

# 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 the food manufacture and supply chain businesses**

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.



## 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 9 units (if undertaking a Modern Apprenticeship) to successfully achieve a SVQ Level 2 certificate.

Unit Title
<b>Group A (a minimum of 3 units and a maximum of 5)</b>
Develop productive working relationships with colleagues
Allocate and monitor work in a food business
Maintain product quality in food and drink operations
Maintain workplace food safety standards in manufacture
Work safely in food manufacture
Contribute to environmental safety in food manufacture
Contribute to the maintenance of plant and equipment in food manufacture
Contribute to developing product specifications in food manufacture
Contribute to sustainable practice in a food environment
<b>Group B (a minimum of 3 units and a maximum of 5)</b>
Organise and improve work activities in food operations
Contribute to continuous improvement in food operations
Contribute to the collection of improvement performance data in food operations
Contribute to the application of improvement techniques in food operations
Contribute to the improvement of maintenance in food operations
Contribute to the improvement of Standard Operating Procedures (SOPs) in food operations
Manage and reduce conflict in improving food operations
Contribute to the maintenance of compliance in improving food operations
Contribute to problem diagnosis in food and drink operations
Contribute to problem resolution in food and drink operations

### 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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