

# Food Manufacturing Excellence Level 2



## 1. Overview and Introduction to Food Manufacturing Excellence (FME) Level 2 (SCQF Level 5)

The Scottish Vocational Qualification (SVQ) in Food Manufacturing Excellence at Level 2 (SCQF Level 5) 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 is suitable for  
operatives,  
supervisors and  
managers working in  
a food supply chain  
business**

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 2 (SCQF Level 5)

### Award Structure:

Candidates must complete a minimum of 8 units (9 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>		
202	Work Effectively with others in a Food Environment	H133 04
203	Store, Retrieve and Archive Information	DP73 04
204	Maintain Product Quality in Food Manufacture	F2M9 04
206	Maintain Workplace Food Safety Standards in Manufacture	F2MD 04
209	Contribute to Environmental Safety in Food Manufacture	F2JL 04
207	Maintain the Workplace and Health and Safety in Food Manufacture	F2MB 04
239	Contribute to Developing Production Specifications in Food Manufacture	F2JK 04
444	Contribute to Sustainable Practice in a Food Environment	H134 04
210	Contribute to the Maintenance of Plant and Equipment in Food Manufacture	F2JV 04
<b>Group B (a minimum of 3 units)</b>		
446	Organise and Improve Work Activities for Achieving Excellence in a Food Environment	H135 04
447	Contribute to Continuous Improvement for Achieving Excellence in a Food Environment	H136 04
448	Contribute to the Measurement and Collection of Data for Achieving Excellence in a Food Environment	H137 04
449	Contribute to the Application of Improvement Techniques for Achieving Excellence in a Food Environment	H138 04
450	Undertake Proactive Plant Maintenance in a Food Environment	H139 04
451	Contribute to the Development of Standard Operating Procedures (SOP) in a Food Environment	H13A 04
452	Reduce and Manage Conflict in Achieving Excellence in a Food Environment	H13B 04
453	Contribute to Compliance for Achieving Excellence in a Food Environment	H13C 04
454	Contribute to Problem Diagnosis in a Food Environment	H13D 04
455	Contribute to Problem Resolution in Food Environment	H13E 04
<b>Group C (a maximum of 2 units)</b>		
456	Principles of Sustainability in a Food Environment	H13F 04
457	Principles of Workplace Organisation Techniques in a Food Environment	H13G 04
458	Principles of Improvement in a Food Environment	H13H 04
459	Principles of Continuous Improvement Techniques (Kaizen) in a Food Environment	H13J 04

### Core Skills (SCQF Level 4):

Candidates undertaking a Modern Apprenticeship Level 2 must also complete the following Core Skills as part of the MA Framework

- F42N 04: Working with Others
- F42E 04: Information and Communication Technology
- F42A 04: Numeracy
- F426 04: Communication
- F42J 04: Problem Solving

### 3. Benefits of the Qualification

The level 2 FME qualification is most suitable for operatives who are working in businesses that are undergoing improvement, and who want to develop basic skills in change management, working with others and the lean tools and techniques necessary to support improvement.

### 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.



**The level 2 FME qualification is most suitable for operatives who are working in businesses that are undergoing improvement.**

## 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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