



www.highfieldqualifications.com

Qualification Specification

Highfield Level 2 Award in HACCP for Catering (RQF)

Qualification Number: 603/2527/6

Version 1.0 December 2017

Contents

Introduction	3
Qualification regulation and support.....	3
Key facts	3
Qualification overview and objective	3
Entry requirements.....	3
Guidance on delivery	3
Guidance on assessment.....	4
Guidance on quality assurance.....	4
Recognition of prior learning (RPL).....	4
Tutor requirements	4
Reasonable adjustments and special considerations.....	5
ID requirements	5
Progression opportunities.....	5
Useful websites	5
Recommended training materials	5
Appendix 1: Qualification structure.....	6
Appendix 2: Qualification content.....	7
Appendix 3: Sample assessment material.....	10

Highfield Level 2 Award in HACCP for Catering (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 2 Award in HACCP for Catering (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. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

Key facts

Qualification number:	603/2527/6
Learning aim reference:	60325276
Credit value:	1
Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	6
Total qualification time (TQT):	7

Qualification overview and objective

The Highfield Level 2 Award in HACCP for Catering (RQF) is aimed at those working in a food catering environment and other food handlers. The qualification is intended for those already working in catering and those who are preparing to work in the industry.

The objective of the qualification is to provide an introduction to HACCP, and also support those who are, or will be part of a HACCP (hazard analysis and critical control points) team within a catering environment.

Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners already hold a Level 2 Award in Food Safety Manufacturing or equivalent and have a minimum of Level 1 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 and of this 6 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. The examination contains 15 questions, that must be completed within 30 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 9 questions or more to achieve a pass. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided 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.

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 relevant subject area qualification [or experience], which could include any of the following:
 - Level 3 Award in HACCP qualification
 - Level 3 Award in Food Safety qualification
 - Degree or DipHE in a related subject area such as:
 - Food science
 - Environmental Health
 - Microbiology
 - Or one that contains elements of these subjects
 - HNC/D in a related subject (as outlined above)

 - hold a recognised teaching qualification or experience, which could include any of the following:
 - Level 3 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 Level 3 Award in HACCP for Catering
 - Highfield Level 3 Award in Food Safety in Manufacturing
 - Highfield Level 3 Award in HACCP for Food Manufacturing
-

Useful websites

Food Standards Agency www.food.gov.uk

Recommended training materials

- *Foundation HACCP Training Presentation*. Sprenger, Richard A. Highfield International Limited
 - *The (Level 2) HACCP Handbook*. Sprenger, Richard A. Highfield International Limited
-

Appendix 1: Qualification structure

To complete the **Highfield Level 2 Award in HACCP for Catering (RQF)**, learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
J/616/5447	Principles of HACCP for Catering	2	6	1

Appendix 2: Qualification content

Unit 1: Principles of HACCP for Catering

Unit number: J/616/5447

Credit: 1

GLH: 6

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Know the procedures required to develop Food Safety Management systems based on HACCP principles	1.1 Recognise the role of the food handler in implementing a Food Safety Management System based on HACCP principles
	1.2 Outline the need for prerequisite programmes
	1.3 Identify common prerequisite programmes
	1.4 Recognise steps required to develop HACCP based food safety systems
2. Know how to develop food Safety Management systems based on HACCP principles	2.1 Identify the purpose of identifying hazards at each step in a food process
	2.2 Identify the importance of, and methods which can be used to determine specific controls at steps in the process
	2.3 Recognise the importance of identifying critical (safe) limits
	2.4 Identify the importance of monitoring controls
	2.5 Identify ways of monitoring controls
	2.6 Identify the purpose of taking appropriate corrective action
	2.7 State the importance of verification and review of HACCP based Food Safety Management Systems
	2.8 State the importance of documentation and records needed to support HACCP based Food Safety Management Systems

Indicative content

1.1 Recognise the role of the food handler in implementing a Food Safety Management System based on HACCP principles. For example:

- producing safe food
- following procedures and policies; and
- reporting problems

1.2 Outline the need for prerequisite programmes. For example:

- the meaning of the term prerequisite, good hygiene practice
- the importance of implementing effective prerequisites/good hygiene practices to ensure food safety
- it enables the remainder of the food safety management system to concentrate on the specific hazards related to a particular product or process

1.3 Identify common prerequisite programmes. For example:

- personnel hygiene
- premises
- services
- supply chain
- stock control
- design
- cleaning
- pest control
- physical, chemical and allergenic contamination controls

1.4 Recognise steps required to develop HACCP based food safety systems. Awareness of:

- scope
- process and product description
- defining intended use of the product
- identification of hazards to be analysed
- start and end points of the study
- benefits and limitations of flow diagrams in catering based food safety management systems

2.1 Identify the purpose of identifying hazards at each step in a food process. For example:

- identifies specific hazards that occur at different steps in the process
- helps to determine measures to control the hazards
- can use the information gained to determine key controls

2.2 Identify the importance of, and methods which can be used to determine specific controls at steps in the process. For example:

- *importance* focuses on key aspects of the process and assists in identifying if there has been a loss of control which could lead to harm or illness
- *methods* include knowledge of those developing the system, reference to incidents, reference to legislation and best practice information
- examples of *controls at steps in the process* includes for example temperature control, thorough cooking, rapid cooling, time controls

2.3 Recognise the importance of identifying critical (safe) limits. For example:

- helps to ensure safe food is sold
- allows personnel to have clear understanding of what is acceptable and parameters to work within
- measurable and so can be checked and provide assurance that safe food is being served

2.4 Identify the importance of monitoring controls. For example:

- it used to confirm a step is under control

- it identifies when there is a loss of control and where action is required
- it assists in due diligence

2.5 Identify ways of monitoring controls. For example:

- dependent upon the controls in place and the step in the process, may include: taking measurements. For example:
 - temperatures
 - time
 - weight and/or a combination of measurements
 - observations such as of practices
 - delivery vehicles
- the importance of monitoring accurately at correct frequencies and reporting where there have been deviations or controls have been breached, including use of exception reporting

2.6 Identify the purpose of taking appropriate corrective action. For example:

- to prevent unsafe food reaching the customer
- to regain control before the food is served. For example, continuing to cook something to the required temperature
- to identify equipment/process problems, trends and highlight required maintenance/repairs
- the importance of taking timely corrective actions

2.7 State the importance of verification and review of HACCP based Food Safety Management Systems. For example:

- it confirms safe food is being produced
- it helps determine legal compliance
- what should prompt a review

2.8 State the importance of documentation and records needed to support HACCP based Food Safety Management Systems. For example:

- the importance of completing documentation accurately and at the correct frequencies
- it helps demonstrate legal compliance and due diligence
- it assists in continual improvement plans (trends) and complaint investigation
- it assists in complaint investigation

Appendix 3: Sample assessment material

Highfield EXAMINATION



Paper Code

Principles of HACCP for Catering

Level **2**
J/616/5447

Information for registered Centres

The seal on this examination paper must only be broken by the candidate at the time of the examination.
Under no circumstances should a candidate use an unsealed examination paper.

Information for candidates

Under no circumstances should you the candidate use an unsealed examination paper.
This examination consists of 15 multiple-choice questions.
The minimum pass mark is 9 correct answers.
The duration of this examination is 30 minutes.
You are **NOT** allowed any assistance to complete the answers.
You must use a pencil to complete the answer sheet - pens must **NOT** be used.
When completed, please leave the Examination Answer Sheet (EAS) on the desk.

EXAMINATION ANSWER SHEET (EAS) INSTRUCTIONS:

For each question, fill in **ONE** answer **ONLY**.
If you make a mistake ensure you erase it thoroughly.
You must mark your choice of answer by shading in **ONE** answer circle only.
Please mark each choice like this:

01 A B C D **ANSWER COMPLETED CORRECTLY**

Examples of how **NOT** to mark your Examination Answer Sheet (EAS). These will not be recorded.

01 A B C D **DO NOT partially shade the answer circle**
ANSWER COMPLETED CORRECTLY

01 A B C D **DO NOT use tick or crosses**
ANSWER COMPLETED CORRECTLY

01 A B C D **DO NOT use circles**
ANSWER COMPLETED CORRECTLY

01 A B C D **DO NOT shade over more than one answer circle**
ANSWER COMPLETED INCORRECTLY

All candidates **MUST** sign the Examination Answer Sheet (EAS) in the bottom right-hand corner of the page before leaving the examination room.

Sample questions

Food handlers need to understand how to follow food safety management procedures so that food produced:

- A. is safe to eat
- B. does not contain preservative
- C. is made quickly
- D. looks attractive to customers

If you notice that procedures are not being followed it is important that you:

- A. change monitoring forms to fit in with changes
- B. report the problem to your supervisor
- C. re-cook food to ensure it is safe
- D. clean down the kitchen immediately

It is important to regularly review the HACCP plan to:

- A. ensure it is current and correct
- B. develop more detailed controls
- C. identify how food costs can be reduced
- D. identify suitable critical (safe) limits