



**Highfield**

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## Qualification Specification

### Level 3 Award in Supervising HACCP for Catering

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## HABC Level 3 Award in Supervising HACCP for Catering

### Introduction

This Qualification Specification document is designed to outline all you need to know in order to offer this qualification in your Centre. If you have any further questions, please contact your account manager.

### Qualification Details

The HABC Level 3 Award in Supervising HACCP for Catering is a National Award written and accredited by HABC.

This qualification is outside of the QCF, however, it could be used as prior knowledge to enrol onto a QCF qualification in the future.

### Key facts

- |                                      |  |
|--------------------------------------|--|
| • <b>QAN</b>                         | This is a non-accredited qualification |
| • <b>Guided learning hours (GLH)</b> | 12 – 14                                |
| • <b>Assessment Method</b>           | Multiple-choice examination            |

### Qualification Overview

The Level 3 Award in Supervising HACCP for Catering is a qualification aimed at those responsible for assisting in the development and maintenance of HACCP systems.

It is suitable for those owning/managing smaller food businesses to give them the underpinning knowledge to implement an appropriate food safety management system based on HACCP principles.

The qualification is intended predominantly for candidates already working in catering, with a sound knowledge of food safety, hazards and controls.

### Entry Guidance

There are no prerequisites for this qualification, although learners should have a sound knowledge of food safety hazards and their controls.

It is advised that learners already hold the Level 3 Award in Food Safety in Catering or equivalent.

It is also advised that learners have a minimum of Level 2 in literacy or numeracy or equivalent.

This qualification is approved for delivery to those aged 16 and over.

### Geographical Coverage

The qualification is suitable for learners in England, Wales or Northern Ireland.

### Special Needs

HABC have measures in place for learners with special needs. Please see the Reasonable Adjustments Policy, Annex 17 of the HABC Core Manual.

### Qualification Structure

This qualification is made up of one unit, the details of which are included at the end of this document.

Learners must successfully complete the assessment for the unit to achieve the qualification.

The qualification can be taken as a free standing qualification or as part of a wider programme of training.

### How the qualification is assessed

This qualification is assessed through a 60-question multiple-choice question examination. The duration of the examination is 2 hours.

Successful learners must achieve a score of at least 40 out of 60. Learners will achieve a Merit if they achieve 50 out of 60.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

### Progression

Progression and further learning routes include:

- Level 4 Award in Managing Food Safety in Catering
- Level 4 in HACCP for Manufacturing

### Nominated Tutor Requirements

HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.

Nominated Tutors should have a minimum of a Level 4 Food Safety qualification **AND** a Level 4 HACCP qualification from a recognised awarding body, together with relevant work experience and a training qualification or training experience.

#### ***Suitable Subject Area Qualifications may include:***

- Degree of Dip.HE 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 4 qualification in Food Safety or equivalent;
- Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology;
- Or, any other HABC approved qualification

#### ***Suitable Teaching Qualifications include:***

- Level 3 or 4 PTLLS 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
- Professional Trainers Certificate
- Proof of at least 30 hours of training in any subject

Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

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### Key Skills

This qualification provides the opportunity for learners to develop competence in key skills and produce evidence towards attaining key skills. The qualification does not ensure key skills are met as this would depend upon learners producing a portfolio of evidence and the mode of study adopted.

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### Useful Websites

<http://www.food.gov.uk/>

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### Recommended Training Materials

*Supervising Food Safety (Level 3)*, Sprenger R.A. Highfield.co.uk Limited.

*Intermediate HACCP (Level 3)*, Wallace, Carol A. Highfield.co.uk Limited

*Foundation HACCP*, Sprenger, R.A. Highfield.co.uk Limited

## Summary of Learning Outcomes:

### Food Safety Management Systems:

1. Candidates must understand the importance of HACCP based food safety management procedures in a catering environment and be able to:
  - 1.1 Define or explain the terms: Prerequisites, HACCP, food safety management system, HACCP Team, process flow diagram, hazard, hazard analysis, control measure, risk (severity and likelihood), critical control point, CCP decision tree, critical limit and target level, monitoring, corrective action, validation, review, documentation
  - 1.2 Explain the importance of commitment to food safety by managers and employees and describe methods of achieving and maintaining this commitment
  - 1.3 State the benefits and limitations of HACCP systems within the catering environment
  - 1.4 Describe the most significant UK HACCP 'based' approaches to food safety procedures including e.g. Safe food better business, CookSafe and Safe Catering – Your Guide to HACCP
  - 1.5 Outline the origins of HACCP and how it was developed as a food safety management system
  - 1.6 Summarise the legislation relating to HACCP including HACCP training requirements, enforcement and potential consequences of non-compliance
  - 1.7 State 7 principles of HACCP as stated in Codex Alimentarius and describe the 12 logic steps to HACCP.

### Food Safety Management:

2. Outline the initial processes for HACCP based food safety management systems and are able to:
  - 2.1 Describe the importance of planning the HACCP project and explain the responsibilities of managers and employees with regard to the design and implementation of HACCP and food safety management
  - 2.2 Describe the benefits of using a HACCP team approach and give examples of HACCP teams within in a range of catering businesses
  - 2.3 Outline the purpose of prerequisite programmes. Provide examples of prerequisite programmes (PRPs) used in catering and how they should be managed
  - 2.4 Outline a range of catering models including cook serve, cook chill and cook freeze and the implications of these for food safety
  - 2.5 Describe the benefits of using process flow diagrams and the types of flow diagrams suitable for use in a range of catering environments
  - 2.6 Explain the importance of confirming a flow diagram.

### Conduct a Hazard Analysis:

3. Outline the development of a HACCP system suitable for a catering environment and be able to:
  - 3.1 Describe the hazards and risks commonly associated with catering premises and foods and link these to their intended use including consumers who may be particularly susceptible to food poisoning
  - 3.2 Explain the significance of the hazards and describe control measures which are often used in catering establishments.

Determine Critical Control Points:

4. Outline the importance of identifying critical control points and be able to:
  - 4.1 Identify critical control points and relate to the types of food production processes in use within a business
  - 4.2 Establish critical limits and target levels at critical control points and distinguish between critical limits and targets within a catering process
  - 4.3 Identify methods of validating critical limits.

Monitoring Procedures:

5. Establish and implement monitoring procedures at critical control points:
  - 5.1 Identify monitoring procedures used within HACCP plans
  - 5.2 Establish appropriate methods of monitoring at critical control points within a catering environment
  - 5.3 Describe the importance of planning monitoring activities including allocation of responsibilities and determining frequency.

Corrective Actions:

6. Establish the corrective action to be taken when monitoring indicates a loss of control and a CCP and be able to:
  - 6.1 Outline the purpose of corrective actions
  - 6.2 Identify a range of both product and process corrective actions within a catering environment
  - 6.3 Specify procedures to be undertaken when implementing corrective actions
  - 6.4 Establish what action should be taken when product is found to be outside its critical limits.

Verification, Review and Documentation:

7. Outline verification and review procedures and be able to:
  - 7.1 Identify the need for, and importance of regular verification, validation and review of the food safety management system
  - 7.2 Describe procedures for verifying and validating HACCP systems
  - 7.3 Explain when HACCP systems should be reviewed and the changes promoting a review and the frequencies of review
  - 7.4 Outline the importance of maintaining a HACCP system over a period of time.
  - 7.5 Describe documentation and record keeping procedure associated with the food safety management system in a typical catering environment and know why it is important to maintain accurate records and documentation.
  - 7.6 Discuss the concept of reporting by exception.

Managing HACCP:

8. Outline that the type of HACCP study implemented will vary in the catering industry by being able to:
  - 8.1 Identify that the size and complexity of the food safety management system will vary dependent upon the catering business it is to be implemented in
  - 8.2 Identify reasons why implementation of HACCP may fail
  - 8.3 Identify that the size and complexity of the food safety management system will vary dependent upon the catering business it is to be implemented in.