

FDQ - Qualification Specification

FDQ number	Qualification title	Qualification number (QN)	EQF Level	Review date
321-404	FDQ Level 3 Diploma in Lead Baker	610/5370/3	4	28/02/2030

Qualification Purpose

This qualification is designed primarily for learners within the bakery industry to develop the skills and knowledge required to work in a team leading role in bakery. The qualification offers opportunities for learners to develop both advanced technical bakery skills and supervisory skills and knowledge, which will prepare them for a team leader role.

The qualification is aligned with the apprenticeship standard Lead Baker ST1349 and so may be used to underpin the learning required to reach end-point assessment. This is a regulated qualification.

Purpose D. Confirm occupational competence and/or 'licence to practise'.

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 food skills experience to take this qualification. However, prior achievement of FDQ L2 Award in Health and Safety in the Food Supply Chain Business and FDQ L2 Award in Food Safety for the Food Industry may be an advantage for some learners. The qualification assesses and recognises achievement within the workplace.

The qualification includes underpinning knowledge units covering a wide range of topics required for the role, from principles of cakes, biscuits, pastries and bread through to bakery production planning and compliance systems. Occupational skills are addressed in areas such as training and developing teams, dealing with complaints, sales and promotion strategies, as well as skills in producing bakery products.

This qualification could lead to

The qualification will support progression to further learning in:

1. subject areas including;
 - Production management
 - Technical management
2. particular qualifications including;
 - L3 Lead Baker
3. This qualification may support employment in roles including;
 - Bakery team leader
 - Lead Baker
 - Bakery production manager

Qualification support

This qualification has been designed and developed in partnership with Scottish Bakers. It is also 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

Learners for the FDQ Level 3 Diploma in Lead Baker must complete a portfolio of evidence based on FDQ's units of assessment, following the portfolio of evidence specification provided in the qualification handbook. They must achieve a pass for their portfolio which is internally marked by the assessor.

Assessment requirements are set out in individual units of assessment, see exemplar *F/651/5001 Principles of bakery production*. 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 arrangements.

Achievement

The qualification outcome is graded Pass/Fail.

Rules of Combination (RoC)

FDQ Level 3 Diploma in Lead Baker	
Total credits required for the qualification	55
Total Qualification Time (TQT)	550 hours
Group A – Mandatory units	26 credits
Group B – Mandatory units	16 credits
Group C – Mandatory units	13 credits
Guided Learning Hours (GLH)	461 hours

List of units

FDQ unit ref	Unit title	Level	GLH	Credit
Group A – Underpinning knowledge units				
H/651/4997	Principles of cake production	3	34	4
J/651/4998	Principles of biscuit production	3	20	3
K/651/4999	Principles of sweet and savoury pastry production	3	20	3
D/651/5000	Principles of fermented and chemically leavened dough products	3	50	6
F/651/5001	Principles of bakery production	3	32	4
H/651/5002	Principles of compliance systems in bakery production	3	52	6
Group B – Occupational competence units				
J/651/5003	Train and develop teams in bakery operations	3	25	3
K/651/5004	Contribute to quality improvement systems in bakery operations	3	42	5
L/651/5005	Resolve customer complaints in bakery operations	3	18	2
M/651/5006	Contribute to sales and promotion strategies in bakery operations	3	28	3
R/651/5007	Apply refined finishing techniques to bakery products	3	28	3
Group C – Occupational skills units				
T/651/5008	Produce refined cake and biscuit products using complex techniques	3	38	4
Y/651/5009	Produce refined sweet and savoury pastry products using complex techniques	3	32	4
F/651/5010	Produce refined fermented and chemically leavened dough products using complex techniques	3	42	5

Exemplar unit of assessment

Title	Principles of bakery production				
Regulatory unit reference	F/651/5001				
Level	3	Credit value	4	GLH	32
Learning outcomes		Assessment criteria			
The learner will:		The learner can:			
1. Understand the types of bakery equipment used in large and small scale production		<p>1.1 Summarise types of equipment used in large and small scale bakeries including:</p> <ul style="list-style-type: none"> • mixer • bread moulder • dough divider/moulder • laminator/dough sheeter • intermediate prover • freezer/retarder/prover • oven • cooler • slicing machine • caking sheets, tins and pans • enrober • chocolate tempering machines • decorating tools <p>1.2 Explain the purposes of typical equipment types and products they used for</p> <p>1.3 Compare the use of equipment in large commercial bakeries to craft bakeries</p>			

<p>2. Understand the production methods and processes used in large and small scale bakeries</p>	<p>2.1 Explain the typical methods and processes used in large and small bakeries</p> <p>2.2 Explain start up and close down processes in large and small bakeries</p> <p>2.3 Summarise the checks and settings that are needed for:</p> <ul style="list-style-type: none"> • mixing • kneading • proofing • retarding • baking <p>2.4 Explain how to control processes including:</p> <ul style="list-style-type: none"> • fermentation • aeration • baking
<p>3. Understand the purpose of recipe specifications</p>	<p>3.1 State the purpose of recipe specifications</p> <p>3.2 Explain the structure and content of recipe specifications</p> <p>3.3 Summarise the consequences of non-compliance with recipe specifications</p>
<p>4. Understand the principles of production planning and scheduling</p>	<p>4.1 Explain the importance of planning production</p> <p>4.2 Describe types of monitoring systems and how they are used to monitor throughput</p> <p>4.3 Describe how to identify and solve problems which affect throughput</p> <p>4.4 Evaluate how operational parameters affect the achievement of output targets</p> <p>4.5 Summarise the consequences of ineffective monitoring, control systems and processes</p>

<p>5. Understand the purpose of key performance indicators and how they are used to manage production</p>	<p>5.1 State the purpose of key performance indicators</p> <p>5.2 Describe examples of key performance indicators and how they contribute to the measurement of a process</p> <p>5.3 State the importance of workforce understanding of key performance indicators</p> <p>5.4 Describe how to interpret operational data and information to check current performance against targets</p>
<p>6. Understand the principles of continuous improvement in bakery production</p>	<p>6.1 Explain the main benefits of continuous improvement to a bakery business</p> <p>6.2 Evaluate the importance of encouraging people to identify continuous improvements</p> <p>6.3 Summarise the main techniques used in continuous improvement</p> <p>6.4 Summarise the main features of a continuous improvement activity and the establishment of measurable improvements</p> <p>6.5 Explain the importance of understanding the food process and/or activity under review</p> <p>6.6 Explain the importance of evaluation of a continuous improvement activity</p>
Purpose and assessment overview	
<p>Unit purpose and aim(s)</p>	<p>The aim of this unit is to enable learners to develop the knowledge required to produce bakery products in a commercial bakery.</p> <p>The unit is designed for use primarily by those who are working in the bakery industry, in a lead baker role.</p>

	Learners may be working towards the apprenticeship standard Lead Baker (ST1349).
Assessment requirements and guidance	<p>The unit is assessed in accordance with specific guidelines and quality assurance requirements set out in the FDQ Level 3 Diploma in Lead Baker Assessment Strategy.</p> <p>This unit is designed to assess the knowledge and understanding of learners when producing bakery products in a commercial bakery.</p> <p>The learner must demonstrate their knowledge and understanding to meet all assessment criteria.</p> <p>Assessment methods appropriate to the needs of the learner must be used to generate satisfactory evidence of skills, knowledge and understanding.</p>
Additional information about this unit	
FDQ unit category	Underpinning knowledge
Unit live for implementation from	01/03/2025
Unit review date	28/02/2030
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula	<p>This unit of assessment is related to the following National Occupational Standards:</p> <ul style="list-style-type: none"> • IMPAB103 Control the preparation and mixing of dough in automated operations • IMPCB103 Prepare and mix dough in bakery operations • IMPAB101 Control the proving of dough products in automated operations

	<ul style="list-style-type: none"> • IMPAB105 Control the oven-baking of dough products in automated operations • IMPCB114 Oven bake dough products in bakery operations • IMPPM103 Plan production schedules in food and drink operations • SEMBIT204 Contributing to the application of continuous improvement techniques (Kaizen) <p>This unit is aligned with the knowledge, skills and behaviours of the apprenticeship standard Lead Baker (ST1349)</p>
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