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Qualification Specification

Highfield Level 3 International Award in HACCP for Catering

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Highfield Level 3 International Award in HACCP for Catering

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.

Key facts

Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	7

Qualification overview and objective

The Highfield Level 3 International Award in HACCP for Catering is aimed at those responsible for assisting in the development and maintenance of HACCP (hazard analysis and critical control point) systems in a catering environment. It is suitable for learners who are already working in catering, who have knowledge of food safety, hazards and controls and also for those owning or managing smaller food businesses.

The objective of the qualification is to provide learners with knowledge to implement an appropriate food safety management system based on HACCP principles.

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

It is recommended that learners already hold a Level 3 Award in Food Safety Catering or equivalent, have knowledge of food safety hazards and their controls and have a minimum of Level 2 in literacy/English or equivalent.

Guidance on delivery

The recommended guided learner hours for this qualification are **7 hours**. Guided learning hours is the time an average learner is taught by means of lectures; tutorials; supervised study; and blended learning. The delivery of this programme may be adjusted in accordance with learners' needs and/or local circumstance.

Guidance on assessment

This qualification is assessed by multiple-choice examination, containing **30 questions**, that must be completed within **60 minutes**. Successful learners will have to demonstrate knowledge across the unit content and correctly answer **18 questions** or more to achieve a pass and **24 questions** to achieve a distinction. Completed examination papers should be returned to Highfield for marking. Results will then be provided to the centre afterwards.

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.

Guidance on quality assurance

Highfield requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

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 the 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 website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

Tutor requirements

Highfield **requires** that the nominated tutors for this qualification meet the following standards:

- **must** have a Level 4 HACCP qualification; **and**
- **should** have a higher food safety related qualification such as Level 4/Level 5 food safety; **or**
- a degree in a related sector:
 - Food Science
 - Environmental Health
 - Home Economics
 - Microbiology; **or**
 - one that contains elements of food safety.

- hold a recognised teaching qualification, which could include any of the following:
 - Highfield Level 3 International Award in Delivering Training or above
 - Highfield Level 3 or 4 Award in Education and Training;
 - Highfield Level 3 PTLLS,
 - Diploma or Certificate in Education;
 - Any other qualification and/or experience deemed appropriate by Highfield.

Tutors **should** have a minimum of **one-year** relevant industry experience (food safety/HACCP or related sector, including food safety/HACCP training, HACCP auditing or enforcement).

Registered tutors are expected to keep up to date with developments in this subject through continuous professional development. Experienced trainers are encouraged to apply to become a

Highfield LEAD trainer. Tutors should also sign the **training pledge** and ensure that all training materials used are current and up to date.

Trainers who are new to food safety with no prior experience in food safety/HACCP - may only be approved to deliver level 1 and level 2 food safety, provided they have achieved a level 3 qualification in food safety.

Trainers who have experience in the food safety/HACCP sector, as well as training experience - tutors can achieve the missing qualifications via self-study mode; although it is strongly recommended that they get support from another approved trainer to make the learning more effective.

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 learners 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, government department 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.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 4 International Award in Managing HACCP for catering
- Highfield Level 4 Award in HACCP for Management (CODEX Principles)(RQF)

Useful websites

- www.Highfieldproducts.com (Highfield Products)
- www.Highfieldqualifications.com (Highfield Qualifications)
- www.Highfieldinternational.com (Highfieldabc MEA)

Recommended training materials

- Intermediate HACCP (Level 3), Wallace, Carole A. Highfield Products
- HACCP Training Presentation, Sprenger, Richard A. Highfield Products

Appendix 1: Qualification Content

Unit: Principles of HACCP for Catering
 GLH: 7
 Level: 3

Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the importance of HACCP based food safety management procedures in catering	1.1 Identify the need for HACCP based food safety management procedures
2. Understand the preliminary processes for HACCP based procedures in catering	2.1 Identify the skills and knowledge required to develop HACCP based food safety management systems for catering
	2.2 Outline the type and purpose of common prerequisites used in catering
	2.3. Identify the characteristics of foods that would affect the way they are stored, prepared or cooked.
	2.4 Identify benefits and constraints of process flow diagrams in catering.
3. Understand the hazards and controls at every step in the catering operations	3.1 Outline the purpose of identifying hazards and controls at each step in a food process
	3.2 Outline how to determine those steps in the catering process which are critical to food safety
	3.3 Identify how to establish critical (safe) limits

Learning Outcomes	Assessment Criteria
The learner will	The learner can
4. Understand how to implement HACCP based food safety	4.1 State how monitoring procedures at critical control points can be established, implemented, used and recorded
	4.2 Identify corrective actions at all control points and their importance
5. Understand how to verify HACCP based procedures	5.1 Identify documentation and record keeping procedures for HACCP
	5.2 Outline verification and review procedures

Indicative content
<p>1.1 Identify the need for HACCP based food safety management systems:</p> <ul style="list-style-type: none"> • the need for a systematic approach for food safety management • meet customer requirements • reduce waste • improve food production processes and identify potential food safety problems before food is served to customers (proactive management) • satisfy legal requirements <p>2.1 Identify the skills and knowledge required to develop HACCP based food safety management systems:</p> <ul style="list-style-type: none"> • benefits of a team approach where possible • knowledge of food safety hazards • the type of food being produced, and processes followed • understanding of HACCP process, • examples of expertise likely to be required • examples of sources of information <p>2.2 Outline the type and purpose of common prerequisites used in catering:</p> <ul style="list-style-type: none"> • the importance of prerequisite programmes in catering • the importance of developing and implementing effective policies and procedures for implementing HACCP in catering • Examples of common prerequisites <p>2.3 Identify the characteristics of foods that would affect the way they are stored, prepared or cooked:</p> <ul style="list-style-type: none"> • identification of consumers, in particular where food is produced for vulnerable groups

- intended use of the product for example to be eaten straight away, take away, staggered lunches, buffets, outside catering, functions
- intrinsic properties of different products and their relationship to microbial growth and survival
- potential for contamination and identification of where in the system contamination will be controlled, for example for allergens depending on the process
- scope of the HACCP and processes included (start and finish point, which products, which processes, which hazards etc)

2.4 Identify benefits and constraints of process flow diagrams in catering:

- the purpose, constraints and use of flow diagrams in catering processes
- the importance of confirming a process flow diagram (if used) is correct for all occasions

3.1 Outline the purpose of identifying hazards and controls at each step in a food process:

- Microbiological, chemical, physical and allergenic hazards
- examples of hazards associated with processes throughout the process including at delivery and storage of raw materials, preparation, cooking, cooling, plating and serving, reheating, hot and cold display and where relevant, transportation
- identification of significant hazards in a catering environment
- identification of suitable control measures for hazards
- where to obtain information, advice and support for hazard identification and control

3.2 Outline how to determine those steps in the catering process which are critical to food safety:

- benefits and limitations of identifying critical control points in catering HACCP
- obtaining valid information, advice and support for identifying critical control points where identified

3.3 Identify how to establish critical (safe) limits:

- common parameters used when establishing critical (safe) limits. For example:
- time
- pH
- water content
- temperature and separation of foods
- contaminants
- why critical (safe) limits need to be measurable
- the term 'target level' and the benefits and limitations to a food business of identifying target levels
- where to obtain information, advice and support for identifying critical (safe) limits

4.1 State how monitoring procedures at critical control points can be established, implemented, used and recorded:

- the purpose of monitoring
- examples of suitable monitoring procedures in catering processes
- considerations to be made when determining the frequency of monitoring
- the importance of calibrating and testing calibrating monitoring equipment (for example probe thermometers)
- the importance of consistent monitoring
- the importance of training personnel how to complete monitoring
- the importance of accurately recording at critical control and control points and ensuring records are completed suitably

4.2 Identify corrective actions at all control points and their importance:

- the need for corrective actions if critical limits are breached
- the importance of establishing suitable process and product corrective actions
- examples of a variety of corrective actions which may be used within catering
- the importance of allocating responsibilities for corrective actions
- the importance of increased monitoring after control has been regained
- suitable reporting procedures regarding corrective actions in a catering environment

5.1 Identify documentation and record keeping procedures for HACCP:

- the importance of documentation and record keeping
- examples of HACCP documentation in a catering environment (including monitoring records and exception reporting)
- the importance of suitable storage of completed documentation and monitoring documentation records

5.2 Outline verification and review procedures:

- the importance of review and verification of the food safety management system
- the importance of verifying the suitability of equipment used to produce food and measure controls
- information that will be required to verify and validate the food safety management system such as audit, benchmarking against science or legislation, testing.
- the role of independent and internal audit/inspection
- factors which affect the frequency of verification
- the need to review the HACCP system
- when systems should be reviewed
- the importance of validating information and advice obtained for processes used

Appendix 2: Sample assessment material

Sample questions

Which of these is a common prerequisite?

- A. Critical control point decisions
- B. Personal hygiene procedures
- C. Microbiological hazard information
- D. Terms of reference

The hazard most likely to be considered as significant at the step of blast chilling is the:

- A. multiplication of bacteria
- B. survival of chemicals
- C. presence of physical contaminants
- D. contamination of raw ingredients

Which of these is an example of monitoring?

- A. Benchmarking critical limits against legislation
- B. Determining suitable corrective actions
- C. Training staff at critical control points
- D. Checking a control has met the critical limit