

FDQ - Qualification Purpose and Structure

FDQ number	Qualification title	Qualification approval number (QN)	EQF Level	Review date
323-062	FDQ Level 3 Diploma for Proficiency in Meat and Poultry Industry Skills	600/0510/5	4	31 Dec 2021

Purpose overview

This qualification is designed primarily for learners in the meat and poultry industry who wish to develop advanced skills and knowledge required to confirm occupational competence at work. The qualification provides choice in a wide range of control, monitoring and management of processing operations or distribution, service and retail operations to confirm occupational competence in specific job roles including:

- Lairage/slaughter controller/supervisor
- Meat and poultry processing controller
- Butchery controller/supervisor
- Meat and poultry packaging and distribution controller
- Meat and poultry service/sales controller
- Meat quality assurance technician/controller

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 2 Diploma for Proficiency in Meat and Poultry Industry Skills may be an advantage for some learners. The qualification assesses and recognises competent achievement within the workplace.

The qualification covers mandatory skills from a wide range of areas like: controlling meat and poultry processing plant, monitoring production, management of operations, diagnosis and resolution of problems, quality testing and sampling, co-ordinating

butchery service and retail operations. Learners can select from a large choice of mandatory skills in the control of processing, distribution, service and retail of meat and poultry. Learners also have to achieve mandatory units in meat and poultry knowledge which should be chosen carefully to meet 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 operational and reporting arrangements. For routine tasks 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:
 - meat and poultry processing management
 - food preparation and processing management
 - food science and technology
 - food hygiene, safety and quality management
 - food team management.
2. particular qualifications including:
 - FDQ L4 Diploma for Proficiency in Food Manufacturing Excellence
 - L4 Food and Beverage qualifications
 - L4 Award in Food Safety Management for Manufacturing
 - L4 Award in HACCP for Food Manufacturing.
3. Apprenticeships (Higher/Level 4) including:
 - Management Apprenticeship Frameworks

These frameworks provide progression opportunities to the following job roles:

 - Lairage/slaughter manager
 - Meat and poultry processing manager
 - Butchery manager

- Meat and poultry packaging and distribution manager
- Meat and poultry service/sales manager
- Meat quality assurance manager

This Diploma is designed for learners progressing into Level 4 Diploma learning in the subject areas or qualifications listed above. A smaller Certificate is recommended for learners progressing into Level 4 Certificate learning in subject areas and qualifications.

Qualification support

This qualification has been recognised for confirming occupational competence and is supported by the Institute of Meat and the Food Training and Education Council.

Further Information

Further information can be obtained from our website at: <http://www.fdq.org.uk/our-qualifications/processing-and-supply/meat-and-poultry/>

Or by contacting FDQ Tel: 0113 3970 395 Email: fdq@fdq.org.uk

Rules of Combination (RoC)

	Diploma
Total credits required for qualification	37
Total Qualification Time (TQT)	370 hours
Group A Mandatory units	Mandatory 22+ credits
Group B Knowledge units	Mandatory 7+ credits
Guided Learning Hours Range (min-max)	132-338 hours

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. Assessment requirements are set out in individual units of assessment, see exemplar F/601/2954 Principles of continuous improvement techniques (Kaizen) in food operations.

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. 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.

List of units

Unit ref	Unit type	Unit title	Level	Credit	GLH
Group A Mandatory units					
Meat and poultry processing units					
A/502/8009	OS	Arrange transport scheduling for the delivery of livestock in food operations	3	2	8
M/502/8010	OK	Understand how to arrange transport scheduling for the delivery of livestock in food operations	3	2	12
T/502/8011	OS	Monitor and control the reception of livestock in food operations	3	2	9
D/502/8018	OS	Understand how to monitor the reception of livestock in food operations	3	2	12
H/502/8019	OS	Monitor the health and welfare of livestock pre-slaughter in food operations	3	2	9

Y/502/8020	OK	Understand how to monitor the health and welfare of livestock pre-slaughter in food operations	3	2	12
D/502/8021	OS	Maintain lairage and ante-mortem facilities in food operations	3	2	10
Unit ref	Unit type	Unit title	Level	Credit	GLH
H/502/8022	OK	Understand how to maintain lairage and ante-mortem facilities in food operations	3	2	12
M/502/8024	OS	Monitor bleeding for Kosher meat	3	2	8
T/502/8025	OK	Understand how to monitor bleeding for Kosher meat	3	2	14
A/502/8026	OS	Monitor slaughter operations in meat processing	3	3	21
J/502/8028	OK	Understand how to monitor slaughter operations in meat processing	3	2	11
L/502/8029	OS	Monitor carcase operations in meat processing	3	3	22
F/502/8030	OK	Understand how to monitor carcase operations in meat processing	3	2	12
J/502/8031	OS	Monitor carcase compliance and holding in meat processing	3	3	20
L/502/8032	OK	Understand how to monitor carcase compliance and holding in meat processing	3	2	12
R/502/8033	OS	Monitor an automated meat/poultry processing system	3	3	17
Y/502/8034	OK	Understand how to monitor an automated meat/poultry processing system	3	2	12
D/502/8035	OS	Classify meat or poultry carcasses	3	3	12

H/502/8036	OS	Monitor the recovery of by-products and disposal of waste in meat processing	3	3	24
K/502/8037	OK	Understand how to monitor the recovery of by-products and disposal of waste in meat processing	3	2	15
Unit ref	Unit type	Unit title	Level	Credit	GLH
M/502/8038	OS	Monitor the recovery of co-products and disposal of waste in meat processing	3	3	24
T/502/8039	OK	Understand how to monitor the recovery of co-products and disposal of waste in meat processing	3	2	15
K/502/8040	OS	Monitor primal butchery in meat processing	3	3	17
M/502/8041	OK	Understand how to monitor primal butchery in meat processing	3	2	13
T/502/8042	OS	Monitor secondary butchery in meat processing	3	3	17
A/502/8043	OK	Understand how to monitor secondary butchery in meat processing	3	2	13
J/502/8045	OS	Monitor butchery in sales operations	3	3	19
L/502/8046	OK	Understand how to monitor butchery in sales operations	3	2	15
R/502/8047	OS	Monitor the manufacture of meat products/preparations	3	3	15
Y/502/8048	OK	Understand how to monitor the manufacture of meat products/preparations	3	2	13
D/502/8049	OS	Monitor treatment operations in meat processing	3	3	16
R/502/8050	OK	Understand how to monitor treatment operations in meat processing	3	2	15

Y/502/8051	OS	Monitor the slicing and wrapping of meat/meat products	3	3	15
J/502/8059	OK	Understand how to monitor the slicing and wrapping of meat/meat products	3	2	13

Retail and service units

Unit ref	Unit type	Unit title	Level	Credit	GLH
J/602/4569	OS	Plan and co-ordinate bake-off operations in food manufacture	3	3	15
A/602/4570	OK	Understand how to plan and co-ordinate bake-off operations in food manufacture	3	3	14
D/601/5280	OS	Maximise sales in a food retail environment	3	4	20
R/601/5292	OK	Understand how to maximise sales of food products in a retail environment	3	3	24
D/601/5294	OK	Understand how to plan to maximise sales of food products in a retail environment	3	3	22
M/602/4579	OS	Set up and maintain food retail operations	3	3	20
H/602/4580	OS	Monitor effectiveness of food retail operations	3	2	12
K/602/4581	OK	Understand how to co-ordinate food retail operations	3	2	14
M/602/4582	OS	Plan and co-ordinate food services	3	3	18
A/602/4584	OK	Understand how to plan and co-ordinate food services	3	3	25
F/602/4585	OS	Set up and maintain food service operations	3	2	14
J/602/4586	OS	Monitor effectiveness of food service operations	3	2	14

L/602/4587	OK	Understand how to set up and maintain food service operations	3	2	16
F/602/4571	OS	Organise the receipt and storage of goods and materials in food operations	3	3	15
J/602/4572	OK	Understand how to organise the receipt and storage of goods and materials in food operations	3	3	18
Y/602/1708	OS	Monitor and maintain storage conditions in food operations	3	3	14
Y/602/4575	OS	Monitor stored goods and materials in food operations	3	2	11
D/601/5179	OK	Monitor and maintain storage systems and procedures in food operations	3	2	10
D/601/5182	OK	Understand how to monitor and maintain storage conditions in food operations	3	2	10
Support operations units					
D/602/5811	OS	Maintain plant and equipment in food operations	3	4	26
K/602/5830	OK	Understand how to maintain plant and equipment in food operations	3	3	23
J/601/5225	OS	Interpret and communicate information and data in food operations	3	3	18
L/601/5226	OK	Understand how to interpret and communicate information and data in food operations	3	3	14
A/602/4701	OS	Control energy efficiency in food operations	3	3	13
R/602/5627	OS	Contribute to continuous improvement of food safety in operations	3	3	20
Y/602/5628	OK	Understand how to contribute to continuous improvement of food safety in operations	3	4	30
D/601/8311	OS	Carry out sampling for quality control in food manufacture	3	2	8

H/601/8312	OK	Understand how to carry out sampling for quality control in food manufacture	3	3	26
Unit ref	Unit type	Unit title	Level	Credit	GLH
J/601/9680	OK	Report on compliance with food safety requirements in operations	4	4	26
L/601/9681	OS	Understand how to report on compliance with food safety requirements in operations	4	4	20
F/602/5834	OS	Control and monitor safe supply of raw materials and ingredients in food operations	3	1	6
J/602/5835	OK	Understand how to control and monitor safe supply of raw materials and ingredients in food operations	3	3	20
A/502/7412	OS	Evaluate and improve production in food manufacture	3	3	16
F/502/7413	OK	Understand how to evaluate and improve production in food manufacture	3	2	15
J/502/7414	OS	Plan production schedules in food manufacture	3	3	21
L/502/7415	OK	Understand how to plan production schedules in food manufacture	3	2	14
Y/602/5838	OS	Contribute to optimising work areas in food manufacture	3	3	26
D/602/5839	OK	Understand how to contribute to optimising work areas in food manufacture	3	3	15
A/602/4617	OS	Diagnose problems in food operations	3	3	14
F/602/4618	OK	Understand how to diagnose problems in food operations	3	3	16
J/602/4619	OS	Resolve problems in food operations	3	3	16

A/602/4620	OK	Understand how to resolve problems in food operations	3	4	22
Unit ref	Unit type	Unit title	Level	Credit	GLH
F/602/4697	OS	Monitor and control throughput to achieve targets in food operations	3	2	9
J/602/4698	OK	Understand how to monitor and control throughput to achieve targets in food operations	3	3	15
M/602/5831	OS	Set up and maintain picking and packing orders in food operations	3	3	18
T/602/5832	OS	Monitor effectiveness of picking and packing operations in food operations	3	2	12
A/602/5833	OK	Understand how to coordinate picking and packing orders in food operations	3	2	14
D/502/8052	OS	Monitor wrapping and labelling of products in food operations	3	2	10
H/502/8053	OK	Understand how to plan and co-ordinate wrapping and labelling in food operations	3	2	12
M/502/8055	OS	Monitor effectiveness of despatch and transport in food operations	3	2	10
T/502/8056	OK	Understand how to co-ordinate despatch and transport of orders in food operations	3	2	10
Common operations units					
H/602/5826	OS	Monitor food safety at critical control points in operations	3	1	5
Y/602/1692	OS	Monitor product quality in food operations	3	3	20
T/602/5829	OK	Understand how to control product quality in food operations	3	2	10

K/602/5827	OS	Monitor health, safety and environmental systems in food operations	3	2	12
Unit ref	Unit type	Unit title	Level	Credit	GLH
M/602/5828	OK	Understand how to monitor health, safety and environmental management systems in food operations	3	3	20
A/602/6304	OK	Understand how to develop working relationships with colleagues in food operations	3	2	12
L/602/5075	OS	Manage organisational change for achieving excellence in food operations	3	4	21
R/602/5076	OK	Understand how to manage organisational change for achieving excellence in food operations	3	3	17
M/602/6302	OS	Develop working relationships with colleagues in food operations	3	3	15
					12
A/602/6304	OK	Understand how to develop working relationships with colleagues in food operations	3	2	
Group B Knowledge units					
M/502/7844	UK	Principles of breed and pre-slaughter selection of meat and poultry species	3	3	27
F/602/6224	UK	Principles of rearing and welfare of meat species	4	5	37
A/502/8057	UK	Principles of butchery	3	3	24
F/502/8058	UK	Principles of curing meat	3	3	22
A/502/8060	UK	Principles of a specialist raw meat and poultry sales service	3	3	23
F/502/8061	UK	Principles of a specialist cooked meat and poultry sales service	3	3	23

M/502/8007	UK	Principles of a specialist cheese sales service	3	3	23
Unit ref	Unit type	Unit title	Level	Credit	GLH
M/502/7827	UK	Principles of classification of meat and poultry carcasses	3	3	21
R/602/6227	UK	Principles of microbiology and parasitology in meat production	4	3	24
D/602/6229	UK	Principles of anatomy and physiology of meat species	4	5	37
Y/602/6276	UK	Principles of pathology of meat species	4	5	37
T/502/8008	UK	Principles of technology in meat processing	3	3	21
D/602/6277	UK	Principles of meat science	4	5	37
A/502/7846	UK	Principles of adding value to meat and poultry products	3	3	24
H/502/7825	UK	Principles of animal waste and by-product removal and processing of edible co-products	3	3	24
A/602/4505	UK	Principles of weights and measures in food technology	3	4	30
F/602/4506	UK	Principles of freezing methods in food technology	3	4	30
R/602/4512	UK	Principles of gelatine biochemistry in food science	3	4	35
M/602/4548	UK	Principles of lipid functionality in food science	3	4	35
K/602/4550	UK	Principles of protein functionality in food science	3	4	32
T/602/4566	UK	Principles of food labelling in food operations	3	4	30
Y/600/2382	UK	The Principles of HACCP for food manufacturing	3	3	20

F/601/2954	UK	Principles of continuous improvement	3	3	15
Unit ref	Unit type	Unit title	Level	Credit	GLH
		techniques (Kaizen) in food operations			
L/601/2701	UK	Principles of sustainability in food operations	3	4	34

Exemplar criteria 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.			

<p>2. Understand the criteria and requirements for Kaizen and problem solving</p>	<p>2.1 Explain the criteria used to select an area/processing activity for Kaizen activity</p> <p>2.2 Explain the importance of understanding the food process and/or activity under review</p> <p>2.3 Summarise the requirements for the deployment of Kaizen, and the resources required by the activity</p> <p>2.4 Explain the importance of waste in Kaizen activity and why inventory control is important to waste reduction</p> <p>2.5 Explain how root cause analysis can support problem solving</p> <p>2.6 Explain how own knowledge of food processing activities can support problem solving.</p>
<p>3. Understand how to interact with Kaizen activity</p>	<p>3.1 Explain the application of the Deming cycle (plan, do, check, act)</p> <p>3.2 Explain how to engage the knowledge and experience of the people involved in the process in the development of improvement activities</p> <p>3.3 Explain how to separate facts and opinions about the food operations and how these affect improvement actions</p> <p>3.4 Explain the techniques used to visually communicate the work of the Kaizen activity to participants and others</p> <p>3.5 Explain how to use calculations for identifying the required production rate for a process</p> <p>3.6 Summarise the cycle time of a process</p> <p>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</p> <ul style="list-style-type: none"> • Line balance

	<ul style="list-style-type: none"> • Process displays
Additional information about the unit	
Unit purpose and aim(s)	<p>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.</p>
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	<p>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.</p> <p>Assessment methods appropriate to the needs of the learner must be used to generate satisfactory evidence of knowledge and understanding.</p>

Ofqual unit ref	F/601/2954
Title	Principles of continuous improvement techniques (Kaizen) in food operations
Additional information about the unit	
Unit review date	31/01/2018
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	<p>This unit of assessment has a relationship with the following National Occupational Standards: IMPQI207K Principles of continuous improvement techniques (Kaizen) in a food environment.</p>

Support for the unit from a SSC or appropriate other body (if required)	Improve Ltd
Location of the unit within the subject/sector classification system	4.2 Manufacturing Technologies
Name of the organisation submitting the unit	FDQ
Availability for use	Shared
Unit category	OK