



Qualification Specification

Highfield Level 3 International Award
in Food Safety

Highfield Level 3 International Award
in Food Safety for Catering

Highfield Level 3 International Award
in Food Safety for Manufacturing

Highfield Level 3 International Award
in Food Safety for Retail

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Highfield Level 3 International Award in Food Safety

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

Highfield Level 3 International Award in Food Safety:

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| Duration | 20 hours |
| Assessment Method: | Multiple-choice question examination |

Highfield Level 3 International Award in Food Safety for Catering:

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|---------------------------|--------------------------------------|
| Duration | 20 hours |
| Assessment Method: | Multiple-choice question examination |

Highfield Level 3 International Award in Food Safety for Manufacturing:

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| Duration | 20 hours |
| Assessment Method: | Multiple-choice question examination |

Highfield Level 3 International Award in Food Safety for Retail:

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|---------------------------|--------------------------------------|
| Duration | 20 hours |
| Assessment Method: | Multiple-choice question examination |

Qualification Overview

This qualification is intended to provide supervisors, middle management and quality assurance staff with the essential practical knowledge to enable them to manage staff to provide safe food. Building on the Highfield Level 2 Food Safety qualification, emphasis has been placed on understanding and managing hazards to prevent food poisoning, spoilage, complaints and food recalls.

In addition to the roles and responsibility of supervisors, prerequisite programmes and HACCP, learners will study how to manage the risk factors associated with illness, including temperature abuse, ineffective processing and cooling, storage, thawing, contamination (microbiological, allergenic, chemical and physical) and poor staff hygiene.

It is appropriate for all sectors of the food industry – catering, retailing and manufacturing. Tutor/Assessors are encouraged to tailor their course delivery to reflect the specific sector title chosen,

ensuring that examples chosen to explain scenarios and practical applications are relevant to the selected industry sector.

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

Centres are responsible for ensuring candidates can meet the necessary level of language in which the course is being delivered. It is recommended that learners are a minimum of 14 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 total qualification time for this qualification is 20 hours. This is the total qualification time which includes the guided learning hours (GLH covering lectures, tutorials, supervised study and practical demonstrations), as well as the time spent on assessment.

The GLH may be adjusted in accordance with learners' needs and/or local circumstances. This qualification will usually be delivered in a classroom environment; however, it can also be delivered remotely. Trainers can also use a blended learning approach using Highfield's e-learning resources and adjust the GLH accordingly.

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 **45** questions that must be completed within **90** minutes. Successful learners must achieve a score of at least **30** out of **45** (66%). Learners will achieve a Distinction at **36** out of **45** (80%).

The examination will be completed via Highfield's e-assessment platform 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 requires 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:**
 - Highfield Level 4 Award in Managing Food Safety in Catering (RQF/International/equivalent)
 - Degree or Dip HE in a related subject such as:
 - Food Science/Technology
 - Environmental health
 - Food microbiology
 - Or one that contains elements of these subjects
 - HNC/D in a related subject (as outlined above)
 - Any other qualification and/or experience deemed appropriate by Highfield

- **hold a recognised teaching qualification, which could include any of the following:**
 - Highfield Level 3 International Award in Delivering Training (IADT);
 - 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

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](#).

Reasonable Adjustments and Special Considerations

Highfield Level 3 International Award in Food Safety

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 4 Award in Managing Food Safety in Catering (RQF)
- Highfield Level 4 International Award in Managing Food Safety in Catering
- Highfield Level 5 International Award in Advanced Food Safety Management

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
 - [Highfield Lead Trainer](#)
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Recommended Training Materials

- Supervising Food Safety (Level 3), Sprenger, Richard. Highfield Products
 - Hygiene for Management, Sprenger, Richard. Highfield Products
 - Intermediate HACCP (Level 3), Wallace, Carole A. Highfield Products
 - Level 3 Supervising Food Safety Training Presentation; Sprenger, Richard. Highfield Products
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Appendix 1: Qualification Unit

Unit 1: Understanding the importance of food safety (International)
Level: 3
Duration: 20 hrs

The learning outcomes covered below are appropriate for all sectors of the food industry – catering, retailing and manufacturing. Tutor/Assessors are encouraged to tailor their course delivery to reflect the specific sector title chosen, ensuring that examples chosen to explain scenarios and practical applications are relevant to the selected industry sector.

| Learning Outcomes | Assessment Criteria |
|--|---|
| <i>The learner will</i> | <i>The learner can</i> |
| <p>1. Understand the requirements and importance of implementing food safety management procedures</p> | <p>1.1 Recognise the importance of implementing food safety management procedures</p> <p>1.2 Recognise the responsibilities of food handlers and supervisors in respect of food safety requirements</p> <p>1.3 Identify the process for applying a food safety management system into a food business</p> <p>1.4 Recognise the responsibilities of food handlers and supervisors when identifying hazards and controls and implementing suitable monitoring procedures and corrective actions to prevent food safety hazards from purchase to service</p> <p>1.5 Identify methods for, and the importance of, verifying food safety controls and procedures</p> |
| <p>2. Understand the application and monitoring of good practice regarding contamination, temperature control, personal hygiene, cleaning and pest management</p> | <p>2.1 Identify the process of implementing and maintaining high standards of personal hygiene required to ensure food safety</p> <p>2.2 Recognise the importance of induction and ongoing training of staff to ensure competency</p> <p>2.3 Identify the process of implementing procedures for cleaning, disinfection and waste disposal</p> <p>2.4 Identify the actions that need to be taken with regards to pest management</p> <p>2.5 Recognise the responsibilities of food handlers and supervisors when identifying hazards posed by, and procedures to control, microbiological, chemical, physical and allergenic contamination</p> <p>2.6 Recognise the importance of, and methods for temperature control within food production process</p> |

Amplification

LO1. Understand the requirements and importance of implementing food safety management procedures

1.1 Recognise the importance of implementing food safety management procedures

- The terms:
 - Food hygiene/safety
 - Food poisoning/foodborne illness
 - Source
 - Food safety hazard, control, monitoring, corrective action and verification
 - Food safety management system
 - HACCP
- The main characteristics of food poisoning, including the terms:
 - Contamination
 - Cross-contamination
 - Risk factors
 - Causative agent
 - Food vehicle
 - Incubation/onset time
 - Pathogen
 - Common symptoms
 - Carrier

1.2 Recognise the **responsibilities**** of food handlers and supervisors in respect of food safety requirements

- An awareness of the food safety requirements affecting food handlers' and supervisors' responsibilities, including:
 - Awareness of requirements for HACCP based procedures
 - Temperature control
 - Contamination
 - Handling practices
 - Personal hygiene
 - Cleaning and disinfection
 - Pest management
- The role of supervisors in internal and external food safety inspections/audits
- The role of supervisors in dealing with food complaints, food poisoning allegations and investigations

**** The trainers should provide information about the responsibilities of food handlers/supervisors required by food safety legislation to ensure compliance in the country in which the food business operates. In the case of corporates, the trainer should also include any specific food safety standards and requirements in accordance with Company policy.**

1.3 Identify the process for implementing a food safety management system into a food business

- Food safety management systems
- The importance of identifying hazards, control measures, monitoring actions, corrective actions, verification and documentation at steps in the food process which are critical to food safety

- Responsibilities and daily activities of food handlers and supervisors to implement and monitor food safety practice and procedures, including opening and closing checks
- Role of food handlers and supervisors in ensuring appropriate corrective actions for deviations from control points in food production, including supervisory actions to take when performance does not achieve standards and targets
- The importance of providing feedback to those responsible for the food safety procedures and the types of issues you need to address
- The importance of up-to-date, accurate documentation and records, and examples of the type of records that may be used in a food business

1.4 Recognise the responsibilities of food handlers and supervisors when identifying and selecting suitable controls and monitoring, to prevent food safety hazards from purchase to service

- Implementing and monitoring controls to minimise hazards from delivery and unloading
- The importance of clear labelling of food for safe use and allergens
- Ensuring and monitoring food storage conditions are suitable and specify the temperatures required for different food
- Why stock rotation procedures are important
- Distinguish between 'Use By' and 'Best Before' date codes and explain why food past its code must be disposed of
- Role of food handlers and supervisors in implementing and controls at the stages of thawing, preparation, cooking, cooling, reheating, holding and serving of food

1.5 Identify methods for, and the importance of, verifying food safety controls and procedures

- Responsibilities food handlers and supervisors with regards to verification
- Role of an audit/inspection in verification and validation

LO2. Understand the application and monitoring of good practice regarding contamination, temperature control, personal hygiene and cleaning

2.1 Identify the process of implementing and maintaining high standards of personal hygiene

- Overview of best practice requirements for personal hygiene of food handlers regarding:
 - Handling practices
 - Protective clothing
 - Fitness to Work, including relevance of the term 'carrier'
 - Role of food handlers and supervisors in securing high standards of personal hygiene
 - Open wounds and first aid dressings
 - Hand washing facilities that should be provided in a food production environment, and how these facilities can be managed and monitored on a day-to-day basis
 - Common barriers to effective hand washing, how to overcome these to ensure food handlers wash hands effectively at appropriate times and how this can be monitored
 - The importance of implementing and enforcing systems regarding the reporting of illness and infections, promptly and actions to be taken if a food handler poses a threat to the safety of the food, including the terms 'healthy' and 'convalescent' carrier

2.2 Recognise the importance of induction and ongoing training of staff to ensure competency

- The objectives and benefits of food safety training to ensure competency

- How to communicate standards and procedures to staff
- How to assess the competency of staff
- How supervisors can keep food safety knowledge up-to-date
- the importance of continuance reinforcement, observation, guidance and support of food handlers after receiving basic training
- Identifying and delivering internal bespoke food safety training, where necessary
- The importance of training records

2.3 Identify the process of implementing procedures for cleaning, disinfection and waste disposal

- Definitions of:
 - Cleaning
 - Bactericide
 - Detergent
 - Disinfectant
 - Disinfection
 - Sanitiser
 - Biodegradable
 - Contact time
- The reasons for cleaning
- How cleaning processes can be effectively supervised, including the use of cleaning schedules
- The steps involved in cleaning and disinfecting or in sanitising
- The importance of using the correct equipment, utensils and chemicals when cleaning
- Safety precautions that should be considered when storing chemicals and cleaning and disinfecting work areas or equipment
- The hazards associated with poor cleaning
- The difference between ‘clear and clean as you go’ and ‘scheduled cleaning’
- Typical areas of food production operation that will require cleaning, disinfecting and/or sanitising
- The hazards associated with incorrect waste management
- How to clear and dispose of waste safely
- Identification, segregation and disposal of unfit and spoiled food
- The importance of keeping internal and external waste areas clean

2.4 Identify the actions that need to be taken with regards to pest management

- Common food pests
- The main signs of pest infestations
- Why food pests are a hazard to food safety
- The role of food handlers and supervisors in preventing the access and harbourage for pests and in implementing suitable control measures
- The role of food handlers and supervisors in pest management:
 - Action to take in the event of a pest complaint by a customer or a member of staff
 - Importance of liaison with an appropriate pest control contractor
 - Staff training and awareness
 - Action to take if there is evidence of a pest infestation

2.5 Recognise the responsibilities of food handlers and supervisors when identifying hazards posed by, and procedures to control, microbiological, chemical, physical and allergenic contamination

- Microbiological hazards posed by

- Raw food to be cooked
 - High-risk foods
 - Low-risk foods
 - Raw ready-to-eat raw foods
 - Sources of contamination hazards
 - The different types of microbes of interest to the food industry, including pathogens, low dose pathogens, spoilage and beneficial (details and characteristics of specific organisms will not be assessed)
 - The principal causes of microbiological multiplication and survival
 - The principal causes of food safety contamination hazards:
 - Cross-contamination
 - Personal health
 - Handling issues
 - Labelling issues
 - Pests
 - Human factors (including lack of effective supervision)
 - How good design can help avoid cross contamination through workflow and layout:
 - The hazards associated with poor design and construction of food premises
 - The meaning of the term 'linear workflow' and examples of how this can be achieved
 - The importance of using washing and cleaning facilities and equipment appropriately and the need for good lighting
 - The hazards associated with damaged equipment and surfaces in a food room
 - Role of food handlers and supervisors regarding equipment and premises including the action to take if damaged equipment or surfaces are identified in a food room
 - How microbiological contamination and cross-contamination can be controlled throughout the food production process
 - How chemical contamination can be controlled throughout the food production process
 - How physical contamination can be controlled throughout the food production process
 - Knowledge of common foods which cause allergic reactions
 - Possible symptoms of allergic reactions and actions to take
 - How allergenic contamination can be controlled throughout the food production process
- 2.6. Recognise the importance of, and methods for temperature control within food production processes
- Factors which influence the multiplication of food poisoning bacteria
 - The terms 'bacterial spore' and toxin
 - The conditions under which spores and toxins are formed and the consequences these may have for food safety
 - The temperatures which support the most rapid multiplication of food poisoning bacteria
 - Suitable temperatures and/or timescales for:
 - Thawing
 - Cooking
 - Cooling
 - Reheating
 - Hot and cold holding of food
 - Methods of minimising and preventing bacterial multiplication including the need for good ventilation
 - The methods used to destroy food poisoning bacteria in food
 - Correct use of, and simple methods for, validating the accuracy of thermometers

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