# Qualification Specification

## Highfield Level 2 International Award in HACCP for Catering

# Contents

# Highfield Level 2 International Award in HACCP for Catering

## Introduction

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

## Key Facts

| Duration | 6 hours |
|---|---|
| Assessment Method: | Multiple-choice question examination |

## Qualification Overview

This qualification is aimed at those working in a food catering environment and other food handlers and those who are preparing to work in the industry.

The objective of the qualification is to provide an introduction to HACCP, and also support those who are, or will be part of a HACCP (hazard analysis and critical control points) team within a catering environment.

**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 regulatory departments.**

## Entry Requirements

There are no prerequisites for this qualification, although it is recommended that learners already hold a Level 2 Award in Food Safety Manufacturing or equivalent. It is recommended that learners are a minimum of 16 years of age.

## 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/assessor to a maximum of 20 learners in any one instance.

## Guidance on Delivery

The recommended number of guided learner hours for this qualification is 6. 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. The guided learning hours excludes the exam duration and any other unsupervised study or preparation time.

**Guidance on Assessment**

This qualification is assessed by a multiple-choice question examination. This method of assessment is an end-of-course exam and must follow the Highfield Qualifications Examination and Invigilation Procedures. The examination for this qualification contains **15** questions that must be completed within **30** minutes. To pass the exam learners must achieve a score of at least **9** out of **15** (60%). If learners score **12** or more, they will achieve a distinction.

The examination will be completed via Highfield's e-assessment platform [www.highfieldworks.com](www.highfieldworks.com) and the result will be available instantly. If a paper-based examination is 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 and quality assurance checks are 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.

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.

**Guidance on Internal 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.

**Geographical Coverage**

This qualification is for learners outside of the UK.

**Tutor/Assessor Requirements**

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

- **hold a relevant subject area qualification or have appropriate experience. Subject area qualification could include any of the following:**
    - Level 3 Award in HACCP (RQF/International/equivalent)
    - Level 4 Award in Food Safety (RQF/International/equivalent)
    - Degree or Dip HE or HNC/D in a related subject such as:
        - Food Science

- Environmental Health
- Food Microbiology
  o any other Highfield approved qualifications

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

Registered tutors are expected to keep up-to-date with developments in this subject through continuous professional development.

### Reasonable Adjustments and Special Considerations

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

https://www.highfieldinternational.com/downloads

### 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 a 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.

### Progression

Progression and further learning routes include:

- Highfield Level 3 International Award in HACCP for Catering
- Highfield Level 3 International Award in HACCP (CODEX Principles)

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

**Useful links**

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

- www.highfieldqualifications.com
- www.highfieldinternational.com
- www.food.gov.uk
- https://www.linkedin.com/groups/4589568 **Highfield Food Safety Forum** on LinkedIn

**Recommended Training Materials**

- Foundation HACCP Training Presentation. Sprenger, Richard A.
- The (Level 2) HACCP Handbook. Sprenger, Richard A.

## Appendix 1: Qualification Unit

**Unit 1:** Principles of HACCP for Catering (International)
**Level:** 2
**Duration:** 6 hrs

| Learning Outcomes | Assessment Criteria |
|---|---|
| *The learner will* | *The learner can* |
| 1. **Know the procedures required to develop Food Safety Management systems based on HACCP principles** | 1.1 Recognise the role of the food handler in implementing a Food Safety Management System based on HACCP principles<br>1.2 Describe the term prerequisite programmes and the need for them<br>1.3 Identify common prerequisite programmes<br>1.4 Recognise steps required to develop HACCP based food safety systems |
| 2. **Know how to develop food Safety Management systems based on HACCP principles** | 2.1 Outline the purpose of identifying hazards at each step in a food process<br>2.2 Identify the importance of, and methods which can be used to determine specific controls at steps in the process<br>2.3 Recognise the importance of identifying validated critical (safe) limits<br>2.4 Identify the importance of monitoring controls<br>2.5 Identify ways of accurately monitoring controls at the correct frequency and reporting deviations/breaches of controls<br>2.6 Identify the importance of taking appropriate, timely corrective action<br>2.7 State the prompts for and the importance of verification and review of HACCP based Food Safety Management Systems<br>2.8 State the importance of accurate and timely completion of documents and records needed to support HACCP based Food Safety Management Systems |

| Amplification |
|---|
| 1.1 Recognise the role of the food handler in implementing a Food Safety Management System based on HACCP principles to:<br> • produce safe food<br> • follow procedures and policies; and<br> • report problems<br><br>1.2 Describe the term prerequisite programmes and the need for them.<br> • The importance of implementing effective prerequisites/good hygiene practices to ensure food safety. |

- To enable the persons implementing the food safety management system to concentrate sufficient resources on the specific hazards related to a particular product or process

1.3 Identify common prerequisite programmes relating to:
- personnel hygiene
- design and construction of premises and equipment
- services
- suppliers
- stock control
- cleaning and disinfection
- pest management

1.4 Recognise steps required to develop HACCP based food safety systems. Awareness of:
- scope
- process and product description
- intended use and users of the product
- identification of the types of hazard (microbiological, chemical, physical and allergenic) to be analysed
- start and end points of the study
- benefits and limitations of flow diagrams in catering based food safety management systems

2.1 Outline the purpose of identifying hazards at each step in a food process to:
- identify specific hazards that occur at different steps in the process
- determine measures to control the hazards
- use the information gained to determine key controls

2.2 Identify the importance of, and methods which can be used to determine specific controls at steps in the process:
- *importance* - focuses on key aspects of the process and assists in identifying if there has been a loss of control which could lead to harm or illness
- *methods* - include knowledge of those developing the system, reference to incidents, reference to legislation and best practice information
- *controls at steps* in the process - includes, for example, temperature and time control, thorough cooking and rapid cooling/storage or serving

2.3 Recognise the importance of identifying validated critical (safe) limits.

- These must be measurable and can be checked to provide assurance that safe food is being served
- Personnel must have a clear understanding of what is acceptable and what are the parameters to work within

2.4 Identify the importance of monitoring controls to:
- confirm a step is under control
- determine when there is a loss of control and where action is required
- assist in due diligence

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2.5 Identify ways of accurately monitoring controls at the correct frequency, and reporting deviations/breaches of controls. Dependent on the controls in place and the step in the process, monitoring may include:

- measuring temperatures, time and weight (or a combination of measurements)
- observations of practices
- checking of delivery vehicles
- using exception reporting

2.6 Identify the importance of taking appropriate, timely corrective action to:

- prevent unsafe food reaching the customer
- regain control before the food is served. For example, continuing to cook something to the required temperature
- determine equipment/process problems, trends and highlight required maintenance/repairs

2.7 State the prompts for and the importance of verification and review of HACCP based Food Safety Management Systems to:

- validate (confirm) safe food is being produced
- determine and validate legal compliance has been achieved

2.8 State the importance of accurate and timely completion of documents and records needed to support HACCP based Food Safety Management Systems to:

- demonstrate legal compliance and due diligence
- assist in continual improvement plans (trends) and complaint investigation
- assist in complaint investigation

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