



Highfield

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Qualification Specification

Level 4 Award in Managing Food Safety in Catering

Qualification Number: 500/7327/8

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HABC Level 4 Award in Managing Food Safety in Catering (QCF)

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 4 Award in Managing Food Safety in Catering has been accredited by the regulators of England, Wales and Northern Ireland (Ofqual, DfES and CCEA) and is part of the Qualifications and Credit Framework (QCF).

It is supported by People1st, the Sector Skills Council for hospitality and catering.

Key facts

• QAN	500/7327/8
• Learning Aim Reference	50073278
• Guided learning hours (GLH)	40
• Credit Value	6
• Assessment Method	Multiple-choice examination & written examination

Qualification Overview

The Level 4 Award in Managing Food Safety in Catering is a qualification aimed at managers working in a food or drink catering environment. The qualification is intended for learners already working in catering, or those who are preparing to work in the industry, and whose job requires them to have some responsibility for food safety. Learners are likely to have management responsibilities for an operational team.

This qualification covers the subject of food hygiene at a suitable depth to ensure learners have a thorough knowledge of hazards and controls; its focus is on the importance of developing, implementing and monitoring food safety procedures.

Its topics are regarded by the Foods Standards Agency as being important to maintaining good practice in the production of safe food.

Entry Guidance

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 the age ranges 18+ and 19+.

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 mandatory 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 2-part examination.

- Part one is a 30-question multiple-choice examination
- Part two is a written examination where learners choose 4 from 6 questions totalling to a possible 70 marks

Successful learners must achieve a total of at least 60 marks out of 100 across the two parts of the exam. A Merit will be awarded at 70/100 and a Distinction will be awarded at 80/100.

The duration of the examination is 2 ½ hours.

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 Possession of the qualification will allow individuals to apply for managerial positions in the food and drink catering industry.

Progression and further learning routes include:

- Food Safety competency based qualifications (NVQs/Apprenticeships)

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

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;
- 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.

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.

Useful Websites

<http://www.food.gov.uk/>
<http://www.people1st.co.uk/>

Recommended Training Materials

Hygiene for Management, Sprenger, R.A. Highfield.co.uk Ltd
Intermediate HACCP, Wallace, Carol A. Highfield.co.uk Ltd

Unit 1: The Principles of Food Safety Management for Catering

Unit no: H/502/0390
 Level: 4
 Credit: 6
 GLH: 40

Learning Outcome	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand how food business operators can ensure compliance with food safety legislation.	1.1 Explain food business operator and staff responsibilities with regard to food safety legislation. 1.2 Analyse the requirements of food safety legislation and procedures for compliance and enforcement.
2. Understand the operational requirements needed to ensure food safety.	2.1 Explain how the design, layout, construction and maintenance of premises and equipment can affect food safety. 2.2 Discuss the implementation, management and application of good hygiene practices, to include cleaning, disinfection and pest control. 2.3 Explain procedures for supplier and stock control. 2.4 Describe operational methods and safe working practices.
3. Understand how to establish food safety management procedures.	3.1 Outline processes for designing and implementing food safety management procedures, including allocating resources, roles and responsibilities. 3.2 Analyse the risks to food safety from microbial, physical, chemical and allergenic hazards in a specified food business. 3.3 Communicate food safety management information to staff, visitors and suppliers. 3.4 State the need for, and benefits of, staff training and the maintenance of training records.
4. Understand the controls required for food safety.	4.1 Review controls for microbial, physical, chemical and allergenic hazards in a specified food business. 4.2 Discuss methods for monitoring and recording food safety hazards. 4.3 Determine the corrective actions required if food safety hazards are not controlled.

5. Understand how to maintain food safety management procedures.

- 5.1 Explain methods for verifying the effectiveness of food safety management procedures.
- 5.2 Describe circumstances that require adjustment of food safety management procedures.
- 5.3 Describe how to implement adjustments to food safety management procedures.
- 5.4 Outline strategies for developing and maintaining a food safety culture within an organisation.

Introduction to Food Safety and Contamination:

1. Candidates must understand the importance of food safety management in catering by being able to:

1.1 Define key terms relating to food safety including:

- (a) Define food safety/hygiene, food poisoning, contamination, hazard, risk, control, monitoring, corrective action, verification, food safety management system, pathogen, safe food.

Identify the benefits of good and the costs of poor food hygiene:

- (b) Describe the benefits to food businesses, consumers and food handlers of high standards of food hygiene
- (c) Explain the moral, legal and economic impact of poor food hygiene practices to food businesses, consumers and food handlers.

Explain the importance of food safety procedures:

- (d) Evaluate current trends regarding the incidence of reported food borne illness and give reasons for seasonal variations in reported outbreaks.

Outline the characteristics of different food types:

- (e) Identify, providing examples the main characteristics of high risk, raw, low risk and ready to eat raw foods and outline the dangers associated with contamination of each food type.

Explain the four main types of contamination associated with the production of food and analyse the risks posed to food safety, Identify how they may occur and give examples of how they can be controlled and managed in the food industry:

- (f) Define the four main food safety hazards: Microbiological, physical, chemical and allergenic
- (g) Give examples of sources of physical hazards, differentiate between intrinsic and extrinsic contamination and identify suitable policies and procedures to control their prevention, detection and removal
- (h) Give examples of sources of chemical hazards (inherent and introduced) and compare and contrast suitable policies and procedures to control their prevention, detection and removal

- (i) Describe the main symptoms of an allergenic reaction and give examples of common allergens and identify suitable policies and procedures to prevent consumption by persons who are sensitive to allergens
- (j) Describe and explain principal routes vehicles and routes of contamination and cross contamination
- (k) Outline the possible consequences if food safety hazards are not controlled.

Microbiology (Multiplication & Survival Hazards):

2. Candidates must understand how micro-organisms pose a hazard to food safety by being able to:

2.1 Discuss the main characteristics of micro-organisms, including optimum growth requirements:

- (a) Outline the structure, shape and size of bacteria and distinguish between the main types of bacteria
- (b) Describe how bacteria multiply, and identify factors influencing bacterial growth
- (c) State the temperature range of the danger zone, optimum temperatures for bacterial growth, temperatures when most pathogens will stop multiplying and temperatures where they will die
- (d) Identify timescales involved in bacterial multiplication and explain the significance of the bacterial growth curve.

2.2 Identify effective methods of destroying microbes:

- a) Methods include: heat (cooking, pasteurisation, Ultra heat treatment), use of chemicals, such as salt, sugar, acids
- b) Outline the principles involved with methods of preservation.

2.3 Explain how bacterial spores and toxins are formed and why these may pose a hazard within the food industry:

- a) Explain the terms 'bacterial spore', identify the role spores play in the survival of bacteria, describe the conditions under which spores are formed and the consequences these may have for food safety

- b) Describe how some bacteria produce toxins and distinguish between exotoxins and endotoxins.

2.4 Identify the signs of spoilage and identify what may cause spoilage:

- a) Signs of spoilage to include bacterial activity, enzyme activity, moulds, physical damage
- b) Describe controls which can be utilised to control microbial and enzyme activity to reduce the rate of spoilage in food.

Food Borne Illness:

3. Candidates must know and understand the main reasons for food poisoning and food borne illnesses and understand the importance of preventing illness by being able to:

3.1 Describe common sources, food vehicles, incubation periods and controls of common food poisoning and food borne disease organisms:

- (a) Explain the main differences between food poisoning and food borne disease
- (b) distinguish the differences between toxic and infectious causes of food borne illness
- (c) Explain the symptoms, sources, incubation periods, and controls for the principal pathogens that cause food poisoning
- (d) Identify groups of people most at risk from food poisoning
- (e) Explain the symptoms, sources, incubation periods, and controls for the principal pathogens that cause food borne diseases
- (f) Explain the symptoms, sources, incubation periods, and controls for food related viruses and protozoa.

3.2 Know that chemicals, metals, poisonous plants and fish can cause serious problems in the food industry and provide examples of each

3.3 Explain the role of management and Environmental Health Practitioners in outbreak investigation:

- a) Identify the role of the manager, supervisor and food handlers regarding food poisoning outbreak investigation

- b) Determine, implement and review procedures relating to food poisoning outbreak control
- c) Describe the role of the consultant in communicable disease.

Food Handlers and Personal Hygiene:

4. Candidates must understand the importance of ensuring food handlers do not contaminate food by being able to:

4.1 Outline how people are both sources and causes of food poisoning and identify methods of controlling and monitoring food poisoning and contamination from personnel:

- (a) Explain hazards associated with infections, skin complaints and injury and describe how these can be controlled
- (b) Describe the responsibilities of all staff regarding personal hygiene
- (c) Describe how non food handling personnel (for example maintenance, contractors, visitors, delivery personnel) can contaminate food and be able to develop, implement and monitor procedures to control from these personnel.
- (d) Outline unhygienic practices to be avoided in food handling areas, describe how they may cause contamination and suggest suitable controls
- (e) Describe the importance of hand wash and explain suitable procedures for effective hand wash. Outline important times when hands should be washed.

4.2 Discuss the role of management in securing high standards of personal hygiene and preventing contamination of food:

- a) Describe how to develop, implement and manage an effective personal hygiene policy
- b) Outline the manager's role regarding reporting of illness and establishing and maintaining procedures regarding illness reporting and exclusion.

4.3 Outline the characteristics of protective clothing for food handlers:

- a) Identify, and evaluate types of protective clothing which may be provided and describe how provision of suitable clothing may prevent contamination of food

- b) Outline the hazards which may be associated with wearing of jewellery, personal effects and nail varnish/false nails and lashes and be able to develop, maintain and monitor policies and procedures to control these hazards.
- 4.4 Describe the main legislative requirements relating to personal hygiene
- 4.5 Identify the importance of exclusion of ill food handlers and have an awareness of the Department of Health 'Food handlers, fitness to work' guidelines:
- a) State controls necessary for food handlers who are suffering from or suspected of suffering from; food borne illness.
- 4.6 Discuss the benefits and limitations of medical screening for food handlers:
- a) Identify why carriers are of concern in the food industry and be able to develop, implement and monitor suitable controls
 - b) Identify pros and cons of medical screening
 - c) Identify the personal requirements necessary for food handlers and discuss the need for careful selection of staff.

Training and Education:

5. Candidates must understand how development, implementation and monitoring of food safety training can assist in the prevention of food borne illness and contamination of food by being able to:
- 5.1 Identify the benefits of training and explain why planned training is essential within a food business:
- (a) Explain how training can assist in the development of a positive food safety culture.
- 5.2 Outline the legal requirements relating to training of food handlers
- 5.3 Analyse the factors requiring consideration (including content) when developing and implementing a food safety training programme and evaluate how the success of training can be assessed:
- a) Identify the benefits of assessing training needs for all levels of staff (including contractors and temporary staff) when developing food safety training programmes

- b) State the importance of considering staff role, experience and skill and explain how barriers to learning such as language or literacy may be overcome
- c) Describe a variety of methods which can be used to effectively communicate information and responsibilities regarding food safety, including procedural and legislative changes
- d) Describe sources of information and guidance which may be used when developing a food safety training programme
- e) Know the importance of implementing food safety training and outline methods by which this can be achieved
- f) Explain the reasons for providing feedback to staff regarding food safety matters
- g) Outline the importance of developing supervisors to enable the effective reporting from management to supervisor regarding food safety and outline the importance of refresher training.

5.4 Outline the need for training records:

- a) Describe the need for maintenance of accurate and up to date training records
- b) Outline how training records can be of use to a food business.

Food Hazards and Controls from Purchase to Service:

6. Candidates must know and understand the role of the manager with regard to managing operational requirements regarding food production by being able to:

6.1 Analyse and discuss the hazards associated with the operational methods of the organisation:

- (a) Identify hazards which may be present at each stage of food production and service including purchase, delivery, storage, preparation, cooking, hot holding, cold holding and service
- (b) Outline the processes and potential hazards associated with interrupted catering processes such as cook-chill, cook-freeze and sous vide

- (c) Explain the importance of analysing and evaluating potential hazards and controls in the event of change, for example introduction of a new process, equipment or menu change.

6.2 Identify and review controls and monitoring required for food purchase and supplier selection, receipt, storage (including the importance of stock control), preparation, thawing, cooking, cooling, reheating and serving:

- a) Identify suitable methods of selecting, and monitoring suitable suppliers
- b) Outline requirements for safe transport, delivery and receipt of stock
- c) Outline how to monitor supplier food deliveries and describe suitable management actions in the event of poor supplier performance regarding food safety
- d) Describe and explain the principles of temperature control during storage for different food types and be able to develop, implement and monitor controls for ambient, chilled and frozen storage of food
- e) Describe the principles of stock rotation and outline how to design, implement and monitor the effectiveness of the system
- f) State the requirements of statutory date marking of food and explain the terms 'use by' and 'best before' and outline rules regarding labelling of both packaged and open foods
- g) Describe the types of food packaging available which is designed to reduce the risk of contamination
- h) Outline the role of management regarding the production and service of safe food, including the need to identify staffing requirements and provision of other adequate resources
- i) Identify the role of management regarding provision of suitable resources, equipment and procedures regarding transportation of food and outside catering events
- j) Outline extra controls which may be required when providing food to vulnerable groups or in non routine circumstances such as airline catering
- k) Develop, implement, monitor and explain suitable procedures for thawing, chilling, freezing, preparation, cooking, reheating, hot holding, display

(ambient , frozen and chilled, packaged and open) and service and transportation of food

- l) Outline the legal and recommended temperatures and conditions for storage, preparation, cooking, cooling, display, transportation and sale of hot, frozen and chilled foods.

The Design and Construction of Food Premises and Equipment:

7. Candidates must be aware of their role in reducing risks of food contamination from premises and equipment by being able to:

7.1 Outline the requirements regarding site selection, construction materials and finishes:

- a) Describe how site selection, construction materials have an important role in securing and maintaining food safety
- b) Outline considerations which should be made regarding selection, construction and finishes for mobile and temporary food production areas.

7.2 Discuss the role of management regarding satisfactory design and construction of food premises and equipment:

- a) Identify the role of the manager when selecting new food equipment and premises (including temporary premises)
- b) Describe the role of the manager with regard to maintenance programmes, including establishing priorities for repair and improvements based on food safety risk.

7.3 Explain the importance of linear workflow, including segregation of processes:

- a) Identify how linear workflow helps to prevent cross contamination
- b) Discuss the hygienic principles for design and use of food premises and equipment
- c) Outline principles for selection, siting and maintenance of food equipment
- d) Outline principles for selection, siting and maintenance of chillers, refrigerators and frozen storage units.

7.4 Discuss the need for provision of washing facilities, ventilation, lighting and water, effluent and waste disposal:

- a) Describe the requirements for washing facilities, ventilation, lighting, water, effluent and waste disposal and outline associated hazards and controls for each
- b) Describe hand wash and drying facilities which must be available for use by food handlers
- c) Explain why refuse, waste and unfit food should be stored and disposed of correctly and outline methods of achieving this in a food business.

7.5 Outline the legal requirements for design and maintenance of food premises:

- a) Identify how suitable design can assist a food business to comply with legislative requirements.

Cleaning and Disinfection:

8. Candidates must understand the importance of effective cleaning and disinfection in food premises and be able to:

8.1 Discuss the management role regarding the principles and importance of cleaning and disinfection:

- (a) Identify how effective cleaning and disinfection of food premises and equipment assists in maintaining food safety
- (b) Discuss the principles of cleaning and disinfection processes (including clean in place) and describe appropriate methods of cleaning and disinfection
- (c) Describe how to store cleaning materials and equipment correctly
- (d) Discuss how to manage difficulties in cleaning premises and equipment.

8.2 Discuss the management role with regard to the systems of organising, controlling and monitoring cleaning and disinfection to assist in ensuring the safe production of food

8.3 Outline the legal requirements relating to cleaning and disinfection of food premises

8.4 Outline the properties and functions of cleaning chemicals:

- a) State the energies required for cleaning
- b) Describe the functions and desirable qualities of detergents, disinfectants, sanitisers and sterilisers and outline when and how each should be used

8.5 Determine and implement cleaning schedules to help ensure effective cleaning.

Pest Management:

9. Candidates will know and understand their responsibilities regarding the implementation of operational procedures regarding pest control and be able to:

9.1 Discuss the hazards and controls involving food pests:

- (a) Outline the hazards associated with pests and explain why pests must be controlled within the food industry
- (b) Explain the actions that should be taken by food handlers, supervisors and managers if evidence of pests are found
- (c) Outline the managers role regarding developing, implementing and monitoring a pest control policy and describe the importance of keeping up to date records.

9.2 Describe the main food pests and their habits:

- a) Identify characteristics and habitat of the main food pests, including rodents, insects and birds and identify how to detect signs of an infestation
- b) Describe conditions that pests require to thrive.

9.3 Identify the principles of pest control:

- a) List and explain the main types of environmental, physical and chemical controls for different pests and outline the benefits and limitations of each
- b) Know the importance of proofing and good housekeeping in relation to pest control.

9.4 Describe the considerations to be made when selecting pest control contractor:

- a) Identify how a pest contractor should be selected and the criteria that may be used to ensure they are suitable.
- b) Explain the importance of monitoring the activities of the pest controller.

9.5 Outline the legal provisions relating to pest control in food businesses

Food Safety Management and HACCP

10. Candidates will know and understand their role in developing, implementing, monitoring, reviewing and evaluating the implementation of food safety management procedures and be able to:

10.1 Describe the concept of HACCP and have the knowledge to implement an effective food safety management system based on HACCP principles food safety procedures:

- (a) Identify the origin and purpose of HACCP based food safety systems and provide examples of different systems (such as CODEX HACCP, Safer Food Better Business, CookSafe, Safe Catering) and identify how they can be used by different food businesses
- (b) Explain how the development and effective implementation of food safety management systems will benefit both consumers and food businesses
- (c) Describe how food safety management systems may be developed, implemented and maintained within a food business
- (d) Identify and give examples of, expert guidance and support that a food business may need to develop and implement food safety management systems.

10.2 Know the preliminary steps required prior to implementing a food safety management system:

- a) Explain the basic terminology of HACCP
- b) Explain what is meant by a pre requisite programme, and explain the importance of pre requisites in a food business
- c) Identify the importance of a team approach when developing a HACCP study and discuss the attributes and roles required for team members
- d) Outline training which HACCP team members require
- e) List and describe the seven principles of HACCP
- f) Explain the importance of determining the scope of the HACCP study and terms of reference and discuss how to prepare a process flow diagram
- g) Explain the importance of conducting a hazard analysis and describe how it may be carried out

- h) Describe the purpose of control measures and provide examples of controls which can be applied during production and service of food
- i) Describe the significance of determining critical steps in the process and identify how they may be identified using the decision tree
- j) Outline the criteria that should be used to establish critical limits, tolerances and target levels at each critical control point
- k) Explain the importance of developing and implementing suitable monitoring procedures and identify how these can be developed and give examples of a variety of monitoring methods which may be used during production and service of food
- l) Explain the importance of establishing suitable accurate recording systems and describe a monitoring records which may be produced for production and service of food
- m) Explain the managers role with regard to establishing roles, responsibilities and reporting routes for the monitoring and supervision of control measures
- n) Identify types of failures which may occur at critical control points and determine suitable corrective actions which may be applied during production and service of food
- o) Explain the managers role with regard to establishing roles, responsibilities and reporting routes for corrective action plans
- p) Explain why corrective action plans should be established in advance of failures and how this can help to prevent food safety problems
- q) Describe procedures to verify the effectiveness of the food safety management system
- r) Describe documentation that should be developed as part of a HACCP study.

10.3 Outline the legal requirements for food safety management systems

The Role of the Manager:

11. Candidates must have an understanding of the role of the manager in securing food safety, and be able to:

11.1 Discuss managers role in ensuring food safety

11.2 Outline methods by which management of food safety can be achieved:

- a) Outline the managers role regarding developing, implementing, monitoring, reviewing, evaluating and reviewing food safety procedures
- b) Describe ways to determine the success of food safety management procedures and outline how to audit, review and improve food safety management procedures
- c) Explain the importance of regular review of procedures and identify when planned and urgent reviews should take place.

11.3 Explain the importance of allocation of responsibilities within a food organisation:

- a) State why all staff within a food business have responsibilities for food safety and outline the importance of clear reporting routes
- b) Explain the role and responsibilities of food handlers with regard to food safety, including following procedures and monitoring of controls
- c) Explain the role and responsibility of supervisors with regard to food safety
- d) Describe how effective supervision procedures can assist in ensuring food safety and outline methods of developing, implementing, monitoring evaluating and reviewing those procedures.

11.4 Describe the importance of a food safety policy and outline the content of a typical food safety policy:

- a) Explain general content and importance of a food safety policy with reference to both routine and non routine procedures
- b) Explain the importance of including policies and procedures regarding investigation of food poisoning allegations and customer complaints.

11.5 Outline the sources of information available:

- a) Identify other relevant sources of further information advice and guidelines relating to food safety and identify when this may be required.

11.6 Identify strategies for promoting a good safety culture within a food business:

- a) Explain the importance of developing a positive food safety culture within a food business

- b) Identify strategies to achieving, maintain and improve a positive food safety culture, for example effective development and communication of food safety procedures, provision of training and other resources, encouraging feedback, having clear reporting routes.

Food Safety Legislation and Enforcement:

12. Candidates must have an understanding of the need for food law and food safety enforcement and be able to:

12.1 Recognise and understand the main food safety legislation:

- a) Understand the format of UK and European legislation relating to food safety and know how EC legislation applies to member states
- b) Explain the key elements of current UK food safety legislation, in particular with regard to the safe production and service of safe food and evaluate the requirements to ensure compliance in a variety of food businesses.

12.2 Explain the role of authorised officers and enforcement authorities:

- a) Know how legislation is applied
- b) Understand the role of enforcement authorities and authorised officers.

12.3 Understand the purpose of codes of practice and industry guides:

- a) Describe the purpose of codes and practice and industry guides.

12.4 Outline the power of authorised officers and criteria for prosecution:

- a) Outline actions that may be taken by enforcement officers
- b) Know the implications of non compliance with food safety legislation and the penalties which can be applied
- c) Explain the defence of due diligence in the food industry
- d) Explain the role of the manager with regard to development, maintenance and monitoring food safety and explain how this will contribute to a due diligence defence.