

# Food Manufacturing Excellence Level 3



## 1. Overview and Introduction to Food Manufacturing Excellence (FME) Level 3 (SCQF Level 6)

The Scottish Vocational Qualification (SVQ) in Food Manufacturing Excellence at Level 3 (SCQF Level 6) offers companies working in the food manufacture or supply chain environment the ability to implement a sustainable, continuous improvement programme for the workplace through a unique blend of change management, team working and improvement tools and techniques which work together to deliver change.

This FME qualification is suitable for food operatives, supervisors and managers working in a food supply chain business which is already on, or preparing to embark upon an improvement journey allowing everyone to contribute significantly to the business improvement process helping to “Achieve Excellence” as part of their strategy.

**FME 3 is suitable for improvement/lean project team leaders or supervisors responsible for implementation and control of activity**

FME enables candidates to work and train in project teams to develop the critical skills and knowledge to deliver business improvement and sustainable growth through change management which sits at the heart of “Lean Principles” where communication, behaviour and team working perform together to create a sustainable continuous improvement culture.

### Lean

**Deliver value to the customer  
Remove waste  
Flow focused**

- Waste removal will improve business performance
- Many small improvements are better than system analysis

### Six Sigma

**Deliver value to the customer  
Reduce variation  
Problem focused**

- A problem exists
- Figures and numbers are valued
- System output improves is variation in all processes inputs is reduced

## 2. Qualification Content

- SVQ Certificate for Food and Drink Operations Food Manufacturing Excellence Level 3 (SCQF Level 6)

### Award Structure:

Candidates must complete a minimum of 8 units (10 units if undertaking a Modern Apprenticeship) to successfully achieve a SVQ Level 3 certificate.

Candidates must complete a minimum of 3 units from Group A, a minimum of 3 units from Group B and any other 2 units from Groups A or B.

Unit No	Unit Title	Unit Code
<b>Group A (a minimum of 3 units)</b>		
512	Allocate and Monitor the Progress and Quality of Work in Your Area of Responsibility	DR3Y 04
607	Contribute to the Development of an Achieving Excellence Culture in a Food Environment	H13L 04
608	Plan Organisational Change of Achieving Excellence in a Food Environment	H13M 04
609	Manage Organisational Change for Achieving Excellence in a Food Environment	H13N 04
615	Provide Coaching and Mentoring for Achieving Excellence in a Food Environment	H13Y 04
618	Manage Workplace Organisation for Achieving Excellence in a Food Environment	H142 04
<b>Group B (a minimum of 3 units)</b>		
621	Carry Out Valve Steam Mapping (VSM) Programme in a Food Environment	H149 04
622	Implement Visual Management Systems in a Food Environment	H14A 04
623	Diagnose Problems in a Food Environment	H14B 04
628	Implement a Problem Solving Methodology for Achieving Excellence in a Food Environment	H14F 04
629	Implement Improvement Programmes for Achieving Excellence in a Food Environment	H14G 04
632	Measure and Collect Data for Achieving Excellence in a Food Environment	H152 04
<b>Group C (a maximum of 2 units)</b>		
637	Principles of Change Project Management in a Food Environment	H158 04
644	Principles of Flexible Production and Manpower Systems in a Food Environment	H15V 04

## Core Skills (SCQF Level 5):

Candidates undertaking a Modern Apprenticeship Level 3 must also complete the following Core Skills as part of the MA Framework

- F42P 04: Working with Others
- F42F 04: Information and Communication Technology
- F42B 04: Numeracy
- F427 04: Communication
- F42K 04: Problem Solving

### 3. Benefits of the Qualification

The level 3 FME qualification is most suitable for improvement/lean project team leaders or supervisors who are responsible for implementation and control of the activity.

### 4. Learning Content

These qualifications help support skills development in areas recognised as critical to achieving sustainable lean practices such as change management, and leadership. When used together with other food and drink sector qualifications, they will support a sustainable lean implementation programme, leading to long term cultural changes rather than 'one off' activities.

These qualifications should appeal to all food manufacturing organisations which operate quality production practices such as lean manufacturing and six sigma.



**FME integrates with your company's ambition to operate quality production practices and business improvement techniques (BIT) such as lean manufacturing and six sigma.**

## 5. How the learning is delivered

We use a Blended Learning approach suited to workplace learning on an individual basis or groups as required.

The Training Advisor will visit the candidate within the workplace on a regular basis to support, advise, guide and facilitate workshops and individual one to one learning and development; all visits are in the workplace so there is no need to release staff to college.

## 6. The Assessment Process

Assessment of this award will be through a series of theoretical and practical assessments or tasks and projects defined by a set of National Occupational Standards (NOS) developed by Improve Ltd (Sector Skills Council).

Methods of assessment can include:

- *observation*
- *discussion*
- *personal statements*
- *projects, testimonies*
- *supporting documentation.*

Each candidate  
will be appointed  
a dedicated  
Training Advisor.

## 7. Engagement with Training Advisor

Each candidate will be appointed a dedicated Training Advisor. An Individual Training Plan will be drawn up and the units for delivery will be agreed by the candidate, employer and training advisor. Each visit date will be agreed and progress will be mapped in the form of progress reviews that will also detail work to complete for next visit, date of next visit and any feedback that either party wishes to convey.

The training advisor will also make each candidate aware of their contact details should they require any future information and guidance.

## National Food and Drink Training

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