



Qualification Specification

Highfield Level 5 International Award in Advanced Food Safety Management

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Highfield Level 5 International Award in Advanced Food Safety Management

Introduction

This 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 centre manager.

Key facts

Guided learning hours (GLH):	16 (tutor-led; adjustable based on learners' prior knowledge and experience)
Total Qualification time (TQT):	Average 50 (self-study, assessments and the tutor-led 16 hours)
Assessment method:	Multiple-choice and Portfolio of Evidence

Qualification overview and objective

The objective of this qualification is to provide food safety trainers, consultants, enforcement officers, auditors and quality assurance officers with the enhanced knowledge and skills required to develop and implement effective policies and standards to safeguard businesses and customers throughout the food supply chain.

The content includes: Managing food safety in a food business; effective management and leadership, responsibilities of food safety staff, management skills and failure, effective communication, developing management systems and food safety culture, managing and controlling hazards, management training responsibilities, HACCP, and inspections/audits. The qualification also requires learners to use research, analyse, review and evaluate food safety protocols; to apply reasoning, provide solutions to identified problems, make recommendations and provide conclusions.

Entry requirements

Learners **must** have a **level 4** qualification from a recognised awarding organisation, in Food Safety and the learner must have achieved this qualification:

- within the last **two*** years from the date of application for the Highfield level 5 international certificate in Advanced Food Safety Management qualification **OR**
- where the qualification was achieved more than two years ago, the learner **must** have relevant work experience in food safety for the last two years

It is recommended that learners have achieved a level 3 or level 4 in HACCP, an auditing and inspection qualification and positive food safety culture qualification.

****if alternative qualifications and experience are considered during pre-assessing learners' eligibility, this must be discussed and approved by Highfield.***

Guidance on delivery

The total qualification time for this qualification is 50 and of this 16 are recommended as guided learning hours. It is suggested that this qualification can be completed in approximately a week, or the hours can be split over a few weeks, based on the learner requirements and commitments.

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 in **two parts (PART 1 and PART 2)**:

PART 1: Portfolio of Evidence: This part of the assessment is completed in **three sections (A, B and C)**:

- **Section A: Assignment:** learners must complete an extended essay with a minimum of 3000 words (maximum 5000 words), based on a topic developed** by the centre assessor. Assessors **must** develop a topic of research - case study/scenario related to food safety, ensuring that the topic has scope to allow learners to apply skills such as, review; evaluate; research and apply food safety and HACCP principles; identify strengths and weaknesses; make recommendations; present arguments and conclusions, all in the context of the given case study/scenario.

Alternatively, Highfield will provide a list of topics of research - case study/scenario and assessor can choose one of these topics for their learner assignments. This list will be available within the **Highfield Tutor/assessor support pack**.

Instructions on the assignment conditions are available in the **Learner Assignment Brief**, which learners can use to ensure their assignments comply with the requirements.

**** The topic for the assignment case study/scenario that the centre assessor has designed, must be submitted to Highfield for approval, before assigning this to the learners.**

- **Section B: Professional Discussion:** learners must discuss the main areas of their essay, their evaluation, arguments and conclusions with their assessors. This can be completed using a PowerPoint presentation or a verbal discussion and reflection of sections of their essay with their assessor. This **mandatory** section is an opportunity for the assessor to review and ask questions for further engagement and interactions. This discussion including Q&A between the assessor and the learner must be a minimum of 60 minutes, and must video recorded. This evidence along with assessor feedback **must** be part of the portfolio of evidence.

The assessment outcome for the assignment will be graded as **Refer, Pass and Distinction**. The assessment conditions, the minimum performance criteria and marking guidance for each of these grades, is provided in the **Tutor/Assessor/IQA Support TAI pack** available in the members' area.

The assessor will mark both **section A and B** and provide further guidance to learners if necessary. The assessor **must** write a feedback report for the learner on their performance on both sections. Relevant feedback templates are available in the '**assessment pack**' from the members' area.

- **Section C: Bespoke documents creation:** Learners **must** produce **four** bespoke documents relevant to food safety management as part of their portfolio of evidence:
 - i. A bespoke internal auditing form/checklist
 - ii. A bespoke HACCP control chart
 - iii. A report on developing a positive food safety culture
 - iv. A comprehensive emergency plan for a food business to deal with power outage/fire incident/floods.

Assessors can provide existing templates, which learners must adapt to make these templates bespoke to either their workplace (if a food business) or to a fictitious food

business scenario as provided by the assessor. This section is not marked, but is **mandatory**, to ensure that learners have knowledge and understanding required to develop such plans when required in their careers.

The portfolio of evidence (assignment, presentation, video recording of discussions, bespoke documents/forms developed by learners, assessor feedback report and the assessment pack), along with the results for all learners **must be submitted to Highfield** for external quality assurance checks before certification.

PART 2: Multiple-choice Questions Exam: 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 **27** out of **45** (60%). Learners will achieve a **Distinction** if they score **38** out of 45 (85%).

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.

To pass the qualification, learners must pass both Part 1 and Part 2 of the assessment. Learners will achieve a Distinction grade on the overall qualification, if they achieve a Distinction on both the assignment and the multiple-choice exams.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement (including levels 3 / 4 for HACCP, Auditing and Positive Food Safety Culture), to reduce the amount of time spent in preparing a 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.

Trainer/Assessor requirements

Highfield requires the nominated trainers/assessors for this qualification to meet **all** of the following:

Subject matter requirements:

- a level 5 qualification or higher-level, with substantive food safety content **and**
- a level 4 qualification in food safety **and**
- a level 4 qualification in HACCP **and**
- a level 3 qualification in auditing or alternative qualification or experience **and**
- a level 3 qualification in developing positive food safety culture or relevant experience.

Training and assessment experience:

- at least 2 years of professional training and assessment experience for food safety and/or HACCP qualifications.
- **OR** any other qualification or experience deemed appropriate by Highfield

Following the approval, the trainer/assessor for this qualification, must maintain a CPD record of up to 30 hours per year in the relevant sector and must use up to date training materials.

It is recommended that nominated trainer/assessor continue to engage within the subject field to keep up to date with emerging policy and practice in food safety and hygiene management; has

experience in conducting research related to food safety management, including accessing and critically evaluating relevant literature, data, and industry best practices.

Following the approval, prior to delivering their first course, the nominated assessor must attend a **2-hour standardisation meeting** with Highfield quality assurance team and subject matter expert. The aim of this meeting is to discuss the assessment strategy and the marking criteria.

IQA requirements

It is recommended that centres have internal quality assurance processes in place to ensure the internally set and assessed pieces of work meet the correct standard. There is no formal requirement for IQAs to be part of the assessment process for this qualification, however it is recognised as good practice and is encouraged by Highfield.

Highfield require that IQA officers of this qualification hold a qualification in the relevant subject area as specified in the nominated assessors' section above. It is not a requirement that IQA officers of this qualification hold a formal IQA qualification, however it is recognised as good practice. It is not a requirement for IQA officers to be involved in the assessment of this qualification however it is recognised as good practice and is encouraged by Highfield.

ID requirements

All learners should be instructed, ahead of the course/assessment when the learner registers and/or receives 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 a system 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 learner's 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 learner's Identity:

- national identity card (e.g. Emirates ID card)
- valid passport (any nationality)
- signed photocard driving licence
- valid warrant card issued by the police, a government department or equivalent
- other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card, etc

For more information on learners' ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by registering for:

- Highfield Certified Manager Programme (CMP)

Useful websites

- www.highfieldqualifications.com
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- www.highfieldinternational.com
- www.food.gov.uk
- www.fao.org/fao-who-codexalimentarius
- www.who.int/health-topics/foodborne-diseases
- www.who.int/health-topics/food-safety
- www.citethemrightonline.com/

Recommended course books and training materials

Course books for learners:

- Hygiene for Management, Sprenger, R.A. Highfield Products
- Intermediate HACCP (Level 3), Wallace, Carole A. Highfield Products
- Developing and Maintaining a Positive Food Safety Culture. Griffith, C. Highfield Products
- Effective Auditing & Inspection Skills Course Book, Griffith, Chris. Highfield Products

Training presentations:

- Level 3 HACCP Training PowerPoint, Sprenger, Richard A. Highfield Products
- Level 4 Award in HACCP for Management Training PowerPoint, Sprenger, Richard A. Highfield Products
- Level 3 Food Safety Culture Training PowerPoint, Griffith, C. Highfield Products
- Level 3 Award in Effective Auditing and Inspection Skills Training PowerPoint, Sprenger, Richard A. Highfield Products

Recommended course books and training materials

Course books for learners:

- Hygiene for Management, Sprenger, R.A. Highfield Products

Recommended research and resources

- Free e-learning course: Root Cause Analysis for Food Businesses - rcatraining.food.gov.uk/#home
 - Investigations of Foodborne Outbreaks and Adverse Events in FDA-Regulated Foods – [FDA: The CORE 2023 Annual Report](#)
 - Thawing at Ambient Temperature on the Counter, O. P. Snyder, [Members Download Area](#)
 - The Science Behind the PIC Food Safety Rules, O. P. Snyder, [Members Download Area](#)
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Appendix 1: Qualification content

Advanced Food Safety Management

GLH: 16

Level: 5

Research and assignment hours: 34

<i>Learning Outcomes</i>	<i>Assessment Criteria</i>
<i>The learner will</i>	<i>The learner can</i>
1. Understand the operational responsibilities of a manager in charge of food safety	<p>1.1 Discuss the role of the manager responsible for food safety with regards to:</p> <ul style="list-style-type: none"> - Leadership and management - Communication, training, supervision and competency of food handlers - Monitoring & corrective action to ensure compliance - Risk assessment, inspection and auditing - Documentation, record keeping & reporting - Implementing positive food safety culture - Continuous professional development and keeping up-to date <p>1.2 Describe how to develop/encourage good hygiene practices, including developing of food safety policies and procedures, complying with best practice and/or legal requirements</p> <p>1.3 Develop a comprehensive emergency plan for a food business to deal with power outage/a fire incident/floods.</p> <p>1.4 Write a report on developing a positive food safety culture</p>
2. Understand the process of planning, development, implementation, verification and review of food safety policies, procedures and practices	<p>2.1 Explain the importance of pre-requisite programmes for HACCP with examples</p> <p>2.2 Outline the principles and implementation of CODEX-based HACCP using the 12 logical steps</p> <p>2.3 Design a bespoke internal auditing form/checklist</p> <p>2.4 Design a bespoke HACCP control chart</p> <p>2.5 Discuss food safety management principles, critically analyse, review and evaluate food safety concerns within a given scenario</p> <p>2.6 Discuss strengths and weaknesses, support conclusions and recommendations when reviewing and evaluating food safety approaches.</p>

<i>Learning Outcomes</i>	<i>Assessment Criteria</i>
<i>The learner will</i>	<i>The learner can</i>
3. Be able to accurately acknowledge all sources of information and references used in completing the critical review assignment	3.1 Select reliable sources of information and references that contribute to the depth and validity of the assignment. 3.2 Accurately acknowledge all sources of information and references used for the assignment. 3.3 Use appropriate bibliographic style consistently for citing references

Amplification
<p>The written assignment and professional discussion are a holistic assessment method to cover the content covered in all the learning outcomes, but in particular aims to test AC 2.5; 2.6; 3.1, 3.2, 3.3</p> <p>AC 2.5: Discuss food safety management principles, critically analyse, review and evaluate food safety concerns within a given scenario:</p> <p>Scenario must cover either a Food Safety Incident Case Study OR a Food Safety management approach implementation in the context of food business (within a simulated business environment or an operational stage within learners' own workplace).</p> <p>The scenario for the written assignment must have sufficient scope for learners to research and apply:</p> <ul style="list-style-type: none"> • their knowledge and understanding of food safety management principles including: • their research skills to make relevant citations; to also refer to best practices/regulations that apply to the context in the given scenario. • their skills to review, analyse and present arguments and conclusions in the context of the given scenario. <p>AC 2.6 is assessed via the professional discussion section following the written assignment</p> <p>AC 3.1, 3.2, and 3.3 is assessed based on their application within the learner assignments.</p> <p>AC 1.3, 1.4, 2.3 and 2.4 – learners must develop these bespoke documents to be part of the portfolio of evidence.</p> <p>AC 1.1, 1.2, 2.1 and 2.2 are tested via the multiple-choice-questions exam.</p>