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Qualification Specification

Highfield Level 1 Award in Food Safety in Retail (RQF)

Qualification Number: 603/2617/7

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Highfield Level 1 Award in Food Safety in Retail (RQF)

Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

Qualification regulation and support

The Highfield Level 1 Award in Food Safety in Retail has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes those qualifications regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

Key facts

Qualification number:	603/2617/7
Learning aim reference:	60326177
Credit value:	1
Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	4
Total qualification time (TQT):	4

Qualification overview and objective

The objective of this qualification is to prepare learners for employment, or to support a current position within a low-risk role, where there is an element of food handling. This could include stock/store room staff.

Learners gaining this qualification will know that food safety is the responsibility of everyone involved in the storage, preparation, processing, packing and handling of food. Its topics are regarded by the Foods Standards Agency as being important to maintaining good practice in the production of safe food.

Entry requirements

To register on to this qualification, learners are required to be 14 years of age or above.

It is also advised that learners have a minimum of Level 1 in English and Maths or equivalent.

Guidance on delivery

The total qualification time for this qualification is 4 hours, of which all are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

Guidance on assessment

This qualification is assessed by multiple-choice examination, externally set and marked by Highfield Qualifications.

For this method of assessment, learners must complete 15 questions within 30 minutes. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 60% (9/15). Completed examination papers should be returned to Highfield for marking and results will then be supplied to the centre afterwards.

This qualification is graded pass/fail.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing a learner for assessment. For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) Policy in the members' area of the Highfield website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

Tutor requirements

Highfield recommends that nominated tutors hold a qualification in the relevant subject area and have a teaching qualification or teaching experience

Therefore, it is recommended that nominated tutors have a Level 3 Food Safety in Retail qualification (or equivalent) from a recognised awarding body together with a training qualification.

Suitable subject area qualifications may include:

- Degree or DipHE in a related subject such as:
 - Food Science
 - Environmental Health
 - Home Economics
 - Microbiology
 - or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above);
- Level 3 or 4 qualification in Food Safety;
- Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology; or
- any other Highfield approved qualification

Suitable teaching qualifications include:

- Highfield Level 3 Award in Delivering Training (RQF);
- Highfield Level 3 International Award in Delivering Training (IADT);
- Level 3 PTLLS, or above;

- Level 3 Award in Education and Training, or above;
- Diploma or Certificate in Education;
- Bachelors or Masters Degree in Education;
- City and Guilds Teachers Certificate or equivalent;
- Level 3 or 4 NVQ in Training and/or Development; or
- Proof of at least 30 hours of training in any subject.

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2 Award in Food Safety in Retail (RQF)
- Hospitality competency-based qualifications

Useful websites

- www.highfieldqualifications.com
- www.highfield.co.uk
- www.food.gov.uk

Recommended training materials

The Food Safety Handbook (Level 2), Sprenger, R.A. Highfield International
Hygiene Sense, Sprenger, R.A. Highfield International

Appendix 1: Qualification structure

To complete the **Highfield Level 1 Award in Food Safety in Retail (RQF)**, learners must complete the one unit contained within the mandatory group

Mandatory group

Unit reference	Unit title	Level	GLH	Credit
K/616/6882	Food Safety Awareness in Retail	1	4	1

Appendix 2: Qualification content

Unit 1: Food Safety Awareness in Retail

Unit number: K/616/6882

Credit: 1

GLH: 4

Level: 1

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>1. Understand personal responsibilities for food safety in a food retail environment</p>	<p>1.1 State the importance of food safety in a food retail environment</p> <p>1.2 Recognise that food handlers have legal responsibilities for food safety</p> <p>1.3 State how to report food safety hazards to supervisors</p>
<p>2. Understand the importance of personal hygiene in a food retail environment</p>	<p>2.1 State the importance of personal hygiene when in contact with food</p> <p>2.2 Identify good personal hygiene practices</p>
<p>3. Understand the importance of keeping work areas clean and hygienic in a food retail environment</p>	<p>3.1 State the importance of keeping work areas clean and pest free in a food retail environment</p> <p>3.2 State how to keep the work area and equipment clean in a food retail environment</p> <p>3.3 State the importance of safe waste disposal</p>
<p>4. Understand how to keep food safe in a food retail environment</p>	<p>4.1 Identify how food can become contaminated by physical, chemical, allergenic and microbiological contaminants</p> <p>4.2 Identify safe food handling practices and procedures for controlling contamination hazards from purchase to service of food</p> <p>4.3 State ways to prevent bacteria multiplying and surviving</p>

Indicative content

- **LO1 - Understand personal responsibilities for food safety in a food retail environment**
- **1.1 - State the importance of food safety in a food retail environment**
 - benefits of good food safety
 - costs of poor food safety
 - risk of food poisoning
 - symptoms of food poisoning
 - at-risk groups
- **1.2 - Recognise that food handlers have legal responsibilities for food safety**
 - legal responsibility to follow rules for hygiene
 - personal hygiene
 - keeping the food premises and equipment clean
 - reporting illness and skin infections
- **1.3 - State how to report food safety hazards to supervisors**
 - legal responsibility for reporting
 - the need to follow instructions
- **LO2 - Understand the importance of personal hygiene in a food retail environment**
- **2.1 - State the importance of personal hygiene when in contact with food**
 - risks from poor personal hygiene
 - poor habits
- **2.2 - Identify good personal hygiene practices**
 - washing hands – times when critical and when important
 - importance of dress code and protective clothing, including jewellery rules
 - reporting of illnesses
 - dealing with cuts, wounds and skin infections
- **LO3 - Understand the importance of keeping work areas clean and hygienic in a food retail environment**
- **3.1 - State the importance of keeping work areas clean and pest free in a food retail environment**
 - legal requirements
 - reduce the risk of contamination
 - to provide pleasant working conditions
 - reduce the risk of attracting pests
 - more pleasant premises for customers
 - common signs of pest infestation
 - the need to report pest infestations to supervisors/line managers
 - basic prevention of pest infestations:
 - keep both internal and external bin lids closed
 - empty bins regularly

- clean away food debris
 - keep doors and windows closed
- **3.2** - State how to keep the work area and equipment clean in a food retail environment
 - recognise the terms and how to use:
 - detergent
 - disinfect
 - sanitiser
 - methods of cleaning
 - follow manufacturer's instructions
 - the need to clean hand-contact surfaces such as handles and taps
- **3.3** - State the importance of safe waste disposal
 - empty waste containers regularly
 - keep internal and external waste lids closed
- **LO4 - Understand how to keep food safe in a food retail environment**
- **4.1** - Identify how food can become contaminated by physical, chemical, allergenic and microbiological contaminants
 - identification of different food types:
 - high-risk
 - raw
 - low-risk
 - ready-to-eat raw foods
 - common sources of microorganisms
 - vehicles and routes of microbiological contamination
 - cross-contamination sources
 - common sources of:
 - physical hazards
 - chemical hazards
 - allergenic hazards
- **4.2** - Identify safe food handling practices and procedures for controlling contamination hazards from purchase to service of food
 - ways physical and chemical contamination can be prevented:
 - covering food while cleaning
 - unpacking outside of the kitchen
 - ways allergenic contamination can be prevented:
 - keeping allergens separate from other foods
 - ways in which microbiological contamination and survival can be prevented:
 - keeping raw food separate from high-risk food
 - vehicles of contamination
- **4.3** - State ways to prevent bacteria multiplying and surviving
 - importance of maintaining the chill chain

- importance of thorough cooking
- importance of cooling food rapidly
- role of stock rotation
- identifying and reporting when temperature controls may have been compromised
- use by and best before date coding

Appendix 3: Sample assessment material

Sample Questions:

1. What **must** food handler in a retail business do when suffering from diarrhoea?
 - a) Return to work immediately when symptom-free
 - b) Wear gloves when handling food
 - c) Report to the supervisor
 - d) Work only on filling shelves with dried products

2. Which of the following should be frequently disinfected in a food retail premises?
 - a) Floor surfaces
 - b) Dry food stores
 - c) Inside of rotisserie ovens
 - d) Toilet door handles

3. A promotional chilled display cabinet contains raw meat and lettuce on separate shelves. Where would you put cooked meat?
 - a) Above the raw meat and lettuce
 - b) Below the raw meat and lettuce
 - c) Below the lettuce and above the raw meat
 - d) On the same shelf as the raw meat and lettuce