



**Highfield**

*awarding body for compliance*

## Qualification Specification

### Level 4 International Award in Managing HACCP for Catering

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## Level 4 International Award in Managing HACCP for Catering

### Introduction

This Qualification 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 Account Manager.

### Qualification Details

The Level 4 Award in Managing HACCP for Catering is a National Award written and accredited by HABC.

This qualification is outside of the QCF, however, it could be used as prior knowledge to enroll onto a QCF qualification in the future.

### Key facts

|                                     |   |
|-------------------------------------|---|
| <b>QAN:</b>                         | This is a non-accredited qualification  |
| <b>Guided learning hours (GLH):</b> | 30                                      |
| <b>Assessment Method:</b>           | Multiple-choice and written examination |

### Qualification Overview

This qualification is aimed at learners who are working at a management level in a catering business or are members of the HACCP team. It would also be useful for trainers, auditors, enforcers and other food safety professionals. 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.

### Entry Requirements

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

It is also advised that learners have a minimum of Level 2 in literacy and numeracy, or equivalent.

### Age ranges

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

### Geographical Coverage

The qualification is suitable for learners nationally and internationally.

### 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 in order to achieve the qualification.

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

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## How the qualification is assessed

This qualification is assessed by an examination consisting of 2 sections with a total duration of 3 hours. There will be an additional 45 minutes reading and note-taking time allowed.

- **Section 1** contains 20 multiple-choice questions. Total marks available in this section are 20.
- **Section 2** will be a critical evaluation of a HACCP plan in the form of a case study. Total marks available in this section are 80.

Centres will receive preparation sheets specific to each exam which **must** be given to learners in advance of the examination. These sheets allow learners to prepare by conducting research of the product characteristics. These sheets are designed for this purpose **only** and must not contain any general information on HACCP. For any preparation sheets which contain additional information, that learner's examination paper **will not be marked** and will be awarded a fail.

Centres **must** ensure the preparation sheet and examination paper codes match so that learners prepare for the correct product. The paper code will appear in the top right of the preparation sheet.

Centres must ensure learners write their details on the preparation sheets. They **must** be submitted to HABC along with the examination paperwork.

Marks from both sections of the exam will be added together to determine the learner's grade. Learners will achieve a Pass at 60% overall, a Merit at 70% and a Distinction at 80%.

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.

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## Guidance on examination time and completion

This examination will last a total of 3 hours with an additional 45 minutes reading and note-taking time. HABC has recommended 45 minutes reading and note-taking time followed by 30 minutes for section 1 and 2 ½ hours for section 2.

Learners will be expected to complete both sections of the examination paper at the same sitting – multiple choice and critical review.

Centres must ensure that learners are aware of the mark allocation for each section within the critical review in order to structure their report and provide focus. Learners are **not** expected to identify every issue within the case study. Examiners have been trained to recognise this and will use the mark allocation provided when awarding marks.

The best marks will be allocated to those learners who can prioritise their findings and identify significant issues.

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## Nominated Tutor Requirements

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

Nominated Tutors should have a **minimum** of:

- Level 4 HACCP qualification (or equivalent) **AND** a Level 4 Food Safety qualification **OR**
- Level 4 HACCP qualification (or equivalent) **AND** a Level 3 Food Safety qualification together with

suitable and relevant work experience.

Experience of delivering Level 3 HACCP or Level 4 Food Safety qualifications will also be considered. All tutor applications will be reviewed by an expert in the subject area on a case by case basis.

***Suitable Subject Area Qualifications may include:***

- Degree of Dip.HE in a related subject such as:
  - Food Science
  - Environmental Health
  - Food Microbiology
  - or one that contains an appropriate amount of HACCP at the correct level
- HNC/D in a related subject (as outlined above);
- Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology;
- Advanced HACCP Diploma, or above
- Or, any other HABC approved qualification (or experience) deemed relevant

***Suitable Teaching Qualifications include:***

- Level 3 Award in Delivering Training
- 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
- 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.

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## 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:

- Level 5 Food Safety qualifications
- Food science degree courses

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## Useful Websites

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

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## Recommended Training Materials

*Hygiene for Management*, Sprenger, R.A. Highfield.co.uk Ltd

*Intermediate HACCP*, Wallace, Carol A. Highfield.co.uk Ltd

*HACCP A Practical Approach*, Mortimore, S & Wallace, C. Aspen Publications



**Unit 1: The Principles of HACCP Management for Catering**

Level: 4  
 GLH: 30

| Learning Outcome   | Assessment Criteria  |
|--|--|
| <i>The learner will:</i>   | <i>The learner can:</i>  |
| <b>1. Understand the importance of HACCP based food safety management procedures in a catering environment</b>                   | 1.1 Explain the HACCP approach to food safety management procedures in a catering environment<br>1.2 Review legislation relating to HACCP  |
| <b>2. Understand how to manage the implementation of HACCP based food safety management procedures in a catering environment</b> | 2.1 Analyse the allocation of resources, roles and responsibilities<br>2.2 Analyse the development requirements of the HACCP team<br>2.3 Explain the importance of effective communication<br>2.4 Determine staff training needs   |
| <b>3. Understand how to develop HACCP based food safety management procedures for a catering environment</b>                     | 3.1 Explain the pre-requisites for HACCP required in a catering environment<br>3.2 Analyse food production processes including multi-site and interrupted catering systems<br>3.3 Produce process flow diagrams<br>3.4 Determine hazards and risks in the process<br>3.5 Determine critical control points, critical limits and corrective actions |
| <b>4. Understand how to evaluate HACCP based food safety management procedures in a catering environment</b>                     | 4.1 Discuss the verification and review of procedures<br>4.2 Explain documentation and record keeping procedures   |

## Appendix 1: Indicative Content

### LO 1: Understand the importance of HACCP based food safety management procedures

- The HACCP approach to food safety management procedures in a catering environment e.g.
  - Overview of HACCP and background
  - Advantages and benefits of HACCP systems
  - The 7 HACCP principles
  - HACCP terminology and definitions (as stated in CODEX Alimentarius)
  - Importance of HACCP being relevant to a specific operation
  - Outline of different HACCP based systems (including CODEX and ISO 22000)
  
- Legislation relating to HACCP e.g.
  - Main provisions of relevant legislation regarding HACCP
  - Outline of relevant codes of practice and industry guides

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

- The allocation of resources, roles and responsibilities e.g.
  - Resources required for design, development, implementation and maintenance of the HACCP study
  - Importance of development and maintenance of supporting resources such as:
    - food safety policy
    - prerequisites
    - supplier specifications and information
    - document development and resources required for their development
  
- The development requirements of the HACCP team e.g.
  - Composition of the HACCP team
  - Identification of relevant team members 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 and competence required by a HACCP team
  - Allocation of roles such as:
    - Team roles and responsibilities
    - Levels of authority within a team
  
- The importance of effective communication e.g.
  - The need for communication to both senior management and the workforce with regards to:
    - Importance of a HACCP study
    - 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
  - Team briefs
  - Manuals
  - Training
  - Newsletters
  - Meetings
- Methods of implementing the HACCP system within a food business
- Staff training needs e.g.
  - Roles and responsibilities of those training both members of the HACCP team and those implementing and following the HACCP system
  - Any legal requirement for HACCP training
  - Identification of training needs through training needs/skills gap analysis
  - Identification of training required for different levels of staff and for different job roles, including staff involved in monitoring or taking corrective action
  - Identification of general content of HACCP awareness training
  - Training methods and completion of training records

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

- The prerequisites for HACCP required in a catering environment 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
  - Validation and verification of prerequisite programmes
- Food production processes including multi-site and interrupted catering systems e.g.
  - Importance of understanding production processes and procedures when developing HACCP studies
  - Reasons for describing products and procedures effectively within a HACCP study – including any preservatives used
  - Importance of acquiring supplier and food chain information
  - Transporting, receiving, storing, processing, packaging and distribution of intermediate and final products
  - Intended use of end products
  - Identification of at risk groups and potential for bacterial contamination/multiplication

- Process flow diagrams e.g.
  - Terms of reference/purpose, scope
  - Considerations regarding start and end of flow
  - Impact of preceding and subsequent steps to the operation
  - Producing a flow diagram
  - On-site confirmation of the flow diagram
  
- Hazards and risks in the process e.g.
  - Purpose of Hazard Analysis
  - Microbiological, physical, chemical and allergenic hazards and examples of each type of hazard
  - Assessing hazards associated with different food processes
  - 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 controls at each step in the process
  - Methods of hazard analysis and determining significance of hazards
  - Importance of risk assessment and methods of determining the risk, severity of hazards and significance of hazards
  - Identification of critical control points and use of decision trees at each step in a process
  - Assessment of suitability of control measures at each stage in a process
  
- Critical control points, critical limits and corrective actions e.g.
  - Methods to determine critical limits and parameters commonly used when determining critical limits e.g.
    - Time
    - Temperature
    - pH
    - Water
  - Benefits and use of target levels and tolerances
  - Sources of information available for critical limits
  - Examples of critical limits for critical control points throughout a process
  - Implications to consumers of exceeding critical 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
  - 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 suitable critical control points, critical limits and corrective actions; validation of suitability of the advice, information and support received

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

- Verification and review of procedures e.g.
  - The importance of verification and validation of HACCP systems
  - Identification of steps in the HACCP system which require verification
  - 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 and validation
  - HACCP verification plans and reports
  - Requirement for review of HACCP systems
- Documentation and record keeping procedures
  - The importance of documentation and records and other associated documents through the food chain
  - Examples of HACCP documentation and records throughout a process
  - Storage of HACCP records