apprenticeship FRAMEWORK

Food and Drink

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills** and **Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to **new Apprenticeship starts on, or after, 14th October**. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

For any previous versions of this framework: www.acwcerts.co.uk/framework_library

Issue date: 30/09/2019

Published By	
The National Skills Academy for Food & Drink (formerly Improve)	Apprenticeship Certification Wales
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Prentisiaethau Apprenticeships

Food and Drink

Contents

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Framework information

Information on the Issuing Authority for this framework:

The National Skills Academy for Food & Drink (formerly Improve)

The Apprenticeship sector for occupations in food and drink manufacturing and processing.

Issue number: 11	**This framework includes:**
Framework ID: FR04460	Level 2 ☒ Level 3 ☒ Level 4-7 ☒
Date this framework is to be reviewed by: 17/06/2020	**This framework is for use in: Wales**

Short description

The purpose of this Framework is help address skills issues facing the food and drink industry by providing entry and progression routes for new entrants and existing staff.

The Framework is offered as a Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship and includes a range of sector-specific and generalist operational pathways; and Food Manufacturing Excellence (FME), which focuses on embedding continuous improvement and 'lean' production methods into food businesses.

Generic job roles include: Process Operative; Production Controller; Technical Manager; Team Leader and Facilities Support Technician; and sub-sector specific jobs include: Butcher, Meat and Poultry Operative, Plant, In-store and Craft Baker, Miller, Fishmonger, Brewer, Dairy Operative and Fresh Produce Grader. FME roles include Organisation and Development Manager, Productivity Manager and Lean Manufacturing Manager.

www.nsafd.co.uk/

Contact information

Proposer of this framework

National Skills Academy for Food & Drink, representing the food and drink manufacturing sector and associated supply chain industries (hereafter referred to as NSAFD), has proposed this framework on behalf of employers in the food and drink sector.

Developer of this framework

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Revising a framework

Why this framework is being revised

NSAFD Proficiency Apprenticeship in Food and Drink (Wales) (FR04110, Issue 10) has been revised to update essential skills information

Summary of changes made to this framework

The framework is being changed to fix a system error

Qualifications removed

N/A

Qualifications added

N/A

Qualifications that have been extended

N/A

Purpose of this framework

Summary of the purpose of the framework

The Food and Drink Industry

The food and drink industry is an exciting, dynamic, fast-paced and competitive industry driven by innovation and new technology, suitable for people of all abilities and backgrounds. As the largest manufacturing sector in the UK (based on number of employees and financial turnover), it includes some of the country's best known businesses and brands. There are opportunities for people with different abilities, backgrounds and experience to enter the sector and develop and progress in their chosen career.

The food and drink manufacturing and processing (FDMP) industry develops, manufactures, processes, packs and distributes food and drink products for sale in the UK and worldwide. With more than 19,900 employees across 395 businesses and an annual turnover of £1.3bn, accounting for 2% of the UK FDMP industry turnover, the Welsh food and drink industry has a vital role to play in the UK's economy. In 2011, the total Gross Value Added - the difference between the value of goods and services produced and the cost of raw materials and other inputs which are used up in production – generated by the Welsh FDMP industry was just over £1bn, contributing approximately 5% to the UK GVA figure, an increase on the previous year. During the same period, the Welsh manufacturing industry experienced a 4% reduction in GVA generated. FDMP Gross Value Added in Wales generates 13% of the overall GVA for the Wales manufacturing industry. (Source: Skills Insights and Labour Market Facts about the Food and Drink Manufacturing & Processing Industry in Wales 2013 – 2014, Improve Limited.)

The food and drink manufacturing and processing industry accounts for 15% of the Welsh manufacturing workforce, and 2% of the total workforce in Wales. Over half of the Wales FDMP industry is employed in the bakery and meat sectors (29% and 23% respectively); and employment is concentrated in Flintshire, Wrexham, Cardiff and Newport.

Employment in the Welsh FDMP industry is forecast to grow by 12.9% between 2010 and 2020, in contrast to the forecast of only 1% or the UK FDMP average for the same period. The occupational profile for food and drink is projected to remain relatively stable, with employment concentrated in machine operatives and elementary roles. The most significant number of job increases are forecast to be at the higher end of the spectrum, including managers and professionals.

Across the UK, the food and drink manufacturing and processing industry needs to recruit 170,000 staff between 2010 and 2020 to meet growth demands and replace those who leave or retire, with 35% of the current workforce being eligible for retirement in the next 20 years. This includes 25,000 managers and senior officials; 16,000 high skilled professionals; 24,000

associate professional and technical roles; 33,000 process, plant and machine operatives; and 35,000 elementary roles (Source: Working Futures 4, 2012). In Wales, this issue is even more acute, with over two-thirds of the current FDMP workforce being eligible for retirement in the same period.

There are a number of complex issues currently driving the FDMP industry in Wales including:

• Consumer protection and public health – for example, supply chain issues and traceability
• Globalisation - companies are tending to relocate where cost advantages are identified
• Consumer demands - consumers are more concerned about health and nutrition than ever before
• Technology – innovative production methods are being introduced
• Environmental change – finding sustainable methods for food production is critical

Recruitment and skills issues facing the industry

The Welsh FDMP industry is facing a number of skills issues affecting the ability of the industry to achieve its potential:

- Skills gaps at a strategic business level in the manufacturing sector, including aspects of management and leadership
- Of the 15% of Wales' employers reporting vacancies, only 6% consider these vacancies as hard to fill
- 6% of employers have skills shortages
- Sector-specific research suggests that businesses are most likely to have hard-to-fill vacancies because applicants do not have the right attitude or because they do not have the required skills (both 28%)
- Within the existing FDMP workforce in Wales, 26% of employers report having skills gaps (the highest incidence of skills gaps in the UK is amongst associate professionals, machine operative and elementary roles)
- Other research suggests that skills most needed are sales and merchandising (25%) and food technology skills (17%). Sales and merchandising is important because not only is there a skill gap, but it is also an important skill for businesses.
- 53% of businesses in food manufacturing have technical skills gaps

(Source: The Welsh Food and Drink Skills Project, Miller Research, October 2011)

How this Framework will help address skills issues

The Apprenticeship Framework for Food and Drink allows apprentices to follow the most relevant pathway for their roles, whether specialist (e.g. craft baker), sector-specific or generalist; operative or supervisory/management - providing them with an opportunity to learn new skills in an industry with wide-ranging careers and good progression prospects.

The framework allows apprentices to gain technical knowledge and real practical experience, in

areas where there are known skills gaps and 'hard to fill' vacancies. The Foundation Apprenticeship provides an entry route into the sector, and is suitable for those learners moving into a new job, or for equipping existing employees with new skills and learning; whilst the Apprenticeship and Higher Apprenticeships provide progression routes to supervisory, management and senior operative roles where there are skills gaps and increasing future demand.

The most significant training benefits for businesses in the industry are found to be those associated with intermediate level skills, i.e. Level 2 Foundation Apprenticeships and associated proficiency qualifications. Investment in intermediate level skills brings broader benefits, not just in terms of the apprentice's job satisfaction and career opportunities, but also in meeting business goals, innovation and responding to the market. This framework, with its diverse range of pathways, including many Foundation Apprenticeship pathways, provides an opportunity for employers to invest in these skills; and for learners to achieve their career goals.

The qualification structures within the framework at all levels, cover options relevant to those wishing to carry out a sales role within the many food and drink pathways. This is relevant to the reported gap in sales and merchandising, which is important to businesses.

The Foundation Apprenticeship in Food and Drink (Food Industry Skills) pathway is for those in generalist roles relevant to all food and drink sectors, such as processing control operative, quality control, facilities support or sales/service support in a food industry organisation; and specialist operatives such as butcher, baker or dairy production operative. Operatives often work with semi-automated processing control and monitoring functions coupled with batch production systems. However, batch operations may require some specialist sub-sector skills and knowledge. Role-holders need to be highly responsive to customer needs where the requirement is for flexible processing operations.

The Foundation Apprenticeship in Food and Drink (Food Industry Team Leading) pathway is for team leaders; and the Apprenticeship in Food and Drink (Food Industry Skills and Technical Management) pathway is for those performing advanced technical skills in operative roles; and for technical managers and supervisors of food manufacture and the food supply chain environment, in areas such as production, technical control and quality assurance - areas where there are known skills gaps.

Throughout the framework, including the Higher Apprenticeship, the Food Manufacturing Excellence (FME) pathway, focuses on business improvement techniques and 'lean' production methods. FME can have a significant and tangible impact on productivity and profitability. Employers recognise FME techniques are powerful development tools, critical to business success.

Aims and objectives of this framework (Wales)

Aims of the Framework

The aim of this Framework is to

- attract new entrants into the sector from a wide range of backgrounds to replace those who leave or retire, and
- upskill the existing workforce to meet the skills needs of employers.

The objectives are to:

- Contribute to addressing skills gaps in the food and drink sector
- Contribute to increasing productivity and performance through pathways such as Food Manufacturing Excellence
- Provide progression for apprentices to encourage the shift towards 'higher-skills' requirements
- Provide entry routes to attract people to the food and drink industry, to ensure that the industry represents its customer base in terms of diversity

For further information on job roles and career opportunities visit www.tastycareers.org.uk

Entry conditions for this framework

There are no formal entry requirements to this Framework in terms of pre-perquisite qualifications. It is open to all individuals who show a strong desire to pursue a career in the food and drink industry.

However, to be successful in an apprenticeship, the potential apprentice will need to demonstrate attributes such as self-reliance, high motivation and good interpersonal skills. It is likely that they will have gained some experience that will enable these personal qualities to be identified. For instance, participation on a pre-apprenticeship programme or a work-related placement (especially within the food and drink sector) would provide a good grounding.

Entry conditions for all pathways include having a high standard of cleanliness and being able to follow strict hygiene and health and safety rules. Medical advice should be sought about the suitability of the apprenticeship if the applicant suffers from a food related allergy.

Progression opportunities onto the Apprenticeship are open to those who have experience in the sector or those looking for a career change as well as to new entrants.

Rules to avoid repeating qualifications

Processes exist to make sure that applicants with prior knowledge, qualifications and/or experience are not disadvantaged by having to repeat learning. Training providers, Colleges and Awarding Organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience. There are no relaxations or proxies for any qualifications specified in a framework in SASW, however, providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace.

Initial assessment

Training providers and employers will use an initial assessment process to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs. This process will take into account prior experience of work in the sector that may be recognised by the awarding organisation as well as qualifications.

Essential Skills Wales (ESW)

ESW in Application of Number and Communication need to be achieved at the required levels even if the apprentice has already has GCSEs in English and Maths. There are no proxies, no exemptions or relaxation allowances for ESW (information about ESW can be found on the Welsh Assembly Government website).

Key Skills qualifications (at the same level and subject) will be accepted as alternatives to ESW qualifications. However, apprentices holding Key Skills should be encouraged to achieve ESW at a higher level, during their apprenticeship programme.

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Level 2

Title for this framework at level 2

Foundation Apprenticeship in Food and Drink

Pathways for the framework at level 2:

Pathway 1:   Meat and Poultry

Pathway 2:   Baking

Pathway 3:   Food Industry Skills

Pathway 4:   Food Manufacturing Excellence

Pathway 5:   Fish and Shellfish

Pathway 6:   Brewing

Pathway 7:   Dairy

Pathway 8:   Fresh Produce

Pathway 9:   Food Industry Team Leading

Level 2, Pathway 1: Meat and Poultry

Description of this pathway

Food and Drink (Meat and Poultry) is for those working in processing and manufacturing roles, or sales/service support, in a meat and poultry organisation.

The recommended minimum pathway duration time for completion is 12 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 286 learning hours

• Competence = minimum 39 hours
• Knowledge = minimum 53 hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 44 weeks x 1 hour/week = 44 hours
• On the job mentoring = 30 hours

Minimum off-the-job training hours = 217 training hours
• Knowledge component of - Level 2 Certificate for Proficiency in Meat and Poultry Industry Skills = 53 hours

• Essential Skills Wales and off- the- job mentoring = 164 hours

Minimum on-the-job training hours = 69 training hours
• Competence component of - Level 2 Certificate for Proficiency in Meat and Poultry Industry Skills = 39 hours
• On the job mentoring = 30

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Sales/Service Support Assistant (Meat and Poultry)	Assisting with the provision of sales/service support in a meat and poultry organisation
Slaughter Operative	Slaughtering animals
Butcher	Cutting meats using unique techniques for different types of meat
Meat and Poultry Operative	Primary and secondary processing of meat and poultry

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 2 Certificate for Proficiency in Meat and Poultry Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/0518/X	FDQ	27	92-255	N/A
B1b	600/1109/9	Pearson Edexcel	27	92-255	N/A

B2 – Level 2 Diploma for Proficiency in Meat and Poultry Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	600/0679/1	FDQ	37	132-338	N/A

Relationship between competence and knowledge qualifications

The principal qualifications in the Meat and Poultry pathway are the Level 2 Certificate and Diploma for Proficiency in Meat and Poultry Industry Skills.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)

• **Occupational Skills** are practical units and the unit titles start with a verb, eg. control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."

• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)

• Qualification: Level 2 Certificate for Proficiency in Meat and Poultry Industry Skills

• Credit value: 27 credits

• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification

structure

Diploma route

• Qualification: Level 2 Diploma for Proficiency in Meat and Poultry Industry Skills

• Credit value: 37 credits

• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes Into the Foundation Apprenticeship in Food and Drink (Meat and Poultry)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate)
- By completing vocational qualifications
- Participation on employer placement
- Work experience
- Training.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Foundation Apprenticeship in Food and Drink (Meat and Poultry)

Examples include:

- Into employment, for example, as a butcher or meat and poultry operative;
- Direct career progression into the Level 3 Apprenticeship in Food and Drink (Meat and Poultry) pathway or other pathway suitable to the apprentice's role and career plans

Development into a different role at the same level or higher;
- Welsh Baccalaureate Level 3.

Many career options become available to the apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded. A suitable method of recording this information is by use of an ERR workbook.

A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 2, Pathway 2: Baking

Description of this pathway

Food and Drink (Baking) is for those working in baking processes and production roles, confectionery and cake production, or sales/service support in a bakery or manufacturing organisation.

The recommended minimum pathway duration time for completion is 12 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 278 learning hours

• Competence = minimum 35 hours
• Knowledge = minimum 49 hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 44 weeks x 1 hour/week = 44 hours
• On the job mentoring = 30 hours

Minimum off-the-job training hours = 213 training hours
• Knowledge component of - Level 2 Certificate for Proficiency in Baking Industry Skills = 49

hours
• Essential Skills Wales and off- the- job mentoring = 164 hours

Minimum on-the-job training hours = 65 training hours
• Competence component of - Level 2 Certificate for Proficiency in Baking Industry Skills = 35 hours
• On the job mentoring = 30 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Sales/Service Support Assistant	Assisting with sales/service support in a baking organisation
Plant Baker	Uses machinery and production lines to manufacture large amounts of baked goods for shops, supermarkets and other large customers
In-store Baker	Using some automated machinery, for example in a supermarket, to make fresh bread products to be sold in the store
Craft Baker	Creating smaller amounts of products to be sold in a shop, delicatessen or chain of specialist shops. Although some machinery is used, much of the work is done by hand
Confectioner	Mixes, shapes and cooks sweeteners and other ingredients to produce confectionery
Cake Decorator	Works in a bakery, supermarket or speciality cake shop and decorates cakes using a variety of tools, materials and food items

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 2 Certificate for Proficiency in Baking Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1c	501/0689/2	FDQ	27	84-231	N/A

B2 – Level 2 Diploma for Proficiency in Baking Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	501/0741/0	Pearson Edexcel	37	182-348	N/A
B2b	501/1638/1	City & Guilds	37	182-348	N/A
B2c	501/1272/7	FDQ	37	182-348	N/A

Relationship between competence and knowledge qualifications

The principal qualifications in the Baking pathway are the Level 2 Certificate and Diploma for Proficiency in Baking Industry Skills.

In this Framework, the choice of units in the qualification must provide at least 27 credits if

the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10

credits from solely OS units)

• **Occupational Skills** are practical units and the unit titles start with a verb, eg.,control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to…"

• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of…"

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)

• Qualification: Level 2 Certificate for Proficiency in Baking Industry Skills

• Credit value: 27 credits

• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route

• Qualification: Level 2 Diploma for Proficiency in Baking Industry Skills

• Credit value: 37 credits

• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes into the Foundation Apprenticeship in Food and Drink (Baking):

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- By completing vocational qualifications;
- Participation on an employer placement;
- Work experience;
- Training.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Foundation Apprenticeship in Food and Drink (Baking):

Examples include:

- Into employment, for example, as a plant, in-store or craft baker, or confectioner;
- Direct career progression onto a Level 3 Apprenticeship in Food and Drink (Baking) pathway or any other suitable to the apprentices role and career plans;
- Development into a different role at the same level or higher;
- Welsh Baccalaureate Level 3.

Many career options become available to the Apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded.
A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 2, Pathway 3: Food Industry Skills

Description of this pathway

Food and Drink (Food Industry Skills) is for those working in roles such as processing control operations, facilities support, quality and testing roles, or sales/service support in a food industry organisation.

The recommended minimum pathway duration time for completion is 12 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 271 learning hours

• Competence = minimum 32 hours
• Knowledge = minimum 45 hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 44 weeks x 1 hour/week = 44 hours
• On the job mentoring = 30 hours

Minimum off-the-job training hours = 209 training hours
• Knowledge component of - Level 2 Certificate for Proficiency in Food Industry Skills = 45

hours

• Essential Skills Wales and off- the- job mentoring = 164 hours

Minimum on-the-job training hours = 62 training hours

• Competence component of - Level 2 Certificate for Proficiency in Food Industry Skills = 32 hours
• On the job mentoring = 30 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions

Job title(s)	Job role(s)
Sales/Service Support Assistant (Food Industries)	Assisting with Sales/Service support for organisations within the Food and Drink industries
Facilities Support (Food Industries)	Supporting facilities and resourcing functions within the food and drink industries
Production Control Operative (Food Industries)	For large automated systems, ensuring Food and Drink manufacturing production line operates effectively
Quality Assurance Operative (Food Industries)	Carrying out quality levels to set parameters within highly automated Food and Drink manufacturing Organisations
Food and Drink Processing Control Operative	Carrying out manufacturing processes within highly automated Food and Drink organisations
Logistics Controller (Food Industries)	Assistance with management of logistics within Food and Drink organisations

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 2 Certificate for Proficiency in Food Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1b	600/0517/8	FDQ	27	77-206	N/A
B1c	600/1114/2	Pearson Edexcel	27	77-206	N/A

B2 – Level 2 Diploma for Proficiency in Food Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	600/0443/5	FDQ	37	115-324	N/A

Relationship between competence and knowledge qualifications

The principal qualifications in the Food Industry Skills pathway are the Level 2 Certificate and Diploma for Proficiency in Food Industry Skills.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal

qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)

• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."

• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)

• Qualification: Level 2 Certificate for Proficiency in Food Industry Skills

• Credit value: 27 credits

• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route

• Qualification: Level 2 Diploma for Proficiency in Food Industry Skills

• Credit value: 37 credits

• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of bot, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES** ☐   **NO** ☒

Progression routes into and from this pathway

Progression routes Into the Foundation Apprenticeship in Food and Drink (Food Industry Skills):

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- By completing vocational qualifications;
- Participation on an employer placement;
- Work experience;
- Training.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Foundation Apprenticeship in Food and Drink (Food Industry Skills):

Examples include:

- Into employment, for example, as a production control operative, processing control operative or quality assurance operative;
- Direct career progression onto the Level 3 Apprenticeship in Food and Drink (Food Industry Skills) pathway or any other pathway suitable to the apprentice's role and career plans;
- Development into a different role at the same level or higher;
- Welsh Baccalaureate Level 3.

Many career options become available to the apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded. A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.
For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 2, Pathway 4: Food Manufacturing Excellence

Description of this pathway

Food and Drink (Food Manufacturing Excellence) is for those working in jobs with responsibility for supporting continuous improvement, increasing productivity and implementing 'lean' production methods in a food and drink organisation.

The recommended minimum pathway duration time for completion is 15 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 301 learning hours

• Competence = minimum 45 hours
• Knowledge = minimum 62 hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 44 weeks x 1 hour/week = 44 hours
• On the job mentoring = 30 hours

Minimum off-the-job training hours = 226 training hours
• Knowledge component of - Level 2 Certificate for Proficiency in Food Manufacturing

Excellence = 62 hours
• Essential Skills Wales and off- the- job mentoring = 164 hours

Minimum on-the-job training hours = 75 training hours
• Competence component of - Level 2 Certificate for Proficiency in Food Manufacturing
Excellence = 45 hours
On the job mentoring = 30 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Business Operative (Food and Drink)	Assisting with general food/drink production responsibilities
Team Supervisor (Food and Drink)	Supervising team activities within a Food and Drink organisation
Technical Assistant (Food and Drink)	Assisting with technical projects or area within Food and Drink organisation
Productivity Technician (Food and Drink)	Improving food/drink productivity by assisting with the introduction of lean production methods

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 2 Certificate for Proficiency in Food Manufacturing Excellence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	500/9392/7	FDQ	27	107-216	N/A

B2 – Level 2 Diploma for Proficiency in Food Manufacturing Excellence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	501/1433/5	FDQ	37	162-278	N/A

Relationship between competence and knowledge qualifications

The principal qualifications in the Food Manufacturing Excellence pathway are the Level 2 Certificate and Diploma for Proficiency in Food Manufacturing Excellence.

In this Framework, the choice of units in the qualification must provide at least 27 credits if

the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both

skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)

• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."

• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)

• Qualification: Level 2 Certificate for Proficiency in Food Manufacturing Excellence

• Credit value: 27 credits

• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route

• Qualification: Level 2 Diploma for Proficiency in Food Manufacturing Excellence

• Credit value: 37 credits

- Choice of units/credits@ In addition to units containing at least 10 solely competence credits and at least 1- solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement above the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement above the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes Into the Foundation Apprenticeship in Food and Drink (Food Manufacturing Excellence)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- By completing vocational qualifications;
- Participation on an employer placement;
- Work experience;
- Training.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Foundation Apprenticeship in Food and Drink (Food

Manufacturing Excellence)

Examples include:

- Into employment, for example, as a productivity technician, technical assistant or team supervisor;
- Direct career progression onto the Level 3 Apprenticeship in Food and Drink (Food Manufacturing Excellence) pathway or other pathway suitable to the apprentice's role and career plans;

- Development into a different role at the same level or higher;
- Welsh Baccalaureate Level 3;

Many career options become available to the Apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded. A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 2, Pathway 5: Fish and Shellfish

Description of this pathway

Food and Drink (Fish and Shellfish) is for those working in fish and shellfish processing, or as sales/service support in a fish and shellfish organisation.

The recommended minimum pathway duration time for completion is 12 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 280 learning hours

• Competence = minimum 36 hours
• Knowledge = minimum 50 hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 44 weeks x 1 hour/week = 44 hours
• On the job mentoring = 30 hours

Minimum off-the-job training hours = 214 training hours

• Knowledge component of - Level 2 Certificate for Proficiency in Fish and Shellfish Processing Industry Skills = 50 hours

• Essential Skills Wales and off- the- job mentoring = 164 hours

Minimum on-the-job training hours = 66 training hours

• Competence component of - Level 2 Certificate for Proficiency in Fish and Shellfish Processing Industry = 36 hours

On the job mentoring = 30 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)	
Sales/Service Support Assistance (Fish and Shellfish)	Assisting with Sales/Service support within a Fish and Shellfish organisation	
Fish/Shellfish Processing Operative	Fish and Shellfish processing operations	
Fishmonger	Fish and Shellfish processing	

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 2 Certificate for Proficiency in Fish and Shellfish Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	501/1903/5	FDQ	27	86-277	N/A

B2 – Level 2 Diploma for Proficiency in Fish and Shellfish Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	501/2050/5	FDQ	37	128-279	N/A

Relationship between competence and knowledge qualifications

The principal qualifications in the Fish and Shellfish pathway are the Level 2 Certificate and Diploma for Proficiency in Fish and Shellfish Industry Skills.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal

qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)

• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to…"

• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of…"

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)
• Qualification: Level 2 Certificate for Proficiency in Fish and Shellfish Industry Skills
• Credit value: 27 credits
• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route
• Qualification: Level 2 Diploma for Proficiency in Fish and Shellfish Industry Skills
• Credit value: 37 credits
• Choice of units/credits: In addition to units containing at least 10 solely competence credits

and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES** ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes into the Foundation Apprenticeship in Food and Drink (Fish and Shellfish)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- By completing vocational qualifications;
- Participation on an employer placement;
- Work experience;
- Training.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Foundation Apprenticeship in Food and Drink (Fish and Shellfish)

Examples include:

- Into employment, for example, as a fishmonger, fish/shellfish processing operative or a fish and shellfish sales/support assistant;
- Direct career progression into the Level 3 Apprenticeship in Food and Drink (Fish and Shellfish) pathway or other pathway suitable to the apprentice's role and career plans;
- Development into a different role at the same level or higher;
- Welsh Baccalaureate Level 3;

Many career options become available to the apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

Framework Developer to complete with relevant info

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded.
A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain theERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 2, Pathway 6: Brewing

Description of this pathway

Food and Drink (Brewing) is for those working in brewing, production, processing and bottling operations.

The recommended minimum pathway duration time for completion is 12 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 286 learning hours

• Competence = minimum 39 hours
• Knowledge = minimum 53 hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 44 weeks x 1 hour/week = 44 hours
• On the job mentoring = 30 hours

Minimum off-the-job training hours = 217 training hours
• Knowledge component of - Level 2 Certificate for Proficiency in Brewing Industry Skills = 53 hours

• Essential Skills Wales, ERR and off- the- job mentoring = 179 hours

Minimum on-the-job training hours = 69 training hours

• Competence component of - Level 2 Certificate for Proficiency in Brewing Industry Skills = 39 hours

• On the job mentoring = 30 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)	
Brewer	Producing beer	64
Brewing Operative	Assisting with brewing processes and operations	
Bottling Plant Operative	Bottling and packaging operations	

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 Level 2 Certificate for Proficiency in Brewing Industry Skills – X.

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	501/0526/7	FDQ	27	92-223	N/A

B2 – Level 2 Diploma for Proficiency in Brewing Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	501/1054/8	FDQ	37	147-267	N/A

Relationship between competence and knowledge qualifications

The principal qualifications in the Brewing pathway are the Level 2 Certificate and Diploma for Proficiency in Brewing Industry Skills.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal

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qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both

skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)
• **Occupational Skills** are practical units and the unit titles start with a verb, eg.,
control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)
• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."
• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.
Selecting the principal qualification

Certificate route (minimum requirement)
• Qualification: Level 2 Certificate for Proficiency in Brewing Industry Skills
• Credit value: 27 credits
• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route
• Qualification: Level 2 Diploma for Proficiency in Brewing Industry Skills
• Credit value: 37 credits
• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at

least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES** ☐   **NO** ☒

Progression routes into and from this pathway

Progression routes from the Foundation Apprenticeship in Food and Drink (Brewing)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- By completing vocational qualifications;
- Participation on an employer placement;
- Work experience;
- Training.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Foundation Apprenticeship in Food and Drink (Brewing)

Examples include:

- Into employment as a brewer or brewing operative;
- Onto the Level 3 Apprenticeship in Food and Drink on any suitable pathway suitable to the apprentice's role and career plans;
- Development into a different role at the same level or higher;
- Welsh Baccalaureate Level 3.

Many career options become available to the Apprentice on successful completion of the framework

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded. A suitable method of recording this information is by use of an ERR workbook.

A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 2, Pathway 7: Dairy

Description of this pathway

Food and Drink (Dairy) is for those working in the processing and manufacture, or sales/service support of dairy and dairy based products.

The recommended minimum pathway duration time for completion is 12 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 288 learning hours

• Competence = minimum 39 hours
• Knowledge = minimum 55 hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 44 weeks x 1 hour/week = 44 hours
• On the job mentoring = 30 hours

Minimum off-the-job training hours = 219 training hours
• Knowledge component of - Level 2 Certificate for Proficiency in Dairy Industry Skills = 55 hours

• Essential Skills Wales and off- the- job mentoring = 164 hours

Minimum on-the-job training hours = 69 training hours
• Competence component of - Level 2 Certificate for Proficiency in Dairy Industry Skills = 39 hours
On the job mentoring = 30 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Dairy Production Operative	Assisting with the manufacture of dairy based products such as butter, milk, cheese, ice cream
Quality Assurance Operative (Dairy)	Assisting with quality assurance within a dairy organisation
Dairy Production Equipment Technician	Contributing to the operation and maintenance of plant and equipment
Sales/Service Support Assistant (Dairy)	Sales?Service support within a dairy production organisation

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 2 Certificate for Proficiency in Dairy Industry Skills					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/1158/0	FDQ	27	94-258	N/A

Relationship between competence and knowledge qualifications

The principal qualifications in the Dairy pathway are the Level 2 Certificate and Diploma for Proficiency in Dairy Industry Skills.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)
• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)
• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."

• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)
• Qualification: Level 2 Certificate for Proficiency in Dairy Industry Skills
• Credit value: 27 credits
• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route
• Qualification: Level 2 Diploma for Proficiency in Dairy Industry Skills
• Credit value: 37 credits
• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement? **YES** ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

```
Enter alternative grade/level requirements and reasons here.
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Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes from the Foundation Apprenticeship in Food and Drink (Dairy)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- By completing vocational qualifications;
- Participation on an employer placement;
- Work experience;
- Training.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Foundation Apprenticeship in Food and Drink (Dairy)

Examples include:

- Into employment, for example, as a dairy production operative, dairy production equipment technician or quality assurance operative;
- Onto the Level 3 Apprenticeship in Food and Drink on any suitable pathway to meet the apprentice's role and career plans;
- Development into a different role at the same level or higher;
- Welsh Baccalaureate Level 3;

Many career options become available to the Apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded. A suitable method of recording this information is by use of an ERR workbook.

A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 2, Pathway 8: Fresh Produce

Description of this pathway

Food and Drink (Fresh Produce) is for those working in fresh produce operations such as grading, sales, packaging and wrapping, warehouse and storage, and quality testing.

The recommended minimum pathway duration time for completion is is 12 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 280 learning hours

• Competence = minimum 36 hours
• Knowledge = minimum 50 hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 44 weeks x 1 hour/week = 44 hours
• On the job mentoring = 30 hours

Minimum off-the-job training hours = 214 training hours
• Knowledge component of - Level 2 Certificate for Proficiency in Fresh Produce Industry Skills = 50 hours

• Essential Skills Wales and off- the- job mentoring = 164 hours

Minimum on-the-job training hours = 66 training hours
• Competence component of - Level 2 Certificate for Proficiency in Fresh Produce Industry Skills = 36 hours
• On the job mentoring = 30 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Sales/Support Assistant (Fresh Produce)	Providing Sales/Service support in a fresh produce organisation
Fresh Produce Grading Operative	Grading fresh produce prior to sales
Warehouse and Storage Operative	Carrying out warehouse and storage duties
Packing Operative	Packaging and wrapping fresh produce prior to sales

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 2 Certificate for Proficiency in Fresh Produce Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/2494/X	FDQ	27	86-220	N/A

B2 – Level 2 Diploma for Proficiency in Fresh Produce Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	600/2499/9	FDQ	37	126-295	N/A

Relationship between competence and knowledge qualifications

The principal qualifications in the Fresh Produce pathway are the Level 2 Certificate and Diploma for Proficiency in Fresh Produce Industry Skills.

In this Framework, the choice of units in the qualification must provide at least 27 credits if

the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)

• **Occupational Skills** are practical units and the unit titles start with a verb, eg.,control,

maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units

always start with, "Understand how to…"

• **Underpinning Knowledge** provides the background theory or principles underpinning the

occupational area; these units always start with, "Principles of…"

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)
• Qualification: Level 2 Certificate for Proficiency in Fresh Produce Industry Skills
• Credit value: 27 credits
• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route
• Qualification: Level 2 Diploma for Proficiency in Fresh Produce Industry Skills
• Credit value: 37 credits

• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes into the Foundation Apprenticeship in Food and Drink (Fresh Produce)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- By completing vocational qualifications;
- Participation on an employer placement;
- Work experience;
- Training.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Foundation Apprenticeship in Food and Drink (Fresh Produce)

Examples include:

- Into employment, for example, as a fresh produce grading operative, packing operative or warehouse and storage operative;
- Direct progression onto the Level 3 Apprenticeship in Food and Drink (Fresh Produce) pathway or other pathway suitable to the apprentice's role and career plans;
- Development into a different role at the same level or higher;
- Welsh Baccalaureate Level 3.

Many career options become available to the Apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded. A suitable method of recording this information is by use of an ERR workbook.

A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 2, Pathway 9: Food Industry Team Leading

Description of this pathway

Food and Drink (Food Industry Team Leading) is for those leading a team in a food manufacture or food supply chain environment.

The recommended minimum pathway duration time for completion is 12 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 330 learning hours

• Competence = minimum 57 hours
• Knowledge = minimum 79 hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 44 weeks x 1 hour/week = 44 hours
• On the job mentoring = 30 hours

Minimum off-the-job training hours =243 training hours
• Knowledge component of - Level 2 Certificate for Proficiency in Food Team
Leading = 79 hours

• Essential Skills Wales and off- the- job mentoring = 164 hours

Minimum on-the-job training hours = 87 training hours
• Competence component of - Level 2 Certificate for Proficiency in Food Team Leading =57 hours
• On the job mentoring = 30 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Team Leader (Food and Drink)	Leading a team delivering food manufacture and processing objectives
Team Supervisor (Food and Drink)	Supervising team activities within a food and drink organisation
Operations Team Leader (Food and Drink)	Managing the smooth running of all departments to make sure that customers are satisfied and the company can handle new business. Involved in all aspects of the business
Shift Team Leader (Food and Drink)	Leading a team within a food and drink shift production environment

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 2 Certificate for Proficiency in Food Team Leading					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/8736/5	FDQ	27	136-200	N/A

Relationship between competence and knowledge qualifications

The principal qualifications in the Food Industry Team Leading pathway are the Level 2 Certificate and Diploma for Proficiency in Food Team Leading.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)

• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."

• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)

• Qualification: Level 2 Certificate for Proficiency in Food Team Leading
• Credit value: 27 credits
• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route

• Qualification: Level 2 Diploma for Proficiency in Food Team Leading
• Credit value: 37 credits
• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES** ☐   **NO** ☒

Progression routes into and from this pathway

Progression routes into the Foundation Apprenticeship in Food and Drink (Food Industry Team Leading)

Examples include:

• Academic routes (e.g. GCSEs, Welsh Baccalaureate);
• By completing vocational qualifications;
• Participation on employer placement;
• Work experience;
• Training.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Foundation Apprenticeship in Food and

Drink (Food Industry Team Leading)

Examples include:

- Into employment, for example, as a food and drink team leader or supervisor, an operations team leader, or shift team leader;
- Direct career progression into the Level 3 Apprenticeship in Food and Drink (Food Industry Skills and Technical Management) pathway or other pathway suitable to the apprentice's role and career plans;
- Development into a different role at the same level or higher;
- Welsh Baccalaureate Level 3;

Many career options become available to the apprentice on successful

completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded. A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 3

Title for this framework at level 3

Apprenticeship in Food and Drink

Pathways for the framework at level 3:

Pathway 1:   Meat and Poultry

Pathway 2:   Baking

Pathway 3:   Food Industry Skills and Technical Management

Pathway 4:   Food Manufacturing Excellence

Pathway 5:   Fresh Produce

Pathway 6:   Fish and Shellfish

Level 3, Pathway 1: Meat and Poultry

Description of this pathway

Food and Drink (Meat and Poultry) is for those working in advanced meat and poultry roles - either with technical complexity or with some supervisory level responsibilities - in processing and manufacturing, or sales/service support in a meat and poultry organisation.

The recommended minimum pathway duration time for completion is 18 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 323 learning hours

• Competence = minimum 39 hours
• Knowledge = 53 minimum hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 66 weeks x 1 hour/week = 66 hours
• On the job mentoring = 45 hours

Minimum off-the-job training hours =239 training hours
• Knowledge component of - Level 3 Certificate for Proficiency in Meat and Poultry Industry

Skills = 53 hours

• Essential Skills Wales and off- the- job mentoring hours = 186 hours

Minimum on-the-job training hours = 84 training hours

• Competence component of - Level 3 Certificate for Proficiency in Meat and Poultry Industry Skills =39 hours

• On the job mentoring = 45 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Sales/Service Manager (Meat and Poultry)	Sales and Service management within a meat and poultry organisation
Specialist Butcher	Cutting meats using advances cutting techniques for different types of meat
Specialist Operations Manager (Meat and Poultry)	Operations and processes within meat and poultry production

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 3 Certificate for Proficiency in Meat and Poultry Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/0512/9	FDQ	27	92-255	X.
B1b	600/1082/4	Pearson Edexcel	27	92-255	

B2 – Level 3 Diploma for Proficiency in Meat and Poultry Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	600/0510/5	FDQ	37	132-338	X.

Relationship between competence and knowledge qualifications

The principal qualifications in the Meat and Poultry pathway are the Level 3 Certificate and Diploma for Proficiency in Meat and Poultry Industry Skills.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component

- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)
• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)
• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."
• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)
• Qualification: Level 3 Certificate for Proficiency in Meat and Poultry Industry Skills
• Credit value: 27 credits
• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route
• Qualification: Level 3 Diploma for Proficiency in Meat and Poultry Industry Skills
• Credit value: 37 credits
• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement? YES ☐ NO ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes into the Apprenticeship in Food and Drink (Meat and Poultry)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- From the Food and Drink 'Pathways to Apprenticeships' programme;
- By completing vocational qualifications;
- Participation on an employer placement;
- The Foundation Apprenticeship in Food and Drink (any pathway);
- Direct career progression from the Foundation Apprenticeship in Meat and Poultry.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Apprenticeship in Food and Drink (Meat and Poultry)

Examples include:

• Into employment, for example, as a specialist butcher or specialist operations manager (meat and poultry)
• Onto the Higher Apprenticeship (level 4) in Food and Drink (Food Manufacturing Excellence) pathway;
• Into further or higher education;
• Career progression e.g. to a higher role, or specialised role at the same level.

Many career options become available to the apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded. A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 3, Pathway 2: Baking

Description of this pathway

Food and Drink (Baking) is for those working in advanced baking roles -
either with technical complexity or with some supervisory level responsibilities - in processing and manufacturing confectionery and cake production, or sales/service support in a bakery.

The recommended minimum pathway duration time for completion is 18 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 363 learning hours

• Competence = minimum 55 hours
• Knowledge = minimum 77 hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 66 weeks x 1 hour/week = 66 hours
• On the job mentoring = 45 hours

Minimum off-the-job training hours = 263 training hours
• Knowledge component of - Level 3 Certificate for Proficiency in Baking Industry Skills = 77

hours

• Essential Skills Wales and off- the- job mentoring hours = 186 hours

Minimum on-the-job training hours = 100 training hours

• Competence component of - Level 3 Certificate for Proficiency in Baking Industry Skills = 55 hours

• On the job mentoring = 45 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Sales/Service Manager (Baking)	Sales/Service management within a baking organisation
Chocolatier	Uses advanced technical skills to create chocolate confectionery
Specialist Plant Baker	Uses advanced technical skills/supervises the use of machinery and production lines to manufacture large amounts of baked goods for shops, supermarkets and other large customers
Master Baker	Uses advanced technical skills/supervises the created of smaller amounts of products to be sold in a shop, delicatessen or chain of specialist shops. Although some machinery is used, much of the work is done by hand
Specialist Confectioner	Uses advanced technical skills to create specialised confectionery
Specialist Cake Decorator	Uses advanced technical skills in a baker, supermarket or speciality cake shop and decorates cakes using a variety of tools, materials, food items and advanced techniques
Specialist In-Store Baker	Uses advanced technical skills/supervises the use of some automated machinery, for example in a supermarket, to make fresh bread products to be sold in the store

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 3 Certificate for Proficiency in Baking Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/0514/2	FDQ	27	132-218	

Relationship between competence and knowledge qualifications

The principal qualifications in the Baking pathway are the Level 2 Certificate and Diploma for Proficiency in Baking Industry Skills. In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)
• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)
• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."
• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)
• Qualification: Level 2 Certificate for Proficiency in Baking Industry Skills
• Credit value: 27 credits
• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route
• Qualification: Level 2 Diploma for Proficiency in Baking Industry Skills
• Credit value: 37 credits
Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes into the Apprenticeship in Food and Drink (Baking)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- From the Food and Drink 'Pathways to Apprenticeships' programme;
- By completing vocational qualifications;
- Participation on an employer placement;
- From the Foundation Apprenticeship in Food and Drink (from any pathway);
- Direct career progression from the Food and Drink Foundation Apprenticeship in Baking.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from Apprenticeship in Food and Drink (Baking)

Examples include:

- Into employment, for example, as a specialist baker, master baker or specialist confectioner
- Onto the Higher Apprenticeship (level 4) in Food and Drink (Food Manufacturing Excellence) pathway;
- Into further or higher education;
- Career progression e.g. to a higher role, or specialised role at the same level.

Many career options become available to the apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?　　**YES**　　　☐　　　**NO**　　☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded.
A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 3, Pathway 3: Food Industry Skills and Technical Management

Description of this pathway

Food and Drink (Food Industry Skills and Technical Management) is for those performing advanced technical skills in operative roles; and for technical managers and supervisors of food manufacture and the food supply chain environment. It is also for those working in areas such as production, technical control and quality assurance.

The recommended minimum pathway duration time for completion is 18 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 340 learning hours

• Competence = minimum 46 hours
• Knowledge = 63 minimum hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 66 weeks x 1 hour/week = 66 hours
• On the job mentoring = 45 hours

Minimum off-the-job training hours =249 training hours

- Knowledge component of - Level 3 Certificate for Proficiency in Food Industry Skills = 63 hours
- Essential Skills Wales and off- the- job mentoring hours = 186 hours

Minimum on-the-job training hours = 91 Training hours

- Competence component of - Level 3 Certificate for Proficiency in Food Industry Skills = 46 hours

- On the job mentoring = 45 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions

Job title(s)	Job role(s)
Sales/Service Manager (Food and Drink)	Sales/Service management within a food and drink organisation
Manager, Facilities (Food and Drink)	Managing facilities and resources within a highly automated Food and Drink manufacturing organisation
Specialist Food and Drink Operative (Logistics)	Managing packing, dispatch, supply chain or distribution within a food and drink organisation
Specialist Operative (Food)	Managing processing and manufacture of food products
Manager, Supply Chain (Food Industries)	Managing aspects of the food and drink process and manufacture supply chain
Manager, Logistics (Food Industries)	Managing food and drink stock deliveries and stock control
Quality Manager (Food Industries)	Ensuring required quality standards are met and maintained
Maintenance Manager (Food and Drink)	Maintaining food and drink production equipment
Diagnostics Technician (Food and Drink)	Faulting and problem solving equipment used for food manufacturing and processing
Plant Manager / Supervisor (Food Industries)	Oversees and directs all operations for food production or manufacturing facility
Operations Manager/ Supervisor (Food Industries)	Managing the smooth running of all departments to make sure that the customers are satisfied and the omplant can handle new business

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 3 Certificate for Proficiency in Food Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/0478/2	FDQ	27	109-222	
B1b	600/1320/5	Pearson Edexcel	27	109-222	

B2 – Level 3 Diploma for Proficiency in Food Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	600/0479/4	FDQ	37	143-306	

B3 – Level 3 Certificate for Proficiency in Food Management

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B3a	600/8275/6	FDQ	27	133-237	

B4 – Level 3 Diploma for Proficiency in Food Management					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B4a	600/8545/9	FDQ	37	186-334	

Relationship between competence and knowledge qualifications

The principal qualifications in the Food Industry Skills and Technical Management pathway are the Level 3 Certificate and Diploma for Proficiency in Food Industry Skills; and the Level 3 Certificate and Diploma for Proficiency in Food Management.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)
• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these

units always start with, "Understand how to..."
• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)
• Qualification: Level 3 Certificate Diploma for Proficiency in Food Industry Skills; or the Level 3 Certificate for Proficiency in Food Management
• Credit value: 27 credits
• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route
• Qualification: Level 3 Diploma for Proficiency in Food Industry Skills; or the Level 3 Diploma for Proficiency in Food Management
• Credit value: 37 credits
• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes into the Apprenticeship in Food and Drink (Food Industry Skills and Technical Management)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- From the Food and Drink 'Pathways to Apprenticeships' programme;
- By completing vocational qualifications;
- Participation on an employer placements;
- From the Foundation Apprenticeship in Food and Drink (from any pathway);
- Direct career progression from the Foundation Apprenticeship in Food Industry.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Apprenticeship in Food and Drink (Food Industry Skills and Technical Management)

Examples include:

• Into employment, for example, as a production manager/supervisor, operations manager, maintenance manager or quality manager.

• Onto the Higher Apprenticeship (level 4) in Food and Drink (Food Manufacturing Excellence) pathway;

• Into further or higher education;

• Career progression e.g. to a higher role, or specialised role at the same level.

Many career options become available to the Apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded.
A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.
For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 3, Pathway 4: Food Manufacturing Excellence

Description of this pathway

Food and Drink (Food Manufacturing Excellence) is for those working in advanced roles implementing continuous improvement, increased productivity and 'lean' processing and production methods.

The recommended minimum pathway duration time for completion is 21 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 306 learning hours

• Competence = minimum 31 hours
• Knowledge = 44 minimum hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 66 weeks x 1 hour/week = 66 hours
• On the job mentoring = 45 hours

Minimum off-the-job training hours =230 training hours

• Knowledge component of - Level 3 Certificate for Proficiency in Food ManufacturingExcellence = 44 hours
  • Essential Skills Wales and off- the- job mentoring hours = 186 hours

Minimum on-the-job training hours = 76 training hours

• Competence component of - Level 3 Certificate for Proficiency in Food Manufacturing Excellence = 31 hours

• On the job mentoring = 45 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Food and Drink Productivity Manager	Improving and sustaining productivity within a Food and Drink manufacturing organisation
Organisation and Development Manager (Food and Drink)	Business optimisation and improvement within a Food and Drink organisation
Technical Manager	Undertaking technical projects within a Food and Drink production environments
Team Leader (Food and Drink)	Managing a team delivering food manufacture and processing objectives

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 3 Certificate for Proficiency in Food Manufacturing Excellence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	501/2344/0	FDQ	27	75-214	

B2 – Level 3 Diploma for Proficiency in Food Manufacturing Excellence

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	501/2316/6	FDQ	37	85-261	

Relationship between competence and knowledge qualifications

The principal qualifications in the Food Manufacturing Excellence pathway are the Level 3 Certificate and Diploma for Proficiency in Food Manufacturing Excellence.

In this Framework, the choice of units in the qualification must provide at least 27 credits if

the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)

• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."
• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)
• Qualification: Level 3 Certificate for Proficiency in Food Manufacturing Excellence
• Credit value: 27 credits
• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route

• Qualification: Level 3 Diploma for Proficiency in Food Manufacturing Excellence

• Credit value: 37 credits

• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes into the Apprenticeship in Food and Drink (Food Manufacturing Excellence)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate;
- From the Food and Drink 'Pathways to Apprenticeships' programme;
- By completing vocational qualifications;
- Participation on an employer placement;
- From the Foundation Apprenticeship in Food and Drink (any pathway);
- Direct career progression from the Foundation Apprenticeship in Food Manufacturing Excellence.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Apprenticeship in Food and Drink (Food Manufacturing Excellence)

Examples include:

• Into employment, for example, as a technical manager, productivity manager or organisation and development manager
• Onto the Higher Apprenticeship (level 4) in Food and Drink (Food Manufacturing Excellence) pathway;

• Into further or higher education;
• Career progression e.g. to a higher role, or specialised role at the same level.

Many career options become available to the Apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?　　**YES**　　☐　　**NO**　　☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded.
A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.
For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 3, Pathway 5: Fresh Produce

Description of this pathway

Food and Drink (Fresh Produce) is for those working in the management and supervision of quality, grading, packing and wrapping, warehouse and storage, and sales and service of fresh food produce.

The recommended minimum pathway duration time for completion is 18 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 353 learning hours

• Competence = minimum 51 hours
• Knowledge = 71 minimum hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 66 weeks x 1 hour/week = 66 hours
• On the job mentoring = 45 hours

Minimum off-the-job training hours =257 training hours
• Knowledge component of - Level 3 Certificate for Proficiency in Food Manufacturing

Excellence = 71 hours

• Essential Skills Wales and off- the- job mentoring hours = 186 hours

Minimum on-the-job training hours = 96 training hours

• Competence component of - Level 3 Certificate for Proficiency in Food Manufacturing
Excellence = 51 hours

• On the job mentoring = 45 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Sales/Service Manager (Fresh Produce)	Sales/Service management within a fresh produce organisation
Quality Manager (Fresh Produce)	Assuring the quality of fresh produce
Warehouse and Storage Manager (Fresh Produce)	Managing storage operations for fresh produce
Packaging Manager (Fresh Produce)	Managing packaging and wrapping operations of fresh fish

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B` – Level 3 Certificate for Proficiency in Fresh Produce Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/2488/4	FDQ	27	122-228	

B2 – Level 3 Diploma for Proficiency in Fresh Produce Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	600/2486/0	FDQ	37	174-301	

Relationship between competence and knowledge qualifications

The principal qualifications in the Fresh Produce pathway are the Level 3 Certificate and Diploma for Proficiency in Fresh Produce Industry Skills.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal

qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both

skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)

• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."

• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)

• Qualification: Level 3 Certificate for Proficiency in Fresh Produce Industry Skills

• Credit value: 27 credits

• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route

• Qualification: Level 3 Diploma for Proficiency in Fresh Produce Industry Skills

• Credit value: 37 credits

• Choice of units/credits: In addition to units containing at least 10 solely competence credits

and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement above the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement above the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes into the Apprenticeship in Food and Drink (Fresh Produce)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate;
- From the Food and Drink 'Pathways to Apprenticeships' programme;
- By completing vocational qualifications;
- Participation on an employer placement;
- From the Foundation Apprenticeship in Food and Drink (any pathway);
- Direct career progression from the Foundation Apprenticeship in Food and Drink (Fresh Produce)

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Apprenticeship in Food and Drink (Fresh Produce)

Examples include:

• Into employment, for example, as a fresh produce quality manager, packing manager or warehouse and storage manager.
• Onto the Higher Apprenticeship (level 4) in Food and Drink (Food Manufacturing Excellence) pathway;
• Into further or higher education;

• Career progression e.g. to a higher role, or specialised role at the same level.

Many career options become available to the Apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?　　**YES**　　☐　　**NO**　　☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded.
A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.
For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 3, Pathway 6: Fish and Shellfish

Description of this pathway

Food and Drink (Fish and Shellfish) is for those working in fish and shellfish processing operations as managers and supervisors, fishmongers and assistant fishmongers, or in sales/service support and technical roles in a fish and shellfish processing organisation. It is also for supervisors and managers of fish and chip shops.

The recommended minimum pathway duration time for completion is 18 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 39 credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 325 learning hours

• Competence = minimum 40 hours
• Knowledge = 54 minimum hours
• Essential Skills Wales (notional value 60 hours x 2) = 120 hours
• Mentoring, training and support activities 66 weeks x 1 hour/week = 66 hours
• On the job mentoring = 45 hours

Minimum off-the-job training hours =226 training hours

• Knowledge component of - Level 3 Certificate for Proficiency in Fish and Shellfish Industry Skills = 40 hours

• Essential Skills Wales and off- the- job mentoring hours = 186 hours

Minimum on-the-job training hours = 99 training hours

• Competence component of - Level 3 Certificate for Proficiency in Fish and Shellfish Industry Skills = 54 hours

On the job mentoring = 45 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

Job title(s)	Job role(s)
Master Fishmonger	Highly skilled individuals who work in a large supermarkets, specialist shops, market stalls and as mobile fish traders, responsible for all the functions in their business including managing storage and quality, fish and shellfish preparation, food safety and health and safety
Assistant Fishmonger	Carries out many of the tasks a master fishmonger but not the responsibility of management of the business; typically accepts deliveries of fish and shellfish, prepares counter displays, processes more common species of fish and shellfish, advises and sells to customers
Bivalve Purification Manager/Supervisor	Manages a small team working in a bivalve purification and despatch department/centre, takes charge of food safety policy, health and safety issues and key process activities of controlling bivalve purification processing and monitoring the reception, holding and despatch of live bivalve shellfish
Manger/Deputy Manager/Shift Supervisor Fish and Chip Shop	Responsible for food safety/health and safety policy, dealing with resource and personal issues, marketing, monitoring oil frying operations, evaluating customer service, planning and coordinating food services
Fish and Shellfish Processing Technical Manager/Supervisor	Responsible for managing processes and operations such as smoking, high care shellfish, freezing, coating, quality assessment and primary processing; responsible for food safety, waste management, production planning, and staff development

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 3 Certificate for Proficiency in Fish and Shellfish Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	600/9492/8	FDQ	27	90-184	

B2 – Level 3 Diploma for Proficiency in Fish and Shellfish Industry Skills

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B2a	600/9493/X	FDQ	37	160-305	

Relationship between competence and knowledge qualifications

The principal qualifications in the Fish and Shellfish pathway are the Level 3 Certificate and Diploma for Proficiency in Fish and Shellfish Industry Skills.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)

Occupational Skills are practical units and the unit titles start with a verb, eg., control,

maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."

• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)
• Qualification: Level 2 Certificate for Proficiency in Fish and Shellfish Industry Skills
• Credit value: 27 credits

• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route

• Qualification: Level 2 Diploma for Proficiency in Fish and Shellfish Industry Skills

• Credit value: 37 credits

• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement above the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement above the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

> Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☐   **NO**   ☒

Progression routes into and from this pathway

Progression routes into the Apprenticeship in Food and Drink (Fish and Shellfish)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- From the Food and Drink 'Pathways to Apprenticeships' programme;
- By completing vocational qualifications;
- Participation on an employer placement;
- From the Foundation Apprenticeship in Food and Drink (any pathway);
- Direct career progression from the Foundation Apprenticeship in Food and Drink (Fish and Shellfish).

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Apprenticeship in Food and Drink (Fish and Shellfish)

Examples include:

• Into employment, for example, as a fishmonger or specialist operations manager (fish and shellfish)
• Onto the Higher Apprenticeship (level 4) in Food and Drink (Food Manufacturing Excellence) pathway;
• Into further or higher education;
• Career progression e.g. to a higher role, or specialised role at the same level.

Many career options become available to the apprentice on successful completion of the framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk.

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded. A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.

For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

Level 4

Title for this framework at level 4

Higher Apprenticeship (level 4) in Food and Drink

Pathways for the framework at level 4:

Pathway 1:   Food Manufacturing Excellence

Level 4, Pathway 1: Food Manufacturing Excellence

Description of this pathway

This pathway is for managers and those with responsibility for supporting continuous improvement, increased productivity and 'lean' production methods (Food Manufacturing Excellence) in food businesses.

The recommended minimum pathway duration time for completion is 24 months.

Total minimum pathway credit value (made up of the total on-and off-the-job training for all the components) = 45 Credits

Total minimum credit value for the combined competence and knowledge qualifications: 27 credits comprising of:

• A minimum of 10 credits for the competence component
• A minimum of 10 credits for the knowledge component

The remaining 7 credits can be either competence or knowledge or a mixture of both, including credits from units which include elements of both competence and knowledge where appropriate

Essential Skills Wales (ESW) in Communication and Application of Number: = 12 credits

Total on and off-the-job training minimum training hours: 453 learning hours

• Competence = minimum 52 hours
• Knowledge = 73 minimum hours
• Essential Skills Wales (notional value 60 hours x 3) = 180 hours
• Mentoring, training and support activities 88 weeks x 1 hour/week = 88 hours
• On the job mentoring = 60 hours

Minimum off-the-job training hours = 341 training hours
• Knowledge component of - Level 3 Certificate for Proficiency in Food Manufacturing

Excellence= 73 hours
• Essential Skills Wales and off- the- job mentoring hours = 263 hours

Minimum on-the-job training hours = 112 training hours
• Competence component of - Level 3 Certificate for Proficiency in in Food Manufacturing
Excellence = 52 hours
• On the job mentoring = 60 hours

Entry requirements for this pathway in addition to the framework entry requirements

There are no additional requirements other than the general entry conditions.

However, to become a food scientist or food technologist the applicant should also show the following personal attributes:

• Have potential to excel in science related subjects such as biology and chemistry;
• Helpful to have some ability with physics and mathematics;
• Be able to think logically along with good problem solving skills;
• Give attention to detail.

Job title(s)	Job role(s)
Productivity Manager (Food and Drink)	Increasing Food and Drink productivity safely and to correct quality measures
General Food Manager (Production)	Various business improvement roles such as helping to secure future food supplies, quality, hygiene, customer specifications
Technical Manager (Food and Drink)	Technical management of Food and Drink production area
General Management (Food Operations)	Various role areas such as: Supply Chain, Operations, Production, Logistics, Technical, Business Optimisation, Client Relationships
Organisational and Development Manager (Food and Drink)	Setting and implementing strategic direction of a Food and Drink organisation
Continuous Improvement Manager (Food and Drink)	Improving and sustaining Food and Drink business profit and productivity
Manager, Food and Drink Processes	Assessing current production processes and implementing lean production methods

Qualifications

Competence qualifications available to this pathway

N/A

Knowledge qualifications available to this pathway

N/A

Combined qualifications available to this pathway

B1 – Level 4 Certificate for Proficiency in Food Manufacturing Excellence					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	501/1656/3	FDQ	27	125-213	

Relationship between competence and knowledge qualifications

The principal qualifications in the Food Manufacturing Excellence pathway are the Level 4 Certificate and Diploma for Proficiency in Food Manufacturing Excellence.

In this Framework, the choice of units in the qualification must provide at least 27 credits if the Certificate is the principal qualification, or 37 credits if the Diploma is the principal qualification. Either way, the choice of units must comprise:

- A minimum of 10 credits for the competence component
- A minimum of 10 credits for the knowledge component
- The remaining credits can be either competence or knowledge or a mixture of both, including credits from any other unit in the qualification structure

Each qualification consists mainly of three types of unit: Occupational Skills (OS), Occupational Knowledge (OK) and Underpinning Knowledge (UK). A small number of units combine both skills and knowledge.

Competence component

Occupational Skills units provide the competence component of the qualification. (Minimum 10 credits from solely OS units)

• **Occupational Skills** are practical units and the unit titles start with a verb, eg., control, maintain, prepare, assemble.

Knowledge component

Knowledge units provide the knowledge component of the qualification and are either Occupational Knowledge or Underpinning Knowledge units. (Minimum 10 credits from solely OK/UK units)

• **Occupational Knowledge** is that which supports specific occupational skills; these units always start with, "Understand how to..."

• **Underpinning Knowledge** provides the background theory or principles underpinning the occupational area; these units always start with, "Principles of..."

Learners/centres should refer to any qualifications guidance published by the relevant awarding organisation to ensure that the units selected meet the minimum credit requirements, making sure that the correct balance of skills and knowledge is selected.

Selecting the principal qualification

Certificate route (minimum requirement)
• Qualification: Level 4 Certificate for Proficiency in Food Manufacturing Excellence
• Credit value: 27 credits
• Choice of units/credits: Units selected must contain at least 10 solely competence credits and at least 10 solely knowledge credits; the remaining 7 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure

Diploma route
• Qualification: Level 4 Diploma for Proficiency in Food Manufacturing Excellence
• Credit value: 37 credits
• Choice of units/credits: In addition to units containing at least 10 solely competence credits and at least 10 solely knowledge credits, the remaining 17 credits can be from competence or knowledge units or a mixture of both, including credits from any other unit in the qualification structure.

Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Communication achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Application of Number achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework?   **YES**   ☒   **NO**   ☐

Digital Literacy (ICT)

Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).

For the current **minimum** grade/level requirements, please refer to the most recent version of SASW on the gov.wales website. Additional guidance materials can be found on the Knowledge Base section of the ACW website.

Does this framework require Digital Literacy (ICT) achievement <u>above</u> the minimum SASW requirement?   YES   ☐   NO   ☒

If YES, please state the grade/level required for **Digital Literacy (**ICT) and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

Progression routes into and from this pathway

Progression routes into the Higher Apprenticeship in Food and Drink (Food Manufacturing Excellence)

Examples include:

- Academic routes (e.g. GCSEs, Welsh Baccalaureate);
- By completing vocational qualifications;
- Participation on an employer placement;
- The Level 3 Apprenticeship in Food and Drink (any pathway);
- Direct career progression from the Level 3 Apprenticeship in Food Manufacturing Excellence.

Learners who have completed the Welsh Baccalaureate may have completed units or short courses which will provide underpinning knowledge towards the Apprenticeship. This will be assessed during an initial assessment allowing Recognition of Prior Learning (RPL) where appropriate.

Progression opportunities into the Apprenticeship also exist for those who have experience in the sector or those looking for a career change.

Progression routes from the Higher Apprenticeship in Food and Drink (Food Manufacturing Excellence)

Examples include:

- Into employment, for example, as a productivity manager, lean manufacturing manager or continuous improvement manager
- Onto a Higher Education qualification;
- Onto a level 5 qualification;
- Development into a sideways career change or higher job role;

Many career options become available to the apprentice on successful completion of the Framework.

Further information about careers in the food and drink industry can be found on NSA's website at www.tastycareers.org.uk

UCAS points for this pathway:

No Information

Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☒

Delivery and assessment

Employee Rights and Responsibilities (ERR) is an optional component of this framework.

If ERR is completed, training providers must plan in advance how they will deliver all nine learning outcomes during the apprenticeship programme. For instance, they may be delivered during induction, group discussions, and/or through one-to-one meetings.

Recording ERR learning outcomes

Full details of how the learning outcomes have been delivered and assessed must be recorded. A suitable method of recording this information is by use of an ERR workbook.
A workbook developed by the employer or provider may be used. Either the learner or provider can retain the ERR learning record.

Evidence of completion of ERR

The apprentice must complete, sign and date a universal ERR declaration form. This declaration must also be signed by the assessor or provider to confirm that the apprentice has achieved and demonstrated the standards of attainment set out in the Employee Rights and Responsibilities nine national outcomes and has understood their learning.

There is no requirement to upload the form to ACW from 25/2/14 however centres are advised to keep a record of both the form and the apprentices ERR evidence in case it is required by stakeholder in future.
For details of how to claim the apprenticeship completion certificate please refer to the section 'On and off the job training' section of this document.

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

The food and drink industry in Wales is predominantly male, making up over two-thirds (68%) of the workforce; 32% are female. In comparison, a more balanced gender distribution exists across all industries in Wales where 53% are male and 47% are female. Between 2006 and 2011, the male share of the workforce increased by 7% (13,000 to 13,800) whereas the female share of the workforce declined by 4% (6,900 to 6,600). 36% of Welsh food and drink employees fall within the 45 to 54 years age group; 8% are aged 30 to 34; and only 17% are aged 16 to 29 years. The 16 to 29 years age group is considerably smaller than the other UK nations. In comparison, Northern Ireland has 38% of its food and drink workforce in this age group, England has 26% and Scotland has 25%. Over two-thirds (68%) of the current workforce will be eligible for retirement in the next 20 years. It is notable that 3,500 non-UK nationals are estimated to be working in the Welsh food and drink industry in 2011, an increase of 86% since 2006. (Skills Insights and Labour Market Facts about the Food and Drink Manufacturing and Processing industry in Wales 2013-2014, Improve Limited 2013)

This framework is an important route to encourage greater diversity within the industry and the following actions are being taken to promote equality and inclusion:

- Ongoing monitoring of data to identify any issues and intervene where necessary
- Promotion of the industry to a diverse audience though our careers website Tasty Careers www.tastycareers.org.uk and Tasty Careers Ambassadors
- Apprenticeship workshops to raise awareness of the benefits of Apprenticeships to employers

All partners involved in the delivery of apprenticeships, including training providers, centres and employers, must be committed to a policy of equal opportunities and must have robust equality and diversity policies and procedures.

Training providers and employers must comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to, and progression within, the industry, using the nine protected characteristics of:

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race

- Religion or belief
- Sexual orientation

Access to this Framework is open to all learners who meet the entry conditions and does not present a barrier to entry and progression.

Further guidance to help you understand and use the Equality Act 2010 can be found here: www.equalityhumanrights.com

On and off the job training

Summary of on- and off-the-job training

Providers must ensure that their delivery models are structured to deliver the framework.

Guidance about qualification requirements and the recommended on and off-the job training hours are shown for each pathway, in the sections beneath the qualifications and credit values.

Training hours:

-are delivered during contracted working hours under an Apprenticeship Agreement, or during a qualifying period of 5 years ending on the date of application for a certificate
-where job roles in the framework at particular levels are predominantly part time, the timescales for the framework must be extended so that the correct number of on and off the job training hours are achieved.

On and off-the-job training hours:

-must be planned, reviewed and evaluated jointly between the apprentice and tutor, teacher, mentor or manager
-must allow training support via a tutor, teacher, mentor or manager
-are delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring; feedback and assessment; collaborative/networked learning with peers; guided study.

On and off-the-job training hours will vary depending on the previous experience and attainment of the apprentice. Apprentices may be credited with any unit of a qualification previously certificated provided that this has been achieved within five years of registration for the remaining units in the qualification, and should follow the relevant awarding organisation's QCF Recognition of Prior Learning (RPL) procedures.

Where RPL is identified, the apprentice's learning programme should be tailored to allow for this.

The total learning hours for each pathway in this framework, is set out in the pathway descriptions sections of this document.

Off-the-job training

Please refer to the information presented in each pathway showing the recommended on and off the job learning hours.

This is provided as guidance and will vary according to the prior learning and experience each apprentice has at the start of their programme.

How this requirement will be met

Examples of off-the-job activities to develop the knowledge required for the job role, i.e., away from the immediate pressures of the workplace, include access to a computer during working hours,

day release, block release, web-based learning, mentoring, etc.

Off-the-job learning hours must be recorded, for example, in a logbook or diary.

Learning hours delivered under an Apprenticeship Agreement may vary depending on the previous experience and attainment of the apprentice.

Evidence of completion of off-the-job learning hours (see How to claim the Apprenticeship Completion Certificate at the end of this section)

Foundation Apprenticeship - all pathways

-The required principal Level 2 Certificate/Diploma for the selected pathway. This must include the unit credit page (see How to claim the Apprenticeship Completion Certificate)
-Level 1 Essential Skills Wales (ESW) certificates for Application of Number and Communication (or acceptable alternatives)
-Declaration form signed and dated by the apprentice and provider that the off-the-job learning hours have been completed

Apprenticeship – all pathways

-The required principal Level 3 Certificate/Diploma for the selected pathway. This must include the unit credit page (see How to claim the Apprenticeship Completion Certificate)
-Level 2 Essential Skills Wales (ESW) certificates for Application of Number and Communication (or acceptable alternatives)
-Declaration form signed and dated by the apprentice and provider that the off-the-job learning hours have been completed

Higher Apprenticeship

-The required principal Level 4 Certificate/Diploma for the selected pathway. This must include the unit credit page (see How to claim the Apprenticeship Completion Certificate)
-Level 2 Essential Skills Wales (ESW) certificates for Application of Number, Communication and ICT (or acceptable alternatives)
-Declaration form signed and dated by the apprentice and provider that the off-the-job learning hours have been completed

On-the-job training

Please refer to the information presented in each pathway showing the recommended on and off the job learning hours.

This is provided as guidance and will vary according to the prior learning and experience each apprentice has at the start of their programme.

How this requirement will be met

Examples of on-the-job training activities include embedding knowledge into workplace activities, coaching sessions and performance reviews, mentoring, assessment of competence,

the building of portfolios, keeping diaries/logs, peer review discussions, etc.

On-the-job training hours must be recorded, for example in a logbook or diary.

Evidence of completion of on-the-job training hours (see How to claim the Apprenticeship Completion Certificate at the end of this section)

Foundation Apprenticeship – all pathways

• The required principal Level 2 Certificate/Diploma for the selected pathway. This must include the unit credit page (see How to claim the Apprenticeship Completion Certificate)
• A coaching and mentoring record signed by the apprentice and provider/coach/mentor (not required at certification stage)
• Declaration form signed by the apprentice and provider that the on-the-job training hours have been completed (not required at certification stage)

Apprenticeship – all pathways

• The required principal Level 3 Certificate/Diploma for the selected pathway. This must include the unit credit page (see How to claim the Apprenticeship Completion Certificate)
• A coaching and mentoring record signed by the apprentice and provider/coach/mentor (not required at certification stage)
• Declaration form signed by the apprentice and provider that the on-the-job training hours have been completed (not required at certification stage)

Higher Apprenticeship

• The required principal Level 4 Certificate/Diploma for the selected pathway. This must include the unit credit page (see How to claim the Apprenticeship Completion Certificate)
• A coaching and mentoring record signed by the apprentice and provider/coach/mentor (not require at certification stage)

• Declaration form signed by the apprentice and provider that the on-the-job training hours have been completed (not required at certification stage)

How to claim the Apprenticeship Completion Certificate

At the end of their apprenticeship, apprentices must apply for their Apprenticeship Completion certificate and provide all relevant evidence as stated below.

From 2 September 2013 the on line system, Apprenticeship Certification Wales (ACW) must be used to apply for a certificate. To arrange ACW log in details or for queries on claiming the certificate, please contact NSA.

Qualifications evidence

• Evidence of achievement of the required principal qualification (e.g. the qualification

certificate) must be provided. This must include the unit credit page as evidence of compliance with the requirements of the Apprenticeship (i.e. that the qualification meets the minimum number of credits, including the required minimum number of competence and knowledge component credits as set out elsewhere in this Framework).

• Transferable skills – evidence of achievement of the relevant Essential Skills Wales

Other evidence required

Where Recognition of Prior Learning (RPL) is being claimed, documentary evidence must be provided, in accordance with the relevant awarding organisation's QCF RPL procedures.

All evidence must be uploaded to ACW.

Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

Enter Qualification Names

Improving own learning and performance

Following consultation with stakeholders including employers, Wider Key Skills Wales are to be encouraged but not made mandatory within the framework.

Working with others

Following consultation with stakeholders including employers, Wider Key Skills Wales are to be encouraged but not made mandatory within the framework.

Problem solving

Following consultation with stakeholders including employers, Wider Key Skills Wales are to be encouraged but not made mandatory within the framework.

apprenticeship
FRAMEWORK

For more information visit-
www.acwcerts.co.uk/framework_library