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Qualification Specification
Highfield Level 3 International
Award in Food Allergen
Management

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Highfield Level 3 International Award in Food Allergen Management

Introduction

This specification is designed to outline all you need to know to offer this qualification in your centre. If you have any further questions, please contact your centre manager.

Qualification details

This qualification has been developed by Highfield, the UK and Middle East's leading supplier of safety and compliance-based qualifications.

Key facts

Recommended Duration:	1 day (7 hours)
Assessment Method:	Multiple Choice Examination

Qualification overview

This qualification is for those learners involved in the purchase, delivery, production and serving of food in the catering industry. Topics included in this qualification include: food allergy and food intolerance and the responsibilities to effectively manage these, characteristics of food allergies and food intolerances, procedures relating to the accurate communication of ingredient information, from supplier to consumer, hygiene considerations with regard to allergen and ingredient control and procedures relating to the control of contamination and cross-contamination of allergenic ingredients.

The qualification is also suitable for those owning/managing a smaller catering business.

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 organisations or departments.

Entry requirements

Centres are responsible for ensuring learners can meet the necessary standard of language in which the course is being delivered.

Delivery and assessment ratios

To effectively deliver and assess this qualification, it is recommended that Centres do not exceed the ratio of 1 qualified tutor to a maximum of 20 learners in any one instance.

Guidance on delivery

It is recommended that the full qualification is delivered within one-day period; however the delivery programme may be adjusted in accordance with learners' needs and/or local circumstances.

Guidance on assessment

The qualification is assessed through multiple-choice question (MCQ) examination. This method of assessment is an end-of-course exam and must follow the HABC Examination and Invigilation Procedures. During the exam, learners are required to choose 1 of the prescribed options to answer a set of examination questions. The examination for this qualification contains **30 questions** that must be completed within **1 hour**. Successful learners must demonstrate knowledge and understanding across the qualification syllabus and achieve Pass at 60% overall, a Merit at 70% and a Distinction at 80%. Completed examination papers should be returned to Highfield for marking. Results will then be provided to the Centre afterwards.

Centre requirements

To effectively deliver this qualification, centres must have access to the following resources:

- Classroom with suitable seating and desks
 - Projector for use of PowerPoint Presentation
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Geographical coverage

This qualification has been developed for learners outside of the UK.

Tutor requirements

It is recommended that nominated tutors have the following 3 elements:

- 1] hold a relevant **subject area qualification**, which could include any of the following:
 - Level 4 Award in Food Safety in Catering / Manufacturing
 - Degree or Dip.HE in a related subject such as:
 - Food Science
 - Environmental Health
 - Microbiology
 - Food technology
 - or one that contains elements of these subjects
 - HNC/D in a related subject (as outlined above);
 - Graduate Diploma in Food Science and Technology
 - Or, any other HABC approved qualification or experience*

*If tutors hold lower level qualifications only, practical experience in a food premises in controlling food ingredients or in implementing or writing an allergen control policy may be accepted. In this case, tutors should provide a detailed explanation of their experience with supporting evidence for HABC to make a decision.

- 2] hold a recognised **teaching qualification**, which could include any of the following:
- Highfield Level 3 International Award in Delivering Training (ADT)
 - Level 3 or 4 Award in Education and Training or equivalent.
 - Diploma or Certificate in Education
 - Bachelors or Master’s Degree in Education
 - Level 3 or 4 NVQ in Training and/or Development
 - Proof of at least 30 hours of training in any subject

- 3] Maintain appropriate continued professional development for the subject area

It is also recommended that nominated tutors can 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 have procedures in place for delegates that may require additional time or assistance during their assessment. Please refer to the HABC Reasonable Adjustments Policy for more information and how to apply.

ID requirements

All learners must 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 can 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 the HABC Examination and Invigilation Regulations within the Core Manual.

Progression

Progression and further learning routes include:

- Highfield Level 4 Award in Managing Food Safety in Catering (RQF)
- Highfield Level 3 Award in Supervising HACCP for Catering
- Highfield Level 3 International Award in Developing a Positive Food Safety Culture

Highfield offers a range of qualifications to help learners progress their careers and personal development. Please contact your centre manager for further information.

Useful websites

The following websites are recommended to support centres in the delivery of this qualification:

- www.highfieldproducts.com (Highfield Products)
 - www.highfieldinternational.com (Highfield MEA)
 - www.highfieldqualifications.com (Highfield UK)
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Recommended training materials

The following resources have been reviewed by Highfield and are recommended training materials for users of this qualification:

- *Allergen Control PowerPoint Presentation*, Highfield International.
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Appendix 1: Qualification unit

Unit Title: International Principles in Food Allergens Management
 Level: 3
 Recommendation Duration: 7 hours

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Understand the terms food allergy and food intolerance and the responsibilities to effectively manage these	1.1 Identify the difference between a food allergy and a food intolerance 1.2 State the responsibilities of employers in ensuring food ingredients are effectively managed 1.3 Summarise the importance of food ingredient management procedures
2. Understand the characteristics of food allergies and food intolerances	2.1 Identify common food allergens 2.2 Identify the common signs and symptoms of an allergic reaction
3. Understand procedures relating to the accurate communication of ingredient information, from supplier to consumer	3.1 Identify how to obtain accurate ingredient information 3.2 State the requirement for allergen and ingredient labelling 3.3 State the importance of communication relating to allergen and ingredients control 3.4 Identify the importance of staff training with regard to allergen and ingredients control
4. Understand hygiene considerations with regard to allergen and ingredient control	4.1 State the importance for high standards of personal hygiene when dealing with food production 4.2 Outline procedures for effective cleaning supporting allergen management 4.3 Identify the importance of effective waste disposal for allergens
5. Understand procedures relating to the control of contamination and cross-contamination of allergenic ingredients	5.1 State the importance for checking supplier deliveries 5.2 Identify how to best store ingredients to reduce contamination 5.3 Identify how work flow designs can support in the effective management of allergens 5.4 Identify methods for identifying and controlling food ingredients from purchase to service 5.5 Identify actions to take where allergen contamination has occurred 5.6 Identify methods for evaluating food ingredient controls and procedures

Appendix 1: Unit Content and Delivery Guidance

This section of the specification expands on the assessment criteria defined in the above unit and includes suggested content that a training course should cover to adequately prepare learners for the assessment.

LO1 Understand the terms food allergy and food intolerance and the responsibilities to effectively manage these

- The difference between a food intolerance and a food allergy
 - Immune mediated
 - Non-immune mediated
 - Enzyme deficiencies
 - Pharmacological reactions
 - Common foods that cause food intolerances
- Common allergens
 - Common allergens
 - Hidden derivatives
 - Those allergens identified as of most importance globally:
 - Crustacean shellfish
 - Eggs
 - Milk
 - Peanuts
- The responsibilities of employers in ensuring food ingredients are effectively managed:
 - The purpose and place of internal and external food safety inspections and audits to verify accurate ingredient control
 - Commitment to provide suitable equipment and premises for adequate allergen control to take place
 - Ensure the premises is abiding by the law
- The importance of having effective food ingredient management procedures in place:
 - The terms: allergen control, hazard, food safety management system
 - The consequences of poor ingredient control to food businesses, customers and employees:
 - Moral
 - Economic
 - Legal
 - So that a premises can maintain a good reputation and avoid criminal or civil charges
 - To avoid customers suffering allergic reactions, including anaphylaxis
 - Allergies are increasing worldwide and can be fatal

LO2 Understand the characteristics of food allergies and food intolerances

- The main characteristics of an allergic reaction
 - What an allergen is
 - How a reaction is caused in the body – release of histamine
 - Sensitisation upon first contact which promotes an IgE antibody to attach to immune system mast cell
 - No cure for allergies but treatment available
- The symptoms of an allergic reaction
 - Common symptoms including:
 - Shortness of breath
 - Cramps
 - Difficulty swallowing / speaking
 - Swelling of tissue in mouth/throat
 - Change in heart rate
 - Flushing of the skin
 - Rash/hives
 - Collapse/unconsciousness
 - Sense of impending doom
 - Sudden weakness
 - Death
 - Anaphylaxis

LO3 Understand procedures relating to the accurate communication of ingredient information from supplier to consumer

- The importance of, and methods for, obtaining ingredient information from suppliers:
 - Transfer and continuity of ingredient information from suppliers and throughout the process:
 - Suppliers
 - Storage
 - Preparation
 - Cooking
 - Service
 - Traceability with suppliers
 - Using reputable suppliers
 - Abidance with the law in ensuing menu descriptions and available information is correct against the ingredients used
- Labelling and menu information to consumer requirements relating to allergens and ingredients
 - Labelling requirements
 - Menu requirements
- The importance of effective staff training and communication with regard to allergen and ingredients control
 - Effective communication between the kitchen and front of house staff
 - Effective communication of allergens with customers
 - Ability to answer questions on allergens from customers
 - How to communicate standards and procedures to staff

- Information on allergens to be easily accessible at all times in written form
- The importance of effective staff training
 - Training records
 - Induction and ongoing training practices and appropriate methods
 - The benefits of incorporating ingredient information into food safety training

LO4 Understand hygiene considerations with regard to allergen and ingredient control

- The importance of high standards of personal hygiene with regard to allergen cross-contamination
 - Protective clothing
 - Common sources of ingredient contamination from food handlers
 - How to wash hands correctly and important times when hands must be washed
 - Barriers to effective hand washing
- Procedures for effective cleaning
 - The reasons for cleaning
 - How cleaning processes can be effectively supervised, including the use and content of cleaning schedules
 - The steps involved in cleaning
 - Cross-contamination hazards of allergens associated with cleaning
 - The importance of using correct and dedicated equipment when cleaning, including possibility of colour-coding
 - Typical areas in a catering operation that will require cleaning to control allergenic cross-contamination
 - Wet-cleaning
- Waste disposal of control specified allergens

LO5 Understand procedures relating to the control of contamination and cross-contamination of allergenic ingredients

- The importance of checking deliveries from suppliers
 - Ensuring deliveries exactly match orders placed
 - Ensuring packaging is intact
 - Checking for any recipe changes or additional information on labels
- Suitable storage of ingredients to reduce allergenic contamination
 - Keeping ingredients segregated
 - Dealing with spillages
 - Suitable packaging/containers
 - Suitable labelling
- How design and workflow aids the control of allergens
 - Ensuring movement of allergens is limited so that they can more easily be controlled
 - Designated areas and equipment
- Methods for controlling food ingredients including critical control points and corrective actions
 - The types of allergenic contamination hazards likely to be found in a catering business
 - Principal causes of contamination hazards:
 - Human factors (including lack of effective supervision)

- Lack of labelling
- Cross-contamination
- Premises
- Personal hygiene
- Handling issues
- Storage
- Service
- Menu information
- Communication
- How cross-contamination can occur
- Following supplier 'may contain' information
- Managing use of left overs and labelling appropriately
- Segregating ingredients specified as allergens and 'suitable for'
- The controls necessary to ensure cross-contamination of ingredients does not occur
- Methods of minimising and preventing allergenic contamination
- Controls to minimise the hazards from delivery and unloading
- The principles of HACCP in relation to allergenic ingredient control
- The inclusion of ingredient control into existing food safety systems
- The importance of identifying hazards and control measures at steps in the catering process which are critical to ingredient control
- Appropriate corrective actions for deviations from ingredient controls
- Methods for, and the importance of, evaluating food ingredient controls and procedures
 - Validation and verification of procedures
 - The typical contents of a food ingredient control procedure
 - Actions to take when performance does not match up to standards and targets
 - The importance of providing feedback to the person responsible for the food safety procedures and the types of issues you need to address