



Highfield

awarding body for compliance

Qualification Specification

HABC Level 2 Award in Food Safety for Manufacturing (QCF)

Qualification Number: 500/6352/2

Highfield Place
Unit 15 Shaw Wood
Business Park
Shaw Wood Way
Wheatley Hills
Doncaster
South Yorkshire
DN2 5TB
United Kingdom

Tel +44 08452260350
Tel +44 01302363277
Fax +44 08452260360

Info@highfieldabc.com
www.highfieldabc.com

Contents

Introduction	Page 3
Qualification Details	
Key Facts	
Qualification Overview	
Entry Guidance	
Geographical Coverage	
Special Needs	
Qualification Structure	

How the qualification is assessed	Page 4
Progression	
Nominated Tutor Requirements	

ID Requirements	Page 5
Key Skills	
Useful Websites	
Recommended Training Materials	

Unit 1: The principles of food safety for manufacturing	Page 6
---	---------------

Indicative Content	Page 7
--------------------	---------------

HABC Level 2 Award in Food Safety for Manufacturing (QCF)

Introduction

This Qualification Specification document 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 account manager.

Qualification Details

The HABC Level 2 Award in Food Safety for Manufacturing (QCF) has been accredited by the regulators of England, Wales and Northern Ireland (Ofqual, Welsh Government and CCEA) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Improve, the Sector Skills Council for the food and drink manufacturing industry.

Key facts

• QAN	500/6352/2
• Learning Aim Reference	50063522
• Course Length	Typically delivered as a one-day programme
• Credit Value	1
• Assessment Method	Multiple-choice examination

Qualification Overview

The Level 2 Award in Food Safety in Catering is a qualification aimed at food handlers working in a manufacturing environment. The qualification is intended for learners already working in manufacturing and those who are preparing to work in the industry.

Learners gaining this qualification will know that food safety is the responsibility of everyone involved in the storage, preparation, processing, packing and handling of food. Its topics are regarded by the Foods Standards Agency as being important to maintaining good practice in the production of safe food.

Entry Guidance

There are no prerequisites for this qualification.

It is advised that learners have a minimum of Level 1 in literacy or numeracy or equivalent.

This qualification is approved for delivery to the age ranges 16+.

Geographical Coverage

The qualification is suitable for learners in England, Wales or Northern Ireland.

Special Needs

HABC have measures in place for learners with special needs. Please see the Reasonable Adjustments Policy, Annex 17 of the HABC Core Manual.

Qualification Structure

This qualification is made up of one mandatory unit, the details of which are included at the end of this document.

Learners must successfully complete the assessment for the unit to achieve the qualification.

The qualification can be taken as a free standing qualification or as part of a wider programme of training.

How the qualification is assessed

This qualification is assessed through a 30-question multiple-choice question examination. The duration of the examination is 1 hour.

Successful learners must achieve a score of at least 20 out of 30.

Following the assessment, a list of results will be provided to the Centre Contacts stating whether learners have passed or failed. Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

Progression

Progression and further learning routes include:

- Level 3 Award in Supervising Food Safety for Manufacturing
- Level 3 food and drink qualifications
- Food Manufacturing competency based qualifications (NVQs/Apprenticeships)

Nominated Tutor Requirements

HABC require that Nominated Tutors have teaching experience and hold a qualification in the relevant subject area.

It is recommended that nominated tutors should have a minimum of a Level 3 Food Safety for Manufacturing qualification from a recognised awarding body together with a training qualification.

Suitable Subject Area Qualifications may include:

- Degree of Dip.HE in a related subject such as:
 - Food Science
 - Environmental Health
 - Home Economics
 - Microbiology
 - or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above);
- Level 3 qualification in Food Safety or equivalent;
- Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology;
- Or, any other HABC approved qualification

Suitable Teaching Qualifications include:

- Level 3 or 4 PTLLS or above
- Diploma or Certificate in Education
- Bachelors or Masters Degree in Education
- City and Guilds Teachers Certificate or equivalent
- Level 3 or 4 NVQ in Training and/or Development
- Professional Trainers Certificate
- Proof of at least 30 hours of training in any subject

Nominated Tutors should also be able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

ID Requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator/assessor. This instruction should be given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

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 photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each learner on the Candidate List under "Identification Provided". HABC will accept the following as proof of a learner's identity:

- Valid Passport (any nationality)
- Signed UK Photo card Driving Licence
- Valid Warrant Card issued by HM Forces, Police
- 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 Annex 26: Invigilation Instructions.

Key Skills

This qualification provides the opportunity for learners to develop competence in key skills and produce evidence towards attaining key skills. The qualification does not ensure key skills are met as this would depend upon learners producing a portfolio of evidence and the mode of study adopted.

Useful Websites

<http://www.food.gov.uk/>

<http://www.improveltd.co.uk/>

Recommended Training Materials

The Food Safety Handbook (Level 2), Sprenger, R.A. Highfield.co.uk Ltd

Hygiene Sense, Sprenger, R.A. Highfield.co.uk Ltd

Unit 1: The principles of food safety for manufacturing

Unit no: K/502/0181
 Level: 2
 Credit: 1

Learning Outcome	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand how individuals can take personal responsibility for food safety	1.1 Outline the importance of food safety procedures, risk assessment, safe food handling, avoiding unsafe behaviour. 1.2 Describe how to report food safety hazards, infestations and food spoilage 1.3 Outline the legal responsibilities of food operatives and food business operators.
2. Understand the importance of keeping him/herself clean and hygienic	2.1 Explain the importance of personal hygiene in food safety including their role in reducing the risk of contamination. 2.2 Describe effective personal hygiene practices, for example, protective clothing, hand washing, personal illnesses, cuts and wounds.
3. Understand how the working areas are kept clean and hygienic	3.1 Explain how to keep the work area and equipment clean and tidy to include cleaning methods, safe use of chemicals, storage of cleaning materials. 3.2 State the importance of safe waste disposal. 3.3 Outline the importance of pest control.
4. Understand the importance of keeping products safe	4.1 State the risk to food safety from contamination and cross-contamination to include microbial, chemical, physical and allergenic hazards, vehicles of contamination. 4.2 State how contamination of food can cause illness or injury. 4.3 Describe safe food handling practices and procedures. 4.4 Explain the importance of temperature controls. 4.5 Describe stock control procedures including deliveries, storage, date marking and stock rotation. 4.6 Explain how to deal with food spoilage to include recognition, reporting and disposal.

Introduction to Food Safety

1. Candidates must understand the importance of behaving responsibly by being able to:
 - 1.1 Explain the importance of food safety
 - (a) Define the terms food safety, food poisoning and hazard
 - (b) Identify the different types of hazard in food safety
 - 1.2 Identify what might happen if hazards are not controlled
 - 1.3 Identify the costs of poor food safety practices to a business
 - 1.4 Identify how good food safety practices can benefit a food business
 - 1.5 Know how to report problems or make suggestions for improvements

Microbiology (Multiplication and Survival Hazards)

2. Candidates must understand how micro-organisms pose a hazard to food safety and spoilage of food by being able to:
 - 2.1 State what micro-organisms are and outline where they may be found
 - (a) Define: bacteria, virus and mould
 - (b) Identify that there are different types of bacteria and know that they are not all harmful
 - (c) Know the common sources of food poisoning bacteria
 - 2.2 Identify multiplication and survival hazards posed by pathogenic bacteria and know why it is important to control them
 - (a) State the types of microbiological hazards
 - (b) State the main characteristics of food poisoning bacteria
 - (c) Identify the main factors which influence the multiplication of food poisoning bacteria
 - (d) Know the temperatures which support the most rapid multiplication of food poisoning bacteria and the range of the danger zone
 - (e) Have a basic understanding of the terms 'bacterial spore' and toxin

- (f) Know why spores and toxins are formed and the consequences these may have for food safety
 - (g) Identify different food types and outline the microbiological hazards posed by each type. Give examples of raw food, high-risk foods, low-risk foods and ready-to-eat raw foods
 - (h) Identify methods of minimising and preventing bacterial multiplication and state how this can help to reduce the likelihood of food poisoning in a manufacturing operation
 - (i) Identify the methods used to destroy food poisoning bacteria in food in manufacturing operations
- 2.3 Recognise signs of food spoilage
- (a) Know that preventing the multiplication or destroying micro-organisms in food will preserve the food and extend shelf life in a manufacturing operation

Contamination Hazards and Controls

3. Candidates must understand the concept of food hazards caused by contamination of food by being able to:
- 3.1 State common causes of microbiological, physical, chemical and allergenic hazards in food manufacturing operations and how the risk from each can be controlled
- (a) Know the meaning of the terms contamination, cross contamination and sources, routes and vehicles of contamination
 - (b) Identify the types of contamination hazards likely to be found in a manufacturing business and give examples of each type (microbiological, physical, chemical and allergenic)
 - (c) Give examples of common vehicles of contamination
 - (d) Give examples of how cross-contamination can occur and state why it is important to separate raw and ready-to-eat foods
 - (e) Give examples of how cross-contamination can be controlled in a manufacturing environment
 - (f) Give examples of how physical hazards can be controlled in a manufacturing environment

- (g) Give examples of how chemical hazards can be controlled in a manufacturing environment
- (h) Know that certain foods can cause allergic reactions and outline how to control the risk from allergens within a manufacturing environment

Food Poisoning and its Control

- 4. Candidates must know and understand the main reasons for food poisoning by being able to:
 - 4.1 Identify the main characteristics of food related illness
 - (a) Define: duration, food poisoning, incubation/onset period and risk groups
 - (b) Know what food poisoning is and identify the main symptoms of food poisoning
 - (c) Identify those most at risk from food poisoning
 - (d) Identify the main causes of food poisoning
 - (e) Know why some hazards are more important to control than others
 - (f) Outline that food contaminated with food poisoning organisms usually looks, smells and tastes completely normal and outline what to do if food spoilage is identified
 - 4.2 State the main methods of preventing food poisoning in a manufacturing environment

HACCP from Delivery to Distribution

- 5. Candidates must understand how food safety procedures can prevent food borne illness and the contamination of food by being able to:
 - 5.1 Recognise the responsibilities of food handlers and food businesses regarding HACCP
 - 5.2 Know the meaning of the terms food safety management system, control measures, critical control point, critical limit, monitoring, corrective actions, verification
 - 5.3 Have an awareness of the law regarding food safety management systems and temperature control
 - 5.4 Know how to operate a food safety system and have an awareness of different food safety management systems which are available for manufacturing operations.

6. Describe hazards, control measures, monitoring and corrective actions associated with the delivery, storage, preparation, thawing, hot processing, cooling, freezing, packing, final storage and transportation of manufactured food products
 - 6.1 Explain the importance of selecting reputable suppliers and identify controls to minimise the hazards from suppliers
 - 6.2 Explain the importance of clear labelling of food
 - 6.3 Know why food must be placed in the correct storage area and the temperatures required for different food
 - 6.4 Outline why stock rotation procedures are important and know the difference between use by and best before date codes and explain why food past its code must be disposed of
 - 6.5 Identify suitable temperatures and timescales for thawing, hot and cold processing, cooling, packing and final storage
 - 6.6 Identify how to use thermometers and other measuring equipment correctly and outline how they can be validated for accuracy
 - 6.7 Know the importance of documentation and give examples of records that may be kept
 - 6.8 Explain the importance of having accurate and up to date records

Food Handlers and Personal Hygiene

7. Candidates must understand the importance of keeping themselves clean and hygienic by being able to:
 - 7.1 Recognise the principal legal responsibilities of food handlers regarding personal hygiene
 - 7.2 Identify the general principles of good personal hygiene and outline how to control hazards associated with poor personal hygiene
 - (a) Explain the basic rules to be observed with regard to personal hygiene, including having clean hair, skin, nails and clothing.
 - (b) Identify why food handling should be kept to a minimum

- (c) Know that food handlers must be aware of hygiene hazards associated with their job and that training programmes should be implemented to ensure competency

- 7.3 Outline how food handlers can be sources and vehicles of food poisoning bacteria and physical, chemical and allergenic contaminants
 - (a) Outline unhygienic practices and habits for food handlers that should be avoided

- 7.4 State when to wash hands and why it is important to wash hands correctly
 - (a) Identify how to wash hands correctly
 - (b) State the important times when hands must be washed
 - (c) Outline the hand washing facilities that should be provided in a manufacturing operation

- 7.5 Outline how open wounds and skin complaints can contaminate food
 - (a) Describe the importance of wearing appropriate wound dressings
 - (b) Identify why people with open wounds should not enter or work in food production areas
 - (c) Outline what to do if a food handler has an open wound

- 7.6 Identify suitable standards of dress and outline its importance for food handlers
 - (a) Outline how wearing correct clothing can reduce the risk of contamination
 - (b) Give examples of protective clothing appropriate to the workers role
 - (c) State when protective clothing should be changed and explain why this is important
 - (d) State how jewellery and personal effects can cause a hazard
 - (e) Know why it is important to report illness and infections promptly
 - (f) Know what illnesses must be reported and identify what is meant by the term carrier
 - (g) State why persons who are, or are suspected of being 'carriers' of food borne illness may expose food to risk of contamination

Food Premises and Equipment

8. Candidates must be aware of their role in reducing risks of food contamination from premises and equipment including colour coding by being able to:
 - 8.1 Recognise and report problems that could result in food contamination
 - (a) Know the meaning of the term 'workflow' and give examples of how this can be achieved
 - (b) Know the importance of using washing and cleaning facilities and equipment appropriately
 - 8.2 Outline measures to ensure that equipment and surfaces do not result in food contamination
 - (a) Identify the hazards associated with damaged equipment and surfaces in a food production area and give examples of the types of damage that can cause food safety hazards
 - (b) Know what to do if damaged equipment or surfaces are identified in a food production area
 - 8.3 Outline the types of waste found in food manufacturing and why it is important to clear and dispose of waste promptly
 - (a) Identify the hazards associated with incorrect waste control
 - (b) Know how to clear and dispose of waste safely

Food Pests and Control

9. Candidates must understand the need for food businesses to control pests and be able to:
 - 9.1 Recognise the principal responsibilities of food handlers and food businesses regarding pest control
 - 9.2 State the hazards that can be posed by food pests and their control and give reasons for controlling pests in a manufacturing operation
 - (a) Outline what a food pest is and identify the main types of pests that may be found in food manufacturing operations

- (b) Identify why food pests are a hazard to food safety and outline the role of the food handler in preventing the access and harbourage for pests, including control of deliveries, keeping doors and windows closed, placing lids on waste containers and reporting potential entry points
 - (c) Identify how inappropriate control measures can cause food safety hazards
- 9.3 Outline the main signs of a pest infestation, who to report signs of pests to and the actions that must be taken if pests are sighted in the workplace
- (a) Outline the role of the food handler in reporting signs of pests

Cleaning and Disinfection

10. Candidates must understand the importance of effective cleaning and disinfection in food manufacturing premises and be able to:
- 10.1 Recognise the principal responsibilities of food handlers regarding cleaning and disinfection of food manufacturing premises
 - 10.2 Know why food manufacturing premises and equipment must be clean
 - (a) State the reasons for cleaning
 - (b) Know the meaning of the terms cleaning, disinfection, sanitisation, sterilisation, sterilising, biodegradable and double sink washing and outline how each one can be achieved
 - (c) Know the importance of using the correct equipment, utensils and chemicals when cleaning and outline the hazards associated with poor cleaning
 - 10.3 Outline the importance of 'clean and clear as you go' and cleaning schedules
 - (a) Know why it is important to keep internal and external waste areas clean
 - 10.4 Understand the uses of different cleaning chemicals
 - 10.5 Identify typical areas in a food manufacturing operation that will require disinfecting or sanitising
 - (a) Outline safety precautions that should be considered when storing chemicals and cleaning and disinfecting work areas or equipment

Food Safety Enforcement

11. Candidates must have a general understanding of the need for enforcement and be able to:
 - 11.1 Identify a food handlers role when an enforcement officer visits a food premises
 - (a) Recognise that enforcement officers have powers of entry, and can take samples, photographs and interview all food handlers
 - (b) Identify the role of the enforcement officer with regard to providing advice, investigating complaints and improving food safety
 - 11.2 State the types of penalties that can be applied if a food business or food handler contravenes food safety legislation
 - (a) Recognise the penalties that can be applied to both food handlers and food business operators for non compliance with food safety legislation
 - (b) Identify how accurate written records can assist in a due diligence defence