Qualification Specification

Highfield Level 3 Award in HACCP for Food Manufacturing (RQF)

Qualification Number: 603/2231/7

Version 1.5   August 2021

Contents

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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 3 Award in HACCP for Food Manufacturing (RQF) is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes those qualifications regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

Key facts

Qualification Number:	603/2231/7
Learning Aim Reference:	60322317
Credit Value:	2
Assessment Method:	Multiple-choice examination
Guided Learning Hours (GLH):	13
Total Qualification Time (TQT):	15

Qualification overview and objective

The Highfield Level 3 Award in HACCP for Food Manufacturing (RQF) is aimed at those responsible for assisting in the development and maintenance of HACCP systems in a food manufacturing environment.

The objective of the qualification is to provide learners with the knowledge necessary to be an integral part of a HACCP (hazard analysis and critical control point) team in manufacturing and other related industries, for example those involved in distribution and storage. The qualification is aimed at learners who are already working in food manufacturing with knowledge of food hazards and controls.

HACCP is regarded by the Foods Standards Agency as being important to maintaining good practice in the production of safe food.

Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners already hold a Level 3 Award in Food Safety Manufacturing or equivalent, have knowledge of food safety hazards and their controls and have a minimum of Level 2 in literacy/English or equivalent.

This qualification is approved for delivery to learners aged 16+.

Geographical coverage

This qualification is suitable for delivery in England, Wales and Northern Ireland.

Guidance on delivery

The total qualification time for this qualification is 15 hours and of this, 13 hours 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. The multiple-choice examination contains 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 Qualifications for marking. Results will then be provided to the centre afterwards.

This qualification is graded pass/distinction/fail.

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

Tutor requirements

Highfield Qualifications recommends nominated tutors for this qualification meet the following:

- hold a Level 4 Food Safety qualification **AND** any of the following:
  - Level 3 HACCP qualification
  - Registered with another Awarding Organisation to deliver Level 3 HACCP qualifications
  - Worked for at least 6 months as a HACCP consultant/auditor
  - Qualified as an ISO 22000 auditor
  - Responsible for implementing traditional HACCP/member of the HACCP team within a large food factory
  - Degree/higher qualification that contained at least one week of HACCP

- Other 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)
- Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology

- Hold a recognised teaching qualification [or experience], which could include any of the following:
  - Level 3 Award in Education and Training or above
  - Proof of at least 30 hours of training in any subject
- maintain appropriate continued professional development for the subject area

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the 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 the Highfield Qualifications Core Manual.

Progression opportunities

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

- Level 4 Award in Food Safety Management in Manufacturing
- Level 4 Award in HACCP for Management (CODEX Principles)

Useful websites

- The National Skills Academy Food & Drink http://nsafd.co.uk/

- Food Standards Agency https://www.food.gov.uk/

Recommended training materials

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

Appendix 1: Qualification structure

To complete the **Highfield Level 3 Award in HACCP for Food Manufacturing (RQF)** learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
F/616/0943	HACCP for Food Manufacturing	3	13	2

Appendix 2: Qualification content

Unit 1: HACCP for Food Manufacturing
Unit number: F/616/0943
Credit: 2
GLH: 13
Level: 3

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
1. **Understand the importance of HACCP based food safety management procedures**	1.1 Identify the need for HACCP based food safety management procedures 1.2 Recognise legislation relating to HACCP
2. **Understand the preliminary processes for HACCP based procedures**	2.1 Identify the requirements of a HACCP team 2.2 Outline the pre-requisites for HACCP 2.3 Identify the purpose of accurately describing food production processes 2.4 Identify the benefit of process flow diagrams in the development of HACCP based food safety management procedures
3. **Understand how to develop HACCP based food safety management procedures**	3.1 Outline how to conduct a 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 HACCP based food safety**	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 HACCP based procedures**	5.1 Identify documentation and record keeping procedures for HACCP 5.2 Outline verification and review procedures

Indicative Content

Understand the importance of HACCP based food safety management procedures

1.1 Identify the need for HACCP based food safety management procedures

- The need for a systematic approach for food safety management, meet customer and legislative requirements, reduce waste, improve production as right first time and identify issues before leaving the factory, meet accepted standards.

1.2 Recognise legislation relating to HACCP

- Legal requirement for HACCP and the potential consequences of non-compliance

- How the implementation of an effective HACCP plan may contribute towards a 'due diligence' defense

Understand the preliminary processes for HACCP based procedures

2.1 Identify the requirements of a HACCP team

- 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 HACCP

2.2 Outline the pre-requisites for 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 Identify the purpose of accurately describing food production processes

- Purpose of identifying the scope and describing:
  - intended use and users
  - intrinsic properties of different products and their relationship to microbial growth and survival

2.4 Identify the benefit of process flow diagrams in the development of HACCP based food safety management procedures

- The purpose and benefit of flow diagrams

- The importance of confirming a process flow diagram is correct for all occasions

Understand how to develop HACCP based food safety management 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, transportation,

- 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 and benefits and limitations of using decision trees in recognising critical control points

- Obtaining valid information, advice and support for identifying critical control points

3.3 Identify methods to establish critical (safe) limits

- Common parameters used when establishing validated critical (safe) limits, such as time, pH, water content, temperature and separation

- Why critical (safe) limits need to be measurable 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

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

- 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

- 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 are 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

Understand how to verify HACCP based procedures

5.1 Identify documentation and record keeping procedures for HACCP

- The importance of documentation and record keeping
- Examples of HACCP documentation
- 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 HACCP
- The importance of verifying suitability of equipment used to produce food and measure controls
- Information that will be required to verify and validate the HACCP process and plan
- Role of independent and internal audit/inspection
- Factors which affect the frequency of verification and validation
- The need to review a HACCP system
- When systems should be reviewed

Appendix 2: Sample assessment material

Highfield EXAMINATION

HACCP for Food Manufacturing

Level **3**

F/616/0943

Manufacturing

Information for registered centres

The seal on this examination paper must only be broken by the candidate at the time of the examination.
Under no circumstances should a candidate use an unsealed examination paper.

Information for candidates

Under no circumstances should you the candidate use an unsealed examination paper.
This examination consists of **30 multiple-choice** questions. The minimum pass mark is **18 correct answers.**
Candidates will achieve a **DISTINCTION** if they correctly answer 24 or more of the 30 questions
The duration of this examination is **60 minutes.**
You are **NOT** allowed any assistance to complete the answers.
You must use a pencil to complete the answer sheet - pens must **NOT** be used.
When completed, please leave the **Examination Answer Sheet (EAS)** on the desk.

EXAMINATION ANSWER SHEET (EAS) INSTRUCTIONS:
For each question, fill in **ONE** answer **ONLY.**
If you make a mistake ensure you erase it thoroughly.
You must mark your choice of answer by shading in **ONE** answer circle only.
Please mark each choice like this:

01 Ⓐ Ⓑ Ⓒ ●   **ANSWER COMPLETED CORRECTLY**

Examples of how NOT to mark your Examination Answer Sheet (EAS). These will not be recorded.

01 Ⓐ Ⓑ Ⓒ ◔   **DO NOT** partially shade the answer circle
           ANSWER COMPLETED INCORRECTLY

01 Ⓐ Ⓑ ✓ ✗   **DO NOT** use ticks or crosses
           ANSWER COMPLETED INCORRECTLY

01 Ⓐ Ⓑ Ⓒ Ⓞ   **DO NOT** use circles
           ANSWER COMPLETED INCORRECTLY

01 Ⓐ Ⓑ ⬤⬤   **DO NOT** shade over more than one answer circle
           ANSWER COMPLETED INCORRECTLY

All candidates **MUST** sign the Examination Answer Sheet (EAS) in the
bottom right hand corner of the page before leaving the examination room.

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We listen and respond

Sample questions

Control measures must:

a)   only be implemented before food is cooked

b)   ensure monitoring is reduced

c)   eliminate hazards or reduce them to a safe level

d)   be approved by environmental health practitioners/officers

Critical limits:

a)   monitor the effectiveness of corrective actions

b)   should be determined by using the decision tree

c)   must be determined for every control point in the hazard analysis

d)   should be clearly defined and measurable

What is an example of monitoring at a critical control point?

a)   Checking the time taken for food to cool

b)   Rotating stock efficiently

c)   Processing food to at least 75°C in the centre

d)   Thoroughly washing hands