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Qualification Specification

Highfield Level 3 Award in HACCP for Caterers (RQF)

Qualification Number: 603/4316/3

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Highfield Level 3 Award in HACCP for Caterers (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 3 Award in HACCP for Caterers (RQF) 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. The qualification is also available for delivery in Wales and is regulated by Qualifications Wales.

Key facts

Qualification number:	603/4316/3
Learning aim reference:	60343163
Credit value:	1
Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	7
Total qualification time (TQT):	7

Qualification overview and objective

The objective of this qualification is to support a role in the workplace.

The Highfield Level 3 Award in HACCP for Caterers (RQF) has been developed for caterers to gain a better understanding of how HACCP can be simply applied to the catering environment.

This one-day qualification will also be useful for those learners who already hold a level 3 or level 4 food safety qualification as a means of demonstrating CPD. It may also suit some enforcement officers who mainly inspect catering premises.

Entry requirements

There are no prerequisites for this qualification, although it is **strongly** recommended that learners already hold a Level 3 Award in Food Safety Catering or equivalent, have knowledge of food safety hazards and their controls and have a minimum of Level 2 in literacy/English or equivalent.

This qualification is approved for delivery to learners aged 16+.

Guidance on delivery

The total qualification time for this qualification is 7 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.

Learners must complete 30 questions within 60 minutes. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 60% (18/30). Learners will receive a distinction if they achieve a pass mark of 80% (24/30).

Completed examination papers should be returned to Highfield for marking and results will then be supplied to the centre afterwards.

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.

Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

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 the 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 Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

Tutor requirements

Highfield Qualifications recommends nominated tutors for this qualification to meet the following:

- hold a Level 4 Food Safety qualification
- hold a relevant subject area qualification [or experience], which could include any of the following:
 - Level 3 Award in HACCP qualification
 - worked for at least 6 months as a HACCP consultant/auditor
 - qualified as an ISO 22000 auditor
 - responsible for implementing traditional HACCP/member of the HACCP team
 - 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)

- Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology
- hold a recognised teaching qualification [or experience], which could include any of the following:
 - Level 3 Award in Education and Training or above
 - proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

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 L4 Award in HACCP for Management (CODEX Principles)

Useful websites

www.highfieldqualifications.com

www.highfieldproducts.com

www.food.gov.uk

Recommended training materials

Intermediate HACCP (Level 3), Wallace, Carole A. Highfield International Limited

Level 3 HACCP Training Presentation, Sprenger, Richard A. Highfield International Limited

Appendix 1: Qualification structure

To complete the **Highfield Level 3 Award in HACCP for Caterers (RQF)**, learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
T/617/5133	HACCP for Caterers	3	7	1

Appendix 2: Qualification content

Unit 1: HACCP for Caterers

Unit number: T/617/5133

Credit: 1

GLH: 7

Level: 3

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand the importance of HACCP-based food safety management procedures in catering	1.1 Identify the need for HACCP-based food safety management procedures
2. Understand the preliminary processes for HACCP-based procedures in catering	2.1 Identify the skills and knowledge required to develop HACCP-based food safety management systems for catering 2.2 Outline the type and purpose of common prerequisites used in catering 2.3 Identify the characteristics of foods that would affect the way they are stored, prepared or cooked 2.4 Identify benefits and constraints of process flow diagrams in catering
3. Understand the hazards and controls at every step in the catering operation	3.1 Outline the purpose of identifying hazards and controls at each step in a food process 3.2 Outline how to determine those steps in the catering process which are critical to food safety 3.3 Identify how to establish critical (safe) limits
4. Understand how to implement HACCP-based food safety	4.1 State how monitoring procedures at critical control points can be established, implemented, used and recorded 4.2 Identify corrective actions at all control points and their importance
5. Understand how to verify HACCP-based procedures	5.1 Identify documentation and record keeping procedures for HACCP 5.2 Outline verification and review procedures

Indicative content

1.1 Identify the need for HACCP-based food safety management systems:

- the need for a systematic approach for food safety management
- meet customer requirements
- reduce waste
- improve food production processes and identify potential food safety problems before food is served to customers (proactive management)
- satisfy legal requirements

2.1 Identify the skills and knowledge required to develop HACCP-based food safety management systems:

- benefits of a team approach where possible
- knowledge of food safety hazards
- the type of food being produced, and processes followed
- understanding of HACCP process
- examples of expertise likely to be required
- examples of sources of information

2.2 Outline the type and purpose of common prerequisites used in catering:

- the importance of prerequisite programmes in catering
- the importance of developing and implementing effective policies and procedures for implementing HACCP in catering
- Examples of common prerequisites

2.3 Identify the characteristics of foods that would affect the way they are stored, prepared or cooked:

- identification of consumers, in particular where food is produced for vulnerable groups
- intended use of the product for example to be eaten straight away, take away, staggered lunches, buffets, outside catering, functions
- intrinsic properties of different products and their relationship to microbial growth and survival
- potential for contamination and identification of where in the system contamination will be controlled, for example for allergens depending on the process
- scope of the HACCP and processes included (start and finish point, which products, which processes, which hazards etc)

2.4 Identify benefits and constraints of process flow diagrams in catering:

- the purpose, constraints and use of flow diagrams in catering processes
- the importance of confirming a process flow diagram (if used) is correct for all occasions

3.1 Outline the purpose of identifying hazards and controls at each step in a food process:

- Microbiological, chemical, physical and allergenic hazards

- examples of hazards associated with processes throughout the process including at delivery and storage of raw materials, preparation, cooking, cooling, plating and serving, reheating, hot and cold display and where relevant, transportation
- identification of significant hazards in a catering environment
- identification of suitable control measures for hazards
- where to obtain information, advice and support for hazard identification and control

3.2 Outline how to determine those steps in the catering process which are critical to food safety:

- benefits and limitations of identifying critical control points in catering HACCP
- obtaining valid information, advice and support for identifying critical control points where identified

3.3 Identify how to establish critical (safe) limits:

- common parameters used when establishing critical (safe) limits. For example:
 - time
 - pH
 - water content
 - temperature and separation of foods
 - contaminants
- why critical (safe) limits need to be measurable
- the term 'target level' and the benefits and limitations to a food business of identifying target levels
- where to obtain information, advice and support for identifying critical (safe) limits

4.1 State how monitoring procedures at critical control points can be established, implemented, used and recorded:

- the purpose of monitoring
- examples of suitable monitoring procedures in catering processes
- considerations to be made when determining the frequency of monitoring
- the importance of calibrating and testing calibrating monitoring equipment (for example probe thermometers)
- the importance of consistent monitoring
- the importance of training personnel how to complete monitoring
- the importance of accurately recording at critical control and control points and ensuring records are completed suitably

4.2 Identify corrective actions at all control points and their importance:

- the need for corrective actions if critical limits are breached
- the importance of establishing suitable process and product corrective actions
- examples of a variety of corrective actions which may be used within catering
- the importance of allocating responsibilities for corrective actions
- the importance of increased monitoring after control has been regained
- suitable reporting procedures regarding corrective actions in a catering environment

5.1 Identify documentation and record keeping procedures for HACCP:

- the importance of documentation and record keeping
- examples of HACCP documentation in a catering environment (including monitoring records and exception reporting)
- the importance of suitable storage of completed documentation and monitoring documentation records

5.2 Outline verification and review procedures:

- the importance of review and verification of the food safety management system
- the importance of verifying the suitability of equipment used to produce food and measure controls
- information that will be required to verify and validate the food safety management system such as audit, benchmarking against science or legislation, testing
- the role of independent and internal audit/inspection
- factors which affect the frequency of verification
- the need to review the HACCP system
- when systems should be reviewed
- the importance of validating information and advice obtained for processes used

Appendix 3: Sample assessment material

Sample questions

1. Implementing an effective food safety managed system based on HACCP will help a catering business to:
 - A. ensure the food they provide is safe to eat
 - B. reduce the cost of purchasing raw ingredients
 - C. prevent regular audits and inspections
 - D. reduce cleaning and staffing costs

2. A flow chart is a:
 - A. document that should be developed at the end of a HACCP study
 - B. pictorial representation of a process flow
 - C. tool used to identify monitoring activities at critical control points
 - D. chart that identifies all critical control points

3. Which of the following is the **most** likely reason for reviewing the HACCP system?
 - A. The HACCP qualification of team members is over three years old
 - B. A member of catering staff leaves and is replaced
 - C. It is a month since the last review
 - D. Several customers complain of food poisoning