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Programme Specification

Highfield Manager in Charge Programme

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Contents

Introduction.....	3
Key facts.....	3
Programme overview.....	3
Entry requirements.....	3
Guidance on delivery.....	3
HMIC certification requirements.....	4
Tutor requirements.....	5
Reasonable adjustments and special considerations.....	5
ID requirements.....	5
Progression.....	6
Useful websites.....	6
Recommended training materials.....	6
Appendix 1: Highfield Manager in Charge –roles and responsibilities.....	7
ANNEX 1: HIGHFIELD MANAGER IN CHARGE – CERTIFICATION RENEWAL POLICY.....	8
ANNEX 2 – HIGHFIELD CERTIFICATE OF EXCELLENCE IN MANAGING FOOD SAFETY (FOR THE BUSINESS) – CERTIFICATION POLICY.....	9

Highfield Manager in Charge Programme

Introduction

This specification is designed to outline all you need to know to complete the Highfield Manager in Charge Programme. If you have any further questions, please contact your centre manager

Key facts

Guided Learning Hours:	40 hours (5 days)
Assessment Method:	Multiple-choice examination

Programme overview

This Highfield programme is intended for food businesses who are committed to food safety and are looking to employ and train their food handlers and managers, to achieve the highest food safety standards and support brand protection. It is based on good international practice and built on 12 years of successfully implementing a similar programme in the Middle East and Asia.

The programme delivers not only the essential skills for effective food safety, but also the principles of HACCP and food safety inspection and audits. The programme empowers the food safety managers to identify food safety issues and improve the food safety standards within the business. The business will be able to take responsibility for food safety without relying on consultants and enforcement officers, thereby saving money and time and reducing the risk of food poisoning and fines.

Important Note: Highfield recommends that you contact the relevant Government Department in the country that you want to deliver this programme, 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. Any Government or compulsory food safety training of food handlers will enhance the effectiveness of the programme.

Entry requirements

The learners for this programme must be employed as supervisors/managers or potential supervisors/managers.

Guidance on delivery

The recommended GLH (guided learning hours) for this certified programme is 40.

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.

HMIC certification requirements

The programme requires the learners to complete the following:

- i. Level 3 Award in Food Safety in Catering (RQF/International)
- ii. Level 3 Award in Effective Auditing and Inspection (RQF/International)
- iii. Level 3 Award in HACCP for Catering (RQF/International)
- iv. Level 3 Award in Allergen Management for Catering (RQF/International)
- v. Review of the role of an HMIC, the HMIC Certification and Re-certification requirements

Recognition of prior learning and prior achievement

To cater to the range of prior learning or qualifications that learners might already have in the food industry; flexible training routes are built within the programme. To successfully complete this programme and to achieve the 'Highfield Manager in Charge' certificate, a learner must select **one** of the following pathways, depending on the prior **qualifications*** achieved:

Pathway one: Nominated HMICs with no previous qualifications in food safety, HACCP, auditing and allergens must:

- attend full training and take the examination online for all four qualifications that are part of this HMIC certification, through a Highfield approved training centre
- complete the training/self-learning of the 'HMIC certification and recertification requirements and the role of a HMIC', using Highfield approved training material

Pathway two: Nominated HMICs who have already achieved one, two or three of the qualifications within the **last two years** from the date of the application for HMIC certification must:

- submit their qualification certifications to their training centre for the relevant qualification(s)
- complete the training and e-assessment for any missing mandatory qualification(s)
- complete the training/self-learning of the 'HMIC certification and recertification requirements and the role of a HMIC', using Highfield approved training material

Pathway three: Nominated HMICs who have already achieved one, two or three of the qualifications from more than **two years** from the date of the application for HMIC certification must:

- submit their qualification certifications to their training centre for the relevant qualification(s)
- retake the examination for the previously achieved qualification(s) at the centre or choose to sit the exam through Highfield proctored remote invigilation system
- complete the training and e-assessment for any missing mandatory qualification(s)
- complete the training/self-learning of the 'HMIC certification and recertification requirements and the role of a HMIC', using Highfield approved training material

Pathway four: Nominated HMICs who have already achieved all four of the qualifications within **last two years** from the date of the application for HMIC certification must:

- submit all their qualification certifications to their training centre

- complete the training/self-learning of the 'HMIC certification and recertification requirements and the role of a HMIC', using Highfield approved training material

****Qualifications will need to be recognised qualifications/from a recognised awarding organisation. Highfield reserves the right to confirm what will be considered as suitable relevant qualifications.***

*The HMIC Certificate is valid for a period of **one year**. The recertification requirements are detailed in **Annex 1***

Tutor requirements

Nominated tutors must meet the approval requirements specifically mentioned in each of the qualification specifications for:

- Level 3 Award in Food Safety in Catering (RQF/International)
- Level 3 Award in Effective Auditing and Inspection (RQF/International)
- Level 3 Award in HACCP for Catering (RQF/International)
- Level 3 Award in Allergen Management for Catering (RQF/International)

Highfield also requires that the trainer delivering the Level 3 Food Safety in Catering qualification, attends the relevant Train-the-Trainer session with Highfield to understand the HMIC roles and responsibilities, the certification and recertification requirements and to check the powerpoint that they will need to use in order to deliver the content listed in **Appendix 1**.

Highfield recommends that nominated tutors can demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

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://highfieldinternational.com/download>

ID requirements

All learners should be instructed, prior to 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 purporting to be. All Centres are therefore required to ensure that each learner's identification is checked before they can sit the examination/assessment and write the type of photo identification provided by each learner on the Learner List under "Identification Provided". HABC 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 license;
 - Valid warrant card issued by police, local authority or equivalent; or
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- 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 the Highfield Examination and Invigilation Regulations within the Core Manual.

Progression

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

- Highfield level 4 Award in Managing Food Safety in catering (International/RQF)
- Highfield level 4 Award in Food Safety Management for Manufacturing (International/RQF)
- Highfield Level 4 Award in HACCP for Management (International/RQF)
- Train to become a lead auditor.

Useful websites

- www.Highfieldqualifications.com
- www.Highfieldinternational.com

Recommended training materials

- Effective Auditing & Inspection Skills Course Book. Griffith Chris, Highfield Products Ltd.
 - Level 3 Award in Effective Auditing and Inspection Skills PowerPoint. Sprenger Richard, Highfield Products Ltd.
 - Supervising Food Safety (Level 3), Sprenger Richard, Highfield Products Ltd
 - L3 Supervising Food Safety PowerPoint. Sprenger Richard, Highfield Products Ltd
 - Intermediate HACCP (Level 3), Wallace, Carole A. Highfield Products Ltd
 - HACCP Training Presentation, Sprenger, Richard A. Highfield Products Ltd
 - Allergen Control PowerPoint Presentation. Highfield Products Ltd
 - Food allergen awareness and control in catering Handbook for food handlers and managers; MacAuslan, Euan; Sprenger, Richard A; Hutchinson, Judith.
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Appendix 1: Highfield Manager in Charge –roles and responsibilities
GLH: 4 hours

Learning Outcome	Indicative content
<i>The learner will</i>	<i>The learner can</i>
<p>Understand the responsibilities of a Manager in Charge in ensuring Food Safety within the Business</p>	<ul style="list-style-type: none"> • Identify the roles and responsibilities of an MIC to ensure food safety at all times • Be aware of the food safety regulations and the food code, in the region where their food business operates • Recognise the importance of staying up to date with changes in food science, food safety developments, customer requirements and local regulations and codes • Recognise the importance of continuous professional development as a certified Manager in Charge

ANNEX 1: HIGHFIELD MANAGER IN CHARGE – CERTIFICATION RENEWAL POLICY

1. The Highfield Manager in Charge certificate will be valid for **one** year only.
2. It can be renewed through Highfield for an agreed annual fee, if the MIC can provide evidence that they have:
 - 2.1 carried out **monthly** internal audits of the food business to verify effective implementation of food safety
 - 2.2 Undertaken a minimum of **20** hours per annum CPD. **Highfield, will determine what constitutes approved CPD activities.** Some of the ways to achieve the **20** hours of CPD would be:
 - preparing and giving toolbox talks or staff briefings or speaking at events
 - implementing corrective actions for the issues identified during monthly audits, where this requires research and learning about new food safety information.
 - writing reports on rectifying non-compliances, investigating and remedying food complaints or implementing new policies or procedures that involve research and learning about new food safety information
 - completing documented research relevant to food safety
 - participating in website research and/or in forums such as the Highfield Food Safety Forum.
 - attending seminars/webinars such the Highfield Improving Food Safety Webinars
 - writing and publishing articles relevant to food safety
 - obtaining additional qualifications in the field of food safety
3. At the time of recertification, the HMIC must submit a CPD record form or documentary evidence of meeting the criteria 2.1 and 2.2 This record **must** be countersigned by the HMICs **direct line manager/HR manager/relevant operations manager** and must be sent to Highfield or an agreed third party at the time of certificate renewal.
4. Where the HMIC has **not** met the criteria listed in 2.1 and 2.2, a re-training along with re-assessment on the programme is mandatory.

ANNEX 2 – HIGHFIELD CERTIFICATE OF EXCELLENCE IN MANAGING FOOD SAFETY (FOR THE BUSINESS) – CERTIFICATION POLICY

1. Food Businesses who are committed to implementing high standards of food safety at their food premises and who meet the essential criteria listed in point 3, may be awarded the HIGHFIELD CERTIFICATE OF EXCELLENCE IN MANAGING FOOD SAFETY.
2. This **certificate of excellence** provides public recognition of a commitment to achieving high standards of food safety/quality and customer trust/satisfaction through effective management and training.
3. A food business can apply for this certificate to Highfield which will be awarded upon payment of an annual fee and meeting the criteria listed below:
 - 3.1 The applicant business **must** have the required number of fully trained and certified HMICs on the premises listed on the application, at all times;
 - 3.2 The business **must** make suitable arrangements to implement corrective actions identified on the audit reports completed by their HMIC;
 - 3.3 The business **must** ensure that a minimum of 50% of food handlers are trained to a minimum of level 2 and 50% of supervisors are trained to a minimum of level 3 qualification/training on food safety.
4. Where a business has multiple premises/sites/outlets, separate applications must be made and each of these premises/sites/outlets will need to meet the criteria 3.1, 3.2 and 3.3
5. The certificate is valid for **one** year only.
6. Highfield will either directly or through a nominated third-party auditor, audit the premises to ensure the criteria are all met, during the period of the certification or for renewal of the certification. ***The certificate is awarded at the sole discretion of Highfield.***
7. The certificate will **not** be awarded if there is an adverse report from the enforcement authority or a 3rd party auditor or if evidence of poor food safety standards/illness or food complaints exists.