

Highfield International
HACCP Management for
Manufacturing (CODEX
Principles) (Level 4 Award)

Qualification Specification

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Introduction

This 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 centre manager.

Qualification overview and objective

The Highfield International HACCP Management for Manufacturing (CODEX Principles) (Level 4 Award) is aimed at learners who are working at management level within food manufacturing environments, technical managers, QA managers, food safety managers, HACCP team leaders, production managers and auditors. This qualification is also suitable for trainers, enforcement officers and other food safety professionals who require an advanced understanding of Codex-based HACCP food safety management systems.

The objective of this qualification is to provide learners with the knowledge and understanding required to develop, implement, manage and evaluate food safety management systems based on the CODEX HACCP principles within food manufacturing. Learners will develop the knowledge required to identify and evaluate food safety hazards, establish effective control measures, determine critical control points, manage monitoring, verification and validation activities and to ensure HACCP systems are maintained through review and continual improvement. The qualification also develops the skills required to lead HACCP teams, support regulatory and customer requirements, and drive continual improvement of Codex-based HACCP food safety management systems to ensure the consistent production of safe and legally compliant food products.

Important Note: Highfield recommends that you contact the relevant Government Department in the country that you want to deliver this qualification, to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield approves centres based on its own criteria but does not represent any other organisation or departments.

Key facts

Guided Learning Hours (GLH):	30 hours
Total Qualification Time (TQT):	40 hours
Assessment method (s):	Multiple-Choice examination

Entry requirements

There are no prerequisites for this qualification, although it is strongly recommended that learners already hold a Level 4 Award in Food Safety qualification and/or a Level 3 HACCP qualification before undertaking this qualification. Consultation between the learner and trainer may be required to ensure that the level of microbiology knowledge and other food safety matters is sufficient to undertake this qualification.

Guidance on delivery

The total qualification time (TQT) for this qualification is 40 hours, of which 30 hours are recommended as guided learning hours (GLH).

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 a multiple-choice questions examination that must be completed within **2 hours**. The examination consists of **60** questions. To pass this exam, the learner has to achieve a minimum of **36 marks (60%)**. If a learner answers **48** or more questions correctly, a Distinction grade will be awarded.

The examination will be completed via Highfield's e-assessment platform www.highfieldworks.com and the result will be available instantly. If paper-based examination was requested as a special consideration, completed examination papers should be returned to Highfield for marking. Results will be provided to the centre once the marking is completed.

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.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent preparing the learner for assessment, by contacting their centre Manager.

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.

Nominated Tutor Requirements

Highfield requires the nominated tutors to:

- hold a relevant subject area qualification which could include any of the following:

- level 4 HACCP qualification (or equivalent) **AND** a Level 4 Food Safety qualification **Or**
 - level 4 HACCP qualification (or equivalent) **AND** a Level 3 Food Safety qualification together with suitable and relevant work experience
 - degree or DipHE in a related subject such as:
 - o food science
 - o environmental health
 - o food microbiology
 - o or one that contains an appropriated amount of HACCP at the correct level
 - HNC/D in a related subject (as outlined above)
 - Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology
 - advanced HACCP Diploma, or above
- hold a recognised teaching qualification or experience:
Suitable Teaching Qualifications include:
 - Level 3 International Award in Delivering Training
 - Level 3 or 4 PTLLS or above
 - Diploma or Certificate in Education
 - Bachelor's or master's degree in education
 - City and Guilds Teachers Certificate, or equivalent
 - Level 3 or 4 NVQ in Training and/or Development
 - Proof of at least 30 formal hours of training in any subject
 - maintain appropriate continued professional development for the subject area

It is also recommended that 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.

Reasonable Adjustments and Special Considerations

Highfield Qualifications has measures in place for learners who require additional support. Reasonable adjustments such as additional time for the exam; assistance during the exam such as using a scribe or a reader, is available upon approval from Highfield. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance on this.

https://www.highfieldqualifications.com/Assets/Files/Highfield_Reasonable_Adjustments_Policy.pdf

ID requirements

All learners should be instructed, ahead of the course/assessment when the learner registers and/or with any pre-course materials, to bring photographic identification to the assessment to be checked by the invigilator.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/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 are allowed to sit the examination/assessment and write the type of photo identification provided by each learner on the Learner List under "Identification Provided". Highfield will accept the following as proof of a learners' Identity:

- National identity card (e.g. Emirates ID card);

- Valid passport (any nationality);
- Signed photo card driving licence;
- Valid warrant card issued by police, local authority or equivalent; or
- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Useful websites

- Food Standards Agency
 - www.food.gov.uk
 - www.highfieldproducts.com
 - www.highfieldinternational.com
 - www.highfeildqualifications.com
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Progression

Possession of this qualification will allow individuals to meet some of the entry requirements for food science degree programmes and apply for senior managerial positions within the food industry.

Progression and further learning routes include:

- Highfield Level 5 International Award in Advanced Food Safety Management
 - Food science degree courses
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Recommended Training Materials

- Hygiene for Management, Sprenger, R.A. Highfield Products
 - Intermediate HACCP, Wallace, Carol A. Highfield Products
 - HACCP A Practical Approach, Mortimore, S & Wallace, C. Aspen Publications
 - Food Industry Briefing Series: HACCP, Mortimore, S & Wallace, C. Blackwell Publishing
 - Level 4 Award in HACCP for Management Training Presentation, Sprenger, Richard A. Highfield Products
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Appendix 1: Qualification Unit(s)

Unit Title: International HACCP Management for Manufacturing (CODEX Principles) (Level 4 Award)

Unit Level: 4

Unit GLH: 30 hours

Learning Outcome	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand the importance of CODEX based HACCP food safety management procedures in a manufacturing environment	1.1 Explain the HACCP approach to food safety management procedures in a manufacturing environment
2. Understand how to manage the implementation of CODEX based HACCP food safety management procedures in a manufacturing environment	2.1 Describe the development requirements of a HACCP team in a manufacturing environment 2.2 Explain the importance of effective communication
3. Understand how to develop CODEX based HACCP food safety management procedures for a manufacturing environment	3.1 Explain the prerequisites for HACCP in a manufacturing environment 3.2 Describe the product production processes and intended use 3.3 Describe the process of developing flow diagrams 3.4 Describe methods to identify and control hazards and risks in the production process 3.5 Explain how to determine critical control points, critical limits, monitoring and corrective actions
4. Understand how to evaluate CODEX based HACCP food safety management procedures in a manufacturing environment	4.1 Discuss the verification, validation and review of the HACCP system 4.2 Explain documentation and record keeping procedures for HACCP

Amplification:

The purpose of the indicative content is to provide an indication of the context for the assessment criteria. This is not intended to be exhaustive or set any absolute boundaries.

1.1 Explain the HACCP approach to food safety management procedures in a manufacturing environment

- The HACCP approach to food safety management procedures including:
 - overview of HACCP and background
 - advantages and limitations of HACCP systems

- logical preliminary steps to HACCP
- the 7 HACCP principles
- HACCP terminology and definitions (as stated in CODEX Alimentarius)
- importance of HACCP and the specific system developed being relevant to a specific operation

2.1 Describe the development requirements of the HACCP team

- The development requirements of the HACCP team:
 - Composition of the HACCP team
 - Identification of relevant team members from within the workforce
 - Identification of areas where knowledge or experience is lacking and identification of relevant external expertise, where necessary, and use of ad hoc team members
 - Knowledge, experience, training and competence required by a HACCP team
 - Allocation of roles such as team roles and responsibilities and levels of authority within a team
- Resources required by the team for the design, development, implementation and maintenance of the HACCP study
- Importance of development and maintenance of supporting resources such as:
 - food safety policy
 - prerequisites
 - supplier specifications and information
 - document development and resources required for their development

2.2 Explain the importance of effective communication

- The importance of effective communication
- The need for communication to both senior management and the workforce with regards to:
 - the importance of the HACCP study
 - the importance of HACCP training
 - commitment to food Safety
 - procedures
 - standards
 - roles and responsibilities of staff and management
 - reporting procedures and methods
- Methods of communicating food safety management systems and procedures to the workforce, for example:
 - Posters
 - workshops,
 - training,
 - briefs,
 - manuals,
 - newsletters

- meetings
- Methods of implementing the HACCP system within a food business

3.1 Explain the pre-requisites for HACCP

- The prerequisites for HACCP for example:
 - reasons for and the importance of developing effective prerequisite programmes
 - the importance of developing policies prior to the implementation of HACCP
 - examples of prerequisites that should be developed and implemented
 - validation and verification of prerequisite programmes

3.2 Describe the product production processes and intended use

- Importance of identifying scope, including product description and identifying use and users:
 - reasons for describing products and procedures effectively within a HACCP study – including any preservatives used
 - importance of acquiring supplier and food chain information
 - importance and reasons for identifying intended use and consumers
- Content of product description including:
 - product name and product characteristics
 - description of the processes including receiving, storing, processing, packaging and distribution of intermediate and final products
 - scope: start and end points of the study and hazards considered in the study
- Content of intended use of the product, including:
 - intended use of intermediary and end products, instructions for use
 - potential consumers, potential risks for consumers for example potential for bacterial contamination/multiplication and identification of vulnerable groups
- Additional sources of information to include in the Terms of reference for example:
 - relevant legislative documents/summary and relevant codes of practice
 - good manufacturing practice documents relating to the processes
 - reference documents e.g. general principles of food hygiene

3.3 Describe the process of developing flow diagrams process flow diagrams

- Process flow diagrams including:
 - terms of reference/purpose, scope
 - considerations regarding start and end of flow
 - impact of preceding and subsequent steps to the operation
 - producing a flow diagram
 - the importance of including all the steps and processes
 - on-site confirmation of the flow diagram

3.4 Describe methods to identify and control hazards and risks in the production process

- Hazards and risks in the production process including:
 - purpose of Hazard Analysis
 - microbiological, physical, chemical and allergenic hazards and examples of each type of hazard
 - assessing hazards associated with different food processes
 - methods of identifying hazards and information required
 - internal and external sources of advice, information and support with regards to identification of hazards and validation of suitability of the advice, information and support received
 - identification of hazards and controls at each step in the process
 - methods of hazard analysis and determining significance of hazards
 - importance of risk assessment and methods of determining the risk, severity of hazards and significance of hazards
- Assessment of suitability of control measures at each stage in a process

3.5 Explain how to determine critical control points, critical limits, monitoring and corrective actions

- Critical control points, critical limits and corrective actions:
 - identification of critical control points and use of tools such as decision trees at each step in a process
 - limitations and potential problems associated with identifying critical control points for some processes
- Methods to determine validated critical and safe limits and parameters commonly used when determining critical limits e.g. time, temperature, pH, water activity
 - sources of information available to determine validated critical and safe limits
- Benefits and use of target levels and tolerances
- Examples of critical and safe limits for critical control points throughout a process:
 - implications to consumers of exceeding critical and safe limits
- Development of monitoring systems to include method, frequency and responsibilities:
 - the importance of monitoring and implications of ineffective monitoring to both the business and consumers
- Requirement for corrective action:
 - Identification of when corrective actions may or will be required
 - Types of corrective actions and examples of corrective actions throughout a process
 - Importance of regaining control; need for action plans for restoring control and responsibilities for implementing corrective actions; importance of monitoring once control is restored
 - Treatment of a potentially affected product
- Importance of effective record keeping and reporting procedures
- Verification of corrective actions:

- internal and external sources of advice, information and support with regards to determination of suitable critical control points, critical limits and corrective actions; validation of suitability of the advice, information and support received

4.1 Discuss the verification, validation and review of the HACCP system

- Verification and review of procedures:
 - the importance of verification and validation of HACCP systems
 - identification of steps in the HACCP system which require verification
 - verification and validation methods which may be applied throughout a process
 - internal and external sources of advice, information and support with regards to verification and validation; validation of suitability of the advice, information and support received
 - role of audit and inspection in verification and validation
 - HACCP verification plans and reports
- Requirement for review of HACCP systems

4.2 Explain documentation and record keeping procedures for HACCP

- Documentation and record keeping procedures:
 - importance of documentation and records and other associated documents through the food chain
 - examples of HACCP documentation and records throughout the process
 - storage of HACCP record