



Qualification Specification

Highfield Level 4 International

Award in HACCP Management

for Catering

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Highfield Level 4 International Award in HACCP Management 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

Guided learning hours (GLH):	21 (3 days)
Assessment Method:	Multiple-choice examination

Qualification Overview

This qualification is aimed at learners who are working at a management level in a catering or retail business or are members of the HACCP team. It would also be useful for trainers, auditors, enforcers and other food safety professionals involved in catering or retailing operations. It gives learners the skills to assist in the implementation of a HACCP system, to critically evaluate HACCP plans and to understand the importance of having an effective HACCP system in place in a catering business.

It is strongly recommended that learners involved in manufacturing business complete the Highfield Level 4 Award in HACCP for Management (CODEX principles) (RQF) qualification.

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 organisation or departments.

Entry Requirements

It is strongly recommended that learners already hold a Level 4 Award in Food Safety qualification and/or a Level 3 HACCP qualification before undertaking this qualification. Pre-coursework consultation between the learner and the trainer may be required to ensure that the level of knowledge of microbiology and other food safety matters is sufficient to undertake this qualification.

Guidance on Delivery

The recommended guided learner hours for this qualification are **21 hours**. Guided learning hours are 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 circumstances.

Guidance of assessment

This qualification is assessed by a multiple-choice questions examination that must be completed within **1.5 hours**. The examination consists of **45** questions. To pass this exam, the learner has to achieve a minimum of **27** marks (60%). If a learner answers **36** or more questions correctly, a Distinction grade will be awarded.

Completed examination papers should be returned to Highfield for marking. Results will then be provided to the centre.

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, by contacting their centre Manager.

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.

Nominated Tutor Requirements

Highfield requires 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
 - Level 3 or 4 PTLLS or above
 - Diploma or Certificate in Education
 - Bachelors or Master's Degree in Education
 - City and Guilds Teachers Certificate, or equivalent
 - Level 3 or 4 NVQ in Training and/or Development
 - Any other qualification and/or experience deemed appropriate by Highfield.

Tutors **should** have a minimum of **two-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, 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 Highfield Qualifications' Core Manual.

Progression

Possession of this qualification will allow individuals to meet some of the entry requirements for food science degree programmes and apply for senior managerial positions within the food industry.

Progression and further learning routes include:

- Highfield Level 4 Award in Management of HACCP (CODEX Principles) (RQF)
 - Level 5 Food Safety qualifications
 - Food science degree courses
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Useful Websites

www.food.gov.uk

www.highfieldproducts.com

www.highfieldinternational.com

www.highfeildqualifications.com

Recommended Training Materials

- *Hygiene for Management*, Sprenger, R.A. Highfield Products
 - *Intermediate HACCP*, Wallace, Carol A. Highfield Products
 - *HACCP A Practical Approach*, Mortimore, S & Wallace, C. Aspen Publications
 - *Food Industry Briefing Series: HACCP*, Mortimore, S & Wallace, C. Blackwell Publishing
 - *Level 4 Award in HACCP for Management Training Presentation*, Sprenger, Richard A. Highfield Products
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Appendix 1: Principles of HACCP Management for Catering (International)

Level: 4
GLH: 21

Learning Outcome	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand the importance of HACCP based food safety management procedures in a catering environment	1.1 Explain the HACCP approach to food safety management procedures in a catering environment
2. Understand how to manage the implementation of HACCP based food safety management procedures in a catering environment	2.1 Describe the considerations to be made with regards to selecting those who will be responsible for developing HACCP based procedures in catering 2.2 Explain the importance of effective communication
3. Understand how to develop HACCP based food safety management procedures for a catering environment	3.1 Explain the pre-requisites for HACCP required in a catering environment 3.2 Explain the benefits and limitations of flow charts in HACCP for catering 3.3 Describe methods to identify and control hazards and risks in the production process 3.4 Explain the purpose and potential limitations of determining critical control points, critical (safe) limits, monitoring and corrective actions when developing HACCP systems for catering
4. Understand how to evaluate HACCP based food safety management procedures in a catering environment	4.1 Discuss the verification, validation and review of the HACCP system 4.2 Explain documentation and record keeping procedures for HACCP

Indicative Content:

LO 1: Understand the importance of HACCP based food safety management procedures in a catering environment

1.1 Explain the HACCP approach to food safety management procedures in a catering environment

The HACCP approach to food safety management procedures e.g.

- Overview of HACCP and background
- Advantages and limitations of HACCP systems
- Logical preliminary steps to HACCP
- The 7 HACCP principles
- HACCP terminology and definitions (as stated in CODEX Alimentarius)
- Importance of HACCP and the specific system developed being relevant to a specific operation

LO 2: Understand how to manage the implementation of HACCP based food safety management procedures in a catering environment

2.1 Describe the considerations to be made with regards to selecting those who will be responsible for developing HACCP based procedures in Catering

- Considerations to be made with regards to selecting those who will be responsible for developing HACCP based procedures in Catering e.g.
 - Composition of the HACCP team
 - Identification of relevant input from within the workforce
 - Identification of areas where knowledge or experience is lacking and identification of relevant external expertise, where necessary, and use of ad hoc team members
 - Knowledge, experience, training and competence required by those conducting a HACCP study
 - Allocation of Team roles and responsibilities, levels of authority within a team
- Resources required for the design, development, implementation and maintenance of the HACCP study
 - Importance of development and maintenance of supporting resources such as:
 - food safety policy
 - prerequisites (good hygiene practices)
 - supplier specifications and information
 - document development and resources required for their development

2.2 Explain the importance of effective communication

- The importance of effective communication e.g.
- The need for communication to both senior management and the workforce with regards to:
 - Importance of the HACCP study
 - Importance of HACCP training
 - Commitment to food Safety
 - Procedures
 - Standards
 - Roles and responsibilities of staff and management
 - Reporting procedures and methods

- Methods of communicating food safety management systems and procedures to the workforce, for example posters, workshops, training, briefs, manuals, newsletters, meetings
- Methods of implementing the HACCP system within a food business

LO 3: Understand how to develop HACCP based food safety management procedures for a catering environment

3.1 Explain the pre-requisites for HACCP required in a catering environment

- The prerequisites for HACCP e.g.
 - Reasons for and the importance of developing effective prerequisite programmes
 - The importance of developing policies prior to the implementation of HACCP
 - Examples of prerequisites that should be developed and implemented
 - Validation and verification of prerequisite programmes

3.2 Explain the benefits and limitations of flow charts in HACCP for catering

- Benefits and limitations of Process flow diagrams in catering HACCP
 - limitations such as:
 - can be complex
 - often just done as a routine exercise and are not referred to
 - too many processes and too time consuming to complete specific flow charts for every process.
 - inadequate detail on generic flow diagrams to determine all CCPs for every process
 - many people do not fully understand their purpose
 - often not updated
 - benefits such as:
 - can help to present a picture of the process,
 - ensures considerations regarding start and end of process,
 - helps to ensure all steps including non-routine, are considered and prompts a check by an onsite confirmation,
 - can help auditors to audit or assess the HACCP to understand the process better

3.3 Describe methods to identify and control hazards in the production process

- Hazards in the production process e.g.
 - Awareness that prerequisite programmes also control significant hazards in catering
 - Purpose of Hazard Analysis
 - Microbiological, physical, chemical and allergenic hazards and examples of each type of hazard
 - Assessing hazards associated with different methods of preparing, cooking and serving food
 - Methods of identifying hazards and information required
 - Internal and external sources of advice, information and support with regards to identification of hazards and validation of suitability of the advice, information and support received
 - Identification of hazards and suitable controls at each step in the process

3.4 Explain the purpose and potential limitations of determining critical control points, critical (safe) limits, monitoring and corrective actions when developing HACCP systems for catering

- Critical control points, critical limits and corrective actions e.g.
 - Limitations and potential problems associated with identifying critical control points for some processes (for example catering has a very large number of menu items and ingredients, so too time consuming. Also, for high-risk foods every step is likely to be a CCP)
 - Methods to determine critical and safe limits and parameters commonly used when determining critical limits e.g. time, temperature,
 - Sources of information available to determine critical and safe limits
 - Benefits and potential problems of specifying measurable critical limits
- Benefits and use of target levels
- Examples of critical (safe limits) throughout a process
 - Implications to consumers of exceeding safe limits
- Development of monitoring systems to include method, frequency and responsibilities
 - Importance of monitoring and implications of ineffective monitoring to both the business and consumers
- Requirement for corrective action
 - Identification of when corrective actions may or will be required
 - Types of corrective actions and examples of corrective actions throughout a process
 - Importance of regaining control; need for action plans for restoring control and responsibilities for implementing corrective actions; importance of monitoring once control is restored
 - Treatment of a potentially affected product (food)
- Importance of effective record keeping and reporting procedures
- Verification of corrective actions
 - Internal and external sources of advice, information and support with regards to determination of limits and corrective actions;

LO 4: Understand how to evaluate HACCP based food safety management procedures in a catering environment

4.1 Discuss the verification, validation and review of the HACCP system

- Verification and review of procedures e.g.
 - The importance of validation, verification and review of HACCP systems
 - Identification of steps in the HACCP system which require validation
 - Verification and validation methods which may be applied throughout a process
 - Internal and external sources of advice, information and support with regards to verification and validation; validation of suitability of the advice, information and support received
 - Role of audit and inspection in verification

4.2 Explain documentation and record keeping procedures for HACCP

- Documentation and record keeping procedures
 - Importance of documentation and records
 - Examples of HACCP documentation and records in a catering environment
 - Storage of HACCP records