FDQ - Qualification Specification

FDQ number	Qualification title	Qualification number (QN) Qualification Wales number	EQF Level	Review date
211-010	FDQ Level 2 Diploma for Proficiency in Food Manufacturing Excellence	501/1433/5 C00/0277/6	3	31st Dec 2026

Qualification Purpose

This qualification is designed primarily for learners who wish to develop intermediate 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 operative

- Food packaging and distribution operative

- Food service/sales operative

- Food quality assurance operative

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.

The qualification covers mandatory skills from a wide range of areas like: operating safely, working with others, organising and improving work practices, applying improvement techniques, continuous improvement, contributing to the development of standard operating procedures, 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 Diploma requiring achievement of 37 credits, graded at pass/fail. It is designed to provide occupational competence in the roles listed above, where they involve significant multi-tasking and complex improvement and reporting arrangements. For routine improvement based upon standard operational procedures (SOPs), a smaller Certificate qualification is recommended. The certificate requires achievement of 27 credits and allows the learner to achieve fewer qualification units to reflect more narrowly focussed 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 team leading/management

    *   food science and technology

    *   food hygiene, safety and quality.

2. particular qualifications including:

    *   FDQ L3 Diploma for Proficiency in Food Manufacturing Excellence

    *   FDQ L3 Diploma for Proficiency in Food Management

    *   FDQ L3 Diploma for Proficiency in Food Industry Skills

    *   L3 Food and Beverage qualifications

    *   L3 Award in Food Safety Supervision for Manufacturing

    *   L3 Award in HACCP for Food Manufacturing.

3. This qualification may support employment in/into controller, technician or supervisor level roles including:

- Food processing controller/technician

- Food packaging and distribution controller/technician

- Food service/sales controller/supervisor

- Food quality assurance controller/supervisor

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 *F/601/2954 Principles of continuous improvement techniques (Kaizen) in food operations*.

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.

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.

Rules of Combination (RoC)

FDQ Level 2 Diploma for Proficiency in Food Manufacturing Excellence	
Total credits required for qualification	37
Total Qualification Time (TQT)	370 hours
Group A – Working with others	Mandatory 17+ credits
Group B – Tools and techniques	Mandatory 17+ credits
Group C – FME knowledge	Optional 0-18 credits
Guided Learning Hours Range (min-max)	162-278 hours

List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
Group A Working with others					
H/601/2896	OS	Work effectively with others in food operations	2	2	15
K/601/2897	OK	Understand how to work effectively with others in food operations	2	2	18
T/601/2899	OS	Maintain product quality in food operations	2	2	5
H/601/2901	OK	Understand how to maintain product quality in food operations	2	2	11
K/601/2902	OS	Maintain workplace food safety standards in operations	2	2	16
M/601/2903	OK	Understand how to maintain workplace food safety standards in operations	2	2	20
M/601/2917	OS	Maintain workplace health and safety in food operations	2	2	4
T/601/2918	OK	Understand how to maintain workplace health and safety in food operations	2	2	18
A/601/2919	OS	Contribute to environmental safety in food operations	2	2	5
M/601/2920	OK	Understand how to contribute to environmental safety in food operations	2	2	11
T/601/2921	OS	Contribute to the maintenance of plant and equipment in food operations	2	3	30
A/601/2922	OK	Understand how to contribute to the maintenance of plant and equipment in food operations	2	3	20

Unit ref	Unit type	Unit title	Level	Credit	GLH
F/601/2923	OS	Contribute to the development of product specifications in food manufacture	2	3	25
J/601/2924	OK	Understand how to contribute to the development of product specifications in food manufacture	2	2	14
L/601/2925	OS	Contribute to sustainable practice in food operations	2	2	3
R/601/2926	OK	Understand how to contribute to sustainable practice in food operations	2	2	14
Group B Tools and techniques					
Y/601/2927	OS	Organise and improve work activities for achieving excellence in food operations	2	3	13
D/601/2928	OK	Understand how to organise and improve work activities for achieving excellence in food operations	2	3	14
H/601/2929	OS	Contribute to continuous improvement for achieving excellence in food operations	2	3	14
Y/601/2930	OK	Understand how to contribute to continuous improvement for achieving excellence in food operations	2	2	12
D/601/2931	OS	Contribute to the measurement and collection of data for achieving excellence in food operations	2	3	14
H/601/2932	OK	Understand how to contribute to the measurement and collection of data for achieving excellence in food operations	2	2	12
K/601/2933	OS	Contribute to the application of improvement techniques for achieving excellence in food operations	2	3	12

Unit ref	Unit type	Unit title	Level	Credit	GLH
M/601/2934	OK	Understand how to contribute to the application of improvement techniques for achieving excellence in food operations	2	3	18
T/601/2935	OS	Undertake proactive plant maintenance in food operations	2	3	14
A/601/2936	OK	Understand how to undertake proactive plant maintenance in food operations	2	3	17
F/601/2937	OS	Contribute to the development of Standard Operating Procedures (SOP) in food operations	2	3	12
J/601/2938	OK	Understand how to contribute to the development of Standard Operating Procedures (SOP) in food operations	2	2	9
F/601/2940	OS	Reduce and manage conflict in achieving excellence in food operations	2	3	11
J/601/2941	OK	Understand how to reduce and manage conflict in achieving excellence in food operations	2	3	15
L/601/2942	OS	Contribute to compliance for achieving excellence in food operations	2	3	17
R/601/2943	OK	Understand how to contribute to compliance for achieving excellence in food operations	2	2	11
Y/601/2944	OS	Contribute to problem diagnosis in food manufacture	2	2	10
D/601/2945	OK	Understand how to contribute to problem diagnosis in food manufacture	2	2	15
H/601/2946	OS	Contribute to problem resolution in food manufacture	2	3	13

Unit ref	Unit type	Unit title	Level	Credit	GLH
K/601/2947	OK	Understand how to contribute to problem resolution in food manufacture	2	2	18
Group C – FME knowledge					
A/601/2631	UK	Principles of HACCP based food safety systems	2	1	8
L/601/2701	UK	Principles of sustainability in food operations	3	4	34
M/601/2951	UK	Principles of workplace organisation techniques in food operations	2	2	12
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
J/601/2955	UK	Principles of flow process analysis in food operations	3	3	19
D/601/2959	UK	Principles of Measurement System Analysis (MSA) 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

Unit ref	Unit type	Unit title	Level	Credit	GLH
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
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

Unit ref	Unit type	Unit title	Level	Credit	GLH
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

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.

2.	Understand the criteria and requirements for Kaizen and problem solving	2.1	Explain the criteria used to select an area/processing activity for Kaizen activity
		2.2	Explain the importance of understanding the food process and/or activity under review
		2.3	Summarise the requirements for the deployment of Kaizen, and the resources required by the activity
		2.4	Explain the importance of waste in Kaizen activity and why inventory control is important to waste reduction
		2.5	Explain how root cause analysis can support problem solving
		2.6	Explain how own knowledge of food processing activities can support problem solving
3.	Understand how to interact with Kaizen activity	3.1	Explain the application of the Deming cycle (plan, do, check, act)
		3.2	Explain how to engage the knowledge and experience of the people involved in the process in the development of improvement activities
		3.3	Explain how to separate facts and opinions about the food operations and how these affect improvement actions
		3.4	Explain the techniques used to visually communicate the work of the Kaizen activity to participants and others
		3.5	Explain how to use calculations for identifying the required production rate for a process

	3.6 Summarise the cycle time of a process
	3.7 Explain the techniques used to distribute work content to balance cycle times to the rate of customer demand, and how to visually represent it including
	• Line balance • Process displays.

Additional information about the unit

Unit purpose and aim(s)	This unit supports workforce development for those who understand the principles of continuous improvement techniques (Kaizen) in food operations. The unit is designed for use primarily by team leaders, supervisors, technicians and others who carry out these workplace activities. The aim of the unit is to determine competent performance to recognised National Occupational Standards.
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	This unit is designed to test the knowledge and understanding of learners in the workplace context in the principles of continuous improvement techniques (Kaizen) in food operations. It needs to 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.