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**Qualification Specification**  
**Highfield Level 3 International**  
**Award in HACCP (CODEX**  
**Principles)**

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## Highfield Level 3 International Award in HACCP (CODEX Principles)

### 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.

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### Key facts

<b>Assessment method:</b>	Multiple-choice examination
<b>Guided learning hours (GLH):</b>	13

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### Qualification overview and objective

This qualification is intended to provide learners, who have a good understanding of food safety, with the essential practical knowledge to enable them to assist in the implementation of a HACCP system based on CODEX principles. Building on the Highfield Level 2 HACCP qualification, emphasis has been placed on understanding how to develop and implement Codex HACCP based procedures, in addition to understanding the importance of HACCP, the preliminary processes involved in developing HACCP procedures and the verification of these procedures.

This qualification is intended for those employed in the manufacturing industry or in other sectors of the food industry that require knowledge about the implementation of Codex HACCP.

**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.**

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### Entry requirements

It is recommended that learners already hold a Level 3 Award in Food Safety qualification or equivalent and have knowledge of food safety hazards and their controls.

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### Guidance on delivery

The recommended number of guided learner hours for this qualification is 13. 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.

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### 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** (60%) questions or more to achieve a pass and **24** (80%) questions or more to achieve a distinction. The examination will be completed via Highfield's e-assessment platform [www.highfieldworks.com](http://www.highfieldworks.com) and the result will be available instantly. If a 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 process is complete.

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.

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### Guidance on quality assurance

Highfield recommends that centres have a robust mechanism in place for quality assurance. The quality assurance checks of the training delivery and assessments must be completed by a competent person at the centre, who must ensure that all Highfield training and assessment paperwork is completed to the correct standard and within the timescales advised by Highfield. Persons completing the quality assurance function, should not have been involved in any aspect of the delivery/assessment of the course they are quality assuring.

Highfield will conduct external quality assurance engagements to support centres in the effective implementation and on-going management of this qualification. For example, this could be conducted via Highfield sampling centre paperwork or conducting support visits to centres.

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### 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.

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.

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### Tutor requirements

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

- **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

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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.

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### Reasonable adjustments and special considerations

Highfield 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 the Highfield Reasonable Adjustments Policy for further information/guidance on this.

<https://www.highfieldinternational.com/download>

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### ID requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the assessor. The assessor must note the type of photo identification provided by each learner on the learner list document. Highfield will accept the following as proof of learners' identity:

- National identity card (e.g. Emirates ID card);
- Valid passport (any nationality);
- Signed photo card driving licence; or
- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card

For more information on learner ID requirements, please refer to the Highfield Examination and Invigilation Regulations within the Core Manual.

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### 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)
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### Useful websites

- [www.highfieldqualifications.com](http://www.highfieldqualifications.com)
  - [www.highfieldinternational.com](http://www.highfieldinternational.com)
  - The National Skills Academy Food & Drink <http://nsafd.co.uk/>
  - Food Standards Agency <https://www.food.gov.uk/>
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### Recommended training materials

- Intermediate HACCP, Wallace, Carole A. Highfield Products
  - HACCP Training Presentation, Sprenger, Richard A. Highfield Products
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## Appendix 1: Qualification Content

Unit: Principles of HACCP (CODEX Principles)  
GLH: 13  
Level: 3

Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand the importance of CODEX based HACCP procedures	1.1 Identify the need for CODEX based HACCP procedures 1.2 Identify the 7 principles of HACCP 1.3 Identify the Codex 12 logical steps for HACCP
2. Understand the preliminary processes for CODEX based HACCP procedures	2.1 Identify the requirements of a HACCP team 2.2 Outline the pre-requisites for CODEX based HACCP 2.3 Explain the purpose of accurately describing food production processes 2.4 Describe the process and benefits of developing the process flow diagrams
3. Understand how to develop CODEX based HACCP procedures	3.1 Outline how to conduct hazard analysis 3.2 Outline the purpose of, and methods to determine, critical control points and control points 3.3 Identify methods to establish critical (safe) limits
4. Understand how to implement CODEX based HACCP procedures	4.1 State how monitoring procedures at critical control points can be established, implemented, used, and recorded 4.2 Identify the importance of effective corrective actions
5. Understand how to verify CODEX based HACCP procedures	5.1 Outline validation, verification and review procedures 5.2 Identify documentation and record keeping procedures for CODEX HACCP

### Indicative content

#### **LO 1 Understand the importance of CODEX based HACCP procedures**

1.1 Identify the need for CODEX HACCP based management systems:

- the need for a systematic approach for CODEX HACCP
- meet customer requirements
- protect public health by producing safe food
- reduce waste/reprocessing/recalls/complaints
- improve food production processes and identify issues before the food leaves the factory/is served or sold (proactive management)
- meet accepted standards and protect brand image
- satisfy legal requirements
- generates positive food safety culture

## **LO 2 Understand the preliminary processes for CODEX based HACCP procedures**

### 2.1 Identify the requirements of a HACCP team:

- reasons for the need for adequate training and experience of team members
- importance of a multi-disciplinary team
- examples of expertise likely to be needed on a team
- expertise required for the implementation of CODEX HACCP

### 2.2 Outline the prerequisites for CODEX based HACCP:

- the importance of developing and implementing effective policies and procedures prior to the development of a HACCP based food safety management system
- examples of pre-requisites commonly identified

### 2.3 Explain the purpose of accurately describing food production processes:

- 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 (terms of reference/scope, start and finish point, which products, which processes, which hazards etc)

### 2.4 Describe the process and benefits of developing the process flow diagrams:

- terms of reference/scope
- start and end of flow
- the purpose and benefits of flow diagrams
- the importance of confirming a process flow diagram is correct for all occasions

## **LO 3 Understand how to develop CODEX based HACCP procedures**

### 3.1 Outline how to conduct a hazard analysis:

- identification of microbiological, chemical, physical and allergenic hazards
- examples of hazards associated with processes from purchase to dispatch of finished product including at delivery and storage of raw materials, preparation, processing, cooling, post-process treatments, packing, finished product storage
- identification of significant hazards using a risk assessment approach
- identification of suitable control measures for hazards

- where to obtain information, advice and support for hazard identification and control

3.2 Outline the purpose of, and methods to determine, critical control points and control points:

- the purpose, benefits, and problems when using decision trees in recognising critical control points
- obtaining valid information, advice, and support for identifying critical control points

3.3 Identify how to establish critical (safe) limits:

- common parameters used when establishing critical (safe) limits, such as:
  - time
  - pH
  - water content
  - temperature and separation
- why critical (safe) limits need to be measured and validated
- the term 'target level' and the benefits to a food business of identifying target levels
- where to obtain information, advice and support to identify and validate critical (safe) limits and describe the importance of validating information and advice obtained for processes used

#### **LO 4 Understand how to implement CODEX based HACCP procedures**

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
- considerations to be made when determining the frequency of monitoring
- the importance of calibrating and testing calibrating equipment
- the importance of consistent monitoring
- the importance of training personnel with regard to monitoring
- the importance of accurately recording at critical control and control points and ensuring records are completed suitably

4.2 Identify the importance of effective corrective actions:

- the need for corrective actions if critical limits are not achieved or exceeded
- the importance of establishing suitable process and product corrective actions
- examples of a variety of corrective actions which may be used within food production
- the importance of allocating responsibilities for corrective actions
- the importance of increased monitoring after control has been regained
- the importance of keeping accurate records regarding corrective actions taken
- suitable reporting procedures regarding corrective actions at critical control points

#### **LO 5 Understand how to verify CODEX based HACCP procedures**

5.1 Outline validation, verification and review procedures:

- the importance of review and verification of the CODEX HACCP 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 CODEX based HACCP process and plan
- the role of independent and internal audit/inspection
- factors which affect the frequency of verification and validation

- the need to review the HACCP system
- when systems should be reviewed

5.2 Identify documentation and record keeping procedures for HACCP:

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