

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 10 units (if undertaking a Modern Apprenticeship) to successfully achieve a SVQ Level 3 certificate.

Unit Title
Group A (a minimum of 3 units and a maximum of 5)
Communicate in a business environment
Develop productive working relationships with colleagues
Allocate and monitor work in a food business
Plan and organise your own work activities in a food business
Contribute to continuous improvement of food safety in food and drink operations
Contribute to the development of an improvement culture in food operations
Plan organisational change and improvement in food operations
Manage organisational change and improvement in food operations
Provide organisational support for improvement in food operations
Monitor change and improvement in food operations
Evaluate organisational change and improvement in food operations
Contribute to the development of an improvement strategy in food operations
Identify learning and skills needs for improvement in food operations
Provide coaching and mentoring for improvement in food operations
Provide training for improvement in food operations
Assess teams and individuals for improvement in food operations
Manage workplace organisational improvement in food operations
Manage compliance to support improvement in food operations
Group B (a minimum of 3 units and a maximum of 5)
Control and monitor energy efficiency in a food environment
Control and monitor waste minimisation in a food environment
Control and monitor water usage in a food environment
Control and monitor transport efficiency in a food environment
Analyse current improvement practice in food operations
Carry out value stream mapping (VSM) in food operations
Implement and evaluate visual management systems in food operations
Diagnose production problems in food and drink operations
Analyse and select areas for improvement in food operations
Apply Failure Modes and Effects Analysis (FMEA) in food operations
Resolve production problems in food and drink operations
Plan and agree targets for improvement in food operations
Implement a problem solving methodology for improvement in food operations
Implement improvement programmes in food operations
Implement a set-up reduction programme in food operations
Implement mistake/error proofing (Poka yoke) in food operations
Measure and collect improvement data and information in food operations
Analyse and evaluate improvement outcomes in food operations
Sustain improvement in food operations
Review and select improvement models in food operations

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

Unit 2, Halbeath Interchange Business Park, Kingseat Road, Halbeath, KY11 8RY

Email: apprenticeship@nfdt.org | Telephone 01383 661555 | www.nfdt.org

