www.highfieldqualifications.com

Qualification Specification

Highfield Level 2 Award in Food Safety for Manufacturing (Refresher) (RQF)

Qualification Number: 603/7697/1

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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 Food Safety for Manufacturing (Refresher) 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. This qualification is also regulated by Qualifications Wales.

Key facts

Qualification number:	603/7697/1
Learning aim reference:	60376971
Credit value:	1
Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	4
Total qualification time (TQT):	4

Qualification overview and objective

The qualification is suitable for learners who may work in a food manufacturing environment and who have previously achieved a regulated Food Safety qualification. It is designed to update their knowledge of Food Safety processes and topics covered include storage, preparation, cooking service and handling of food.

As learners are required to hold a full food safety qualification before undertaking this refresher, proof of the original qualification attainment should be evidenced to the centre before the learner is enrolled onto the refresher.

Entry requirements

To register on to this qualification, learners are required to hold a full food safety qualification.

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, all of which 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.

Learners must complete 20 questions within 45 minutes. The multiple-choice examination is designed to cover all of the assessment criteria as detailed in Appendix 2 of this specification, and successful learners will need to achieve a mark of 66% (13/20) overall to pass. 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 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 Qualifications 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 Catering 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 3 Award in Food Safety for Manufacturing (RQF)
- Highfield Level 3 Award in Effective Auditing and Inspection (RQF)
- Food production qualifications

Useful websites

- www.highfieldqualifications.com
- www.highfieldproducts.com
- 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 2 Award in Food Safety for Manufacturing (Refresher) (RQF), learners must complete **all units** contained within the mandatory group.

Mandatory group

Unit reference	Unit title	Level	GLH	Credit
R/618/7841	Principles of Food Safety for Manufacturing (Refresher)	2	4	1

Appendix 2: Qualification content

Unit 1: Principles of Food Safety for Manufacturing (Refresher)
Unit number: R/618/7841
Credit: 1
GLH: 4
Level: 2

Learning Outcomes	Assessment Criteria
The learner will	***The learner can***
1. Understand the importance of food handlers keeping themselves and work areas clean and hygienic	1.1 Recognise the importance of personal hygiene in food safety including their role in reducing the risk of contamination 1.2 Identify the key legal responsibilities of food handlers 1.3 Identify effective personal hygiene practices relating to protective clothing, hand washing, personal illness, cuts, wounds, food handling practices 1.4 Identify how to keep the work area and equipment clean and tidy, by following procedures relating to cleaning methods, safe use of chemicals, storage of cleaning chemicals 1.5 Recognise the importance of safe waste disposal 1.6 Recognise the importance of pest control
2. Understand the importance of keeping food products safe	2.1 Recognise the importance of food safety procedures, safe food handling and avoiding unsafe behaviour 2.2 Identify how to report food safety hazards, infestations and food spoilage 2.3 Recognise the main risks to food safety from contamination and cross-contamination from microbial, chemical, physical and allergenic hazards 2.4 Identify safe food handling and temperature control practices for delivery, storage, date marking and stock rotation

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
	2.5 Identify safe food handling and temperature control practices for preparing, heat processing, chilling, holding during breaks in production, packing and transporting food 2.6 Identify how to deal with food spoilage including recognition and reporting

Indicative content

LO1 Understand how individuals can take personal responsibility for food safety

1.1 Recognise the importance of personal hygiene in food safety including their role in reducing the risk of contamination

- How good personal hygiene in a food manufacturing environment can reduce microbial, chemical, physical and allergenic contamination

1.2 Identify key legal responsibilities of food handlers

- Requirement for:
  - Food safety training & supervision within the food production area
  - Reporting of illness
  - Following rules and procedures implemented for food safety

1.3 Identify effective personal hygiene practices relating to protective clothing, hand washing, personal illness, cuts, wounds, food handling practices

- Practices within the food production area regarding:
  - Clean, suitable protective clothing
  - Jewellery and personal effects
  - Effective hand wash
  - Times to wash hands
  - Recognising illness which may cause food contamination
  - When to come to work and when to call in sick
  - Covering wounds
  - Personal habits to avoid

1.4 Identify how to keep the work area and equipment clean and tidy, by following procedures relating to cleaning methods, safe use of chemicals, storage of cleaning chemicals

- Reasons for cleaning
- Cleaning and disinfection techniques, including order of cleaning
- Cleaning chemicals, including purpose of detergent, disinfectant and sanitiser and following manufacturer's instructions and safe storage
- Clear and clean as you go

1.5 Recognise the importance of safe waste disposal
- Internal and external controls within food manufacturing businesses including regular removal of waste, clean areas, secure and lidded externally, cleaned regularly

1.6 Recognise the importance of pest control
- Hazards from pests
- Common food pests and signs of pests
- Reporting of signs
- Basic environmental control (which they are responsible for) such as clearing food spillages, keeping doors closed, lids on bins

LO2 Understand the importance of food handlers keeping themselves clean and hygienic

2.1 Recognise the importance of food safety procedures, safe food handling and avoiding unsafe behaviour
- Benefits to customers, food manufacturing businesses and food handlers of effective procedures
- Costs of poor practices to a food manufacturing business

2.2 Identify how to report food safety hazards, infestations and food spoilage
- What to report, when to report, who to report to with regards to:
  - Hazards, infestations/signs of pests and spoilage in a food manufacturing environment

2.3 Recognise the main risks to food safety from contamination and cross-contamination from microbial, chemical, physical and allergenic hazards
- Meaning of terms contamination, cross-contamination, raw food to be cooked, high-risk food, low-risk food and ready-to-eat raw food
- Types of microbiological contaminants (bacteria, virus, mould)
- Common sources, routes and vehicles of microbiological contamination in a food manufacturing environment
- Recognition of main characteristics of food poisoning bacteria, factors influencing microbiological multiplication and survival (including spores and toxins) and consequences these may have for food safety and basic controls
- Examples of basic controls to prevent microbiological contamination, including keeping raw and ready to eat separate, separate areas/sections for food production, use of correct equipment to prevent contamination (including colour coding), reporting damaged equipment, including work surfaces
- Examples of common physical hazards within food preparation areas and basic controls
- Examples of common chemical hazards within food preparation areas and basic controls
- Identification of common allergenic foods and risks associated with allergenic hazards.
- Awareness of ways to prevent allergenic contamination during food production and allergen controls within food manufacturing

2.4 Identify safe food handling and temperature control practices for delivery, storage, date marking and stock rotation
- Basic contamination and temperature controls and checks to be made at delivery

- Importance of labelling
- Importance of stock rotation and date coding
- Importance of temperature control during storage, including correct temperatures and basic ways to achieve them

2.5 Identify safe food handling and temperature control practices for preparing, heat processing, chilling, holding during breaks in production, packing and transporting food

- Preparation/production:
  - Separation of raw and ready to eat foods
  - Dedicated equipment
  - Not preparing too far in advance
- Cooking/heat processing:
  - Following recipes
  - Cooking thoroughly
  - Safe temperatures
  - Preventing contamination
- Chilling:
  - The need to cool quickly
  - The need to prevent contamination
- Reheating:
  - Meeting required temperature when reheating
  - Only reheating once
- Holding food when there is a break in production/rework:
  - Preventing contamination
  - No topping up
  - Safe temperature for hot and cold holding
  - Time controls
- Serving & transporting food:
  - Avoiding contamination
  - Clean equipment
  - Suitable transportation and containers
  - Importance of temperature control

2.6 Identify how to deal with food spoilage including recognition and reporting

- Common signs of food spoilage
- The need to report spoiled food
- Separation of spoiled food

Appendix 3: Sample assessment material

Sample questions:

1. What is the **main** benefit to consumers of a manufacturer having an effective food safety management system?

   a) Cheaper food
   b) Safer food
   c) Better quality food
   d) Fresher food

2. The **most** important characteristic of protective clothing when working within a food manufacturing environment is that it should be:

   a) light coloured
   b) clean
   c) changed weekly
   d) taken home for washing

3. The **main** reason a food preparation surface should be cleaned is because it will:

   a) reduce the risk of bacterial contamination of the food
   b) present a good impression to suppliers
   c) reduce the risk of physical contamination from broken machinery
   d) help you compete favourably with other food manufacturers