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Qualification Specification

HABC Level 3 Award in HACCP for Food Manufacturing (QCF)

Qualification Number: 500/7612/7

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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 3 Award in HACCP for Food Manufacturing 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	500/7612/7
• Learning Aim Reference	50076127
• Guided learning hours (GLH)	20
• Credit Value	3
• Assessment Method	Multiple-choice examination

Qualification Overview

The Level 3 Award in HACCP for Food Manufacturing is aimed at those responsible for assisting in the development and maintenance of the HACCP systems.

Holders of the qualification will have the knowledge necessary to be an integral part of a HACCP team in the manufacturing and other related industries, for example those involved with the distribution and storage.

The qualification is also suitable for those owning/managing smaller food businesses to give them the underpinning knowledge to develop a HACCP study. The qualification is intended predominantly for learners already working in manufacturing, with a sound knowledge of food safety hazards and controls.

HACCP is 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, although learners should have a sound knowledge of food safety hazards and their controls.

It is advised that learners already hold the Level 3 Award in Food Safety for Manufacturing or equivalent.

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

This qualification is approved for delivery to the age ranges 16-18 and 19+.

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 60-question multiple-choice question examination. The duration of the examination is 2 hours.

Successful learners must achieve a score of at least 40 out of 60. Learners will achieve a Merit if they achieve 50 out of 60.

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 4 Award in Food Safety Management for Manufacturing
- Level 4 in HACCP for Manufacturing

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 a Level 4 Food Safety qualification **AND** a Level 4 HACCP qualification from a recognised awarding body, together with relevant work experience and a training qualification or training experience.

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 4 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

Supervising Food Safety (Level 3), Sprenger R.A. Highfield.co.uk Limited.
Hygiene Sense. Sprenger R.A. Highfield.co.uk Limited
Intermediate HACCP (Level 3), Wallace, Carol A. Highfield.co.uk Limited
Foundation HACCP, Sprenger, R.A. Highfield.co.uk Limited

Unit 1: The Principles of HACCP for Food Manufacturing

Unit no: Y/600/2382
 Level: 3
 Credit: 3
 GLH: 20

Learning Outcome	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand the importance of HACCP based food safety management procedures	1.1 Outline the need for HACCP based food safety management procedures 1.2 Describe the HACCP approach to food safety procedures 1.3 Summarise legislation relating to HACCP
2. Understand the preliminary processes for HACCP based procedures	2.1 Explain the requirements of a HACCP team 2.2 Outline the pre-requisites for HACCP 2.3 Describe food production processes including use of end product 2.4 Use process flow diagrams in the development of HACCP based food safety management procedures
3. Understand how to develop HACCP based food safety management procedures	3.1 Identify hazards and risks in the production process 3.2 Determine critical control points 3.3 Establish critical limits
4. Understand how to implement HACCP based food safety management procedures	4.1 Establish and implement monitoring procedures at critical control points 4.2 Describe corrective actions
5. Understand how to evaluate HACCP based procedures	5.1 Describe documentation and record keeping procedures 5.2 Outline the verification and review of procedures

Food Safety Management Systems:

1. Candidates must understand the importance of HACCP based food safety management procedures and be able to:
 - 1.1 Define or explain terminology relating to HACCP including:
 - a) Pre requisites, HACCP team, process flow diagram, hazard analysis, control measure, risk (severity and likelihood), critical control point, CCP decision tree, critical limit, monitoring, corrective action, validation, verification, review, documentation.
 - b) Describe the HACCP approach to food safety procedures
 - c) Explain the need for a systematic approach for food safety
 - d) Explain the reasons behind the development of HACCP and outline its origins
 - e) Describe the HACCP approach to food safety management and locate it within an holistic approach to managing safe food
 - f) State the 7 principles of HACCP as stated in *Codex Alimentarius* and describe the 12 logic steps to HACCP
 - g) Review the food safety record of manufactured foods and identify typical hazards that may be associated with them.
 - 1.2 Outline the need for HACCP based food safety management procedures
 - a) Compare and contrast the HACCP approach to managing food safety with traditional approaches based on end product testing and describe the benefits of implementing HACCP systems
 - b) Explain the need for HACCP training and outline the role and responsibilities of management and employees within HACCP.
 - 1.3 Recognise and summarise relevant legislation relating to HACCP
 - a) Outline the legal requirement for HACCP
 - b) Describe the relevance of codes of practice and industry guides
 - c) Explain how the implementation of an effective HACCP plan may contribute towards a 'due diligence' defence

- d) Summarise how HACCP legislation is enforced and the potential consequences of non compliance.

Preliminary Processes for HACCP:

- 2. Candidates must understand the preliminary processes for HACCP based procedures and be able to:
 - 2.1 Outline the preliminary steps required prior to implementing HACCP in a manufacturing environment.
 - a) Explain the requirements of a HACCP team
 - b) Describe the typical members of a HACCP team, the contribution they can make and the level of training that may be required
 - c) Explain the importance of allocating roles and responsibilities within the HACCP team and identify when ad hoc team members and external consultants or experts may be required.
 - 2.2 Outline the pre-requisites for HACCP and provide examples of pre-requisite programmes in a manufacturing environment, including management commitment and provision of adequate resources.
 - a) Describe the importance of developing and implementing effective policies and procedures prior to the development of a HACCP based food safety management system
 - b) Evaluate PRPs to decide if they represent an adequate basis for HACCP development
 - c) List examples of PRPs and the type of documentation required in their management.
 - 2.3 State the steps required to prepare a HACCP plan, including scope, terms of reference and sources of information.
 - a) Describe the product and the food production processes from purchase to dispatch, including use of end product testing
 - b) Explain the importance of identification of at risk groups and the intended use of the product

- c) Evaluate the intrinsic properties of different products and their relationship to microbial growth and survival
- 2.4 Use process flow diagrams in the development of HACCP based food safety management procedures.
- a) Describe the purpose and use of flow diagrams
 - b) Construct a process flow diagram
 - c) Explain the importance of confirming a process flow diagram.

Development of HACCP Based Procedures:

2. Candidates must understand how to develop HACCP based food safety management procedures and be able to:
- 2.1 Identify hazards and risks in the production process.
 - a) Identify microbiological, chemical, physical and allergenic hazards
 - b) Provide examples of each type of hazard associated with processes from purchase to dispatch of finished product including delivery and storage of raw materials, handling, preparation, processing, cooling, post process treatments, packing, finished product storage and transportation.
 - c) Identify significant hazards using a risk assessment approach
 - d) Describe where to obtain information, advice and support for hazard identification and the importance of assessing the applicability of the information and advice obtained.
 - 2.2 Determine critical control points.
 - a) Explain the purpose and benefits of using decision trees
 - b) Apply the Codex decision tree in recognising critical control points
 - c) Describe where to obtain information, advice and support for identifying critical control points and describe the importance of validating information and advice obtained.
 - 2.3 Establish critical limits.

- a) Explain the advantages and disadvantages of common parameters used when establishing critical limits, such as temperature, time, pH, water content and explain why critical limits need to be absolute, unambiguous and measurable
- b) Define the term 'target level' and describe the benefits to a food manufacturing business of identifying target levels
- c) Describe where to obtain information, advice and support for identifying critical limits and describe the importance of validating information and advice obtained
- d) Provide examples of suitable critical limits for a range of common food manufacturing processes.

Implementation of HACCP Based Procedures:

3. Candidates must understand how to implement HACCP based food safety management procedures and be able to:

3.1 Establish and implement monitoring procedures at critical control points.

- a) Explain the purpose of monitoring and identify benefits and drawbacks of both continuous and batch monitoring
- b) Provide examples of suitable monitoring procedures and parameters for a variety of critical control points within the food manufacturing process
- c) Describe considerations to be made when determining the frequency of monitoring
- d) Explain the importance of calibrating and testing monitoring equipment
- e) Recognise the importance of consistent monitoring and explain the importance of training personnel with regard to monitoring and recording accurately at critical control points
- f) Describe the importance of monitoring personnel and procedures and verification of monitoring procedures.

3.2 Describe corrective actions.

- a) Explain the need for corrective actions if critical limits are not achieved or are exceeded

- b) Identify the types of corrective action and describe the importance of establishing both process and product corrective actions
- c) Provide examples of a variety of corrective actions which may be used within food manufacturing, including treatment of incorrectly processed product
- d) Explain the importance of allocating responsibilities for corrective actions and the importance of increased monitoring after control has been regained
- e) Describe the importance of accurate record keeping and suitable reporting procedures regarding corrective actions at critical control points.

Evaluating HACCP Based Procedures:

4. Candidates must understand how to evaluate HACCP based procedures and be able to:

4.1 Outline the verification and review of HACCP plans.

- a) Explain the importance of verification of the HACCP system and of the initial validation of the HACCP plan
- b) Describe information that will be required to verify and validate the HACCP system and plan
- c) Identify the approaches to verification and discuss the value of end product testing
- d) Describe the reasons for and times when independent experts may be required with regard to verification and validation, including the role of independent audits and inspections
- e) Identify factors which affect the frequency of verification and outline the requirements for verification reports
- f) Describe the need to review a HACCP system and when systems should be reviewed.

4.2 Describe documentation and record keeping procedures.

- a) Outline the importance of documentation and record keeping
- b) Provide examples of suitable documentation which may be used in food manufacturing

- c) Describe the importance of suitable storage of completed documentation and monitoring records

- d) Construct an outline HACCP plan.