	4	30/06/2025
211-364	FDQ Level 4 Diploma for Proficiency in Food Manufacturing Excellence (Wales)	C00/4816/8	5	31/03/2027

4 Qualification specifications

FDQ provides a Qualification Specification for every qualification we offer.

The specifications are important documents that provide key facts and details about our PQWs.

For each of the PQWs, the specifications

- summarise the qualification's purpose - with examples of job roles the qualification is designed for
- suggest progression opportunities, into further study and employment for successful learners
- list the units in the qualification
- explain the combination of units that must be achieved to complete the qualification
- sets out methods of assessment that must be used (eg observation of workplace performance, portfolio of workplace evidence and learner questioning)
- states the grading for the qualification (pass/fail)
- set out the Total Qualification Time (TQT) and Guided Learning Hours (GLH)
- include an exemplar unit of assessment.

Units of assessment

The FDQ units of assessment in the PQWs are presented in a consistent format.

Each unit of assessment

- lists the learning outcomes and assessment criteria which define what the learner must be able to do and know
- is allocated a Level, Guided Learning Hours (GLH) and Credit value
- is referenced to National Occupational Standards.

All specifications are available on FDQ's website www.fdq.org.uk/qualifications and from FDQAwards.

Appendix 1 – FDQ feedback form

Please use this form to comment or provide suggestions for improvement on any of the following:

FDQ Products including qualifications, End-point Assessments or endorsed programmes	
FDQ support documents for example Centre Handbook, Step by step guide to FDQAwards etc	
FDQ Customer Service	
FDQ IT systems including FDQAwards or FDQAssess etc	
General feedback	

Name and job title	
Centre name	
Date	

Thank you for taking the time to complete this form. Please return to FDQ by email to fdq@fdq.org.uk