



Highfield

awarding body for compliance

Qualification Specification

HABC Level 3 Award in Food Safety Supervision for Retail (QCF)

Qualification Number: 500/6781/3

Highfield House
Heavens Walk
Lakeside
Doncaster
South Yorkshire
DN4 5HZ
United Kingdom

Tel +44 08452260350

Tel +44 01302363277

Fax +44 08452260360

Info@highfieldabc.com

www.highfieldabc.com

Contents

Introduction	3
Qualification Details.....	3
Key facts.....	3
Qualification Overview.....	3
Entry Requirements	3
Qualification Structure	3
Assessment Guidance	4
Age ranges.....	4
Geographical Coverage	4
Tutor Requirements.....	4
Reasonable Adjustments and Special Considerations	5
ID requirements.....	5
Progression.....	5
Useful Websites.....	5
Recommended Training Materials	5
Unit 1: The Principles of Food Safety Supervision for Retail	7
Unit Content: Assessment Guidance	8

HABC Level 3 Award in Food Safety Supervision for Retail (QCF)

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 HABC Level 3 Award in Food Safety Supervision for Retail has been accredited by the regulators of England and Wales (Ofqual and the Welsh Government) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Skillsmart Retail, the Sector Skills Council for retail.

Key facts

QAN:	500/6781/3
Learning Aim Reference:	50067813
Guided learning hours (GLH):	25
Credit Value:	3
Assessment Method:	Multiple-choice examination

Qualification Overview

The Level 3 Award in Food Safety Supervision for Retail is a qualification aimed at supervisors, team leaders and line managers working in the retail and other related industries.

Learners gaining this qualification will know and be able to apply the knowledge relating to the supervisor's role at all stages of food production. They will understand the role of the supervisor in food preparation and be able to provide examples of effective supervisory management relating to food production.

Its topics are regarded by the Foods Standards Agency as being important to maintaining good practice in the production of safe food.

Entry Requirements

There are no prerequisites for this qualification however it is strongly advised that learners already hold the Level 2 Award in Food Safety for Retail, or equivalent.

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

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.

Assessment Guidance

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 in order to pass. Learners will receive 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 those who are successful will be dispatched for distribution by the centre contacts.

Age ranges

These qualifications are approved for delivery to learners aged 16+

Geographical Coverage

These qualifications are suitable for learners in England, Wales or Northern Ireland.

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 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.

Reasonable Adjustments and Special Considerations

HABC has measures in place for learners who require additional support. Please see the HABC Reasonable Adjustments Policy.

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 Learner 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 the HABC Examination and Invigilation Regulations and Section 8 of the Core Manual.

Progression

Progression routes could include:-

- HABC Level 4 Award in Food Safety Management for Manufacturing (QCF)
 - HABC Level 4 Award in Managing Food Safety in Catering (QCF)
 - HABC Level 4 Award in HACCP for Food Manufacturing (QCF)
 - HABC Level 4 International Award in HACCP for Catering
-

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 Ltd

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

Unit 1: The Principles of Food Safety Supervision for Retail

Unit no: J/502/0379
 Level: 3
 Credit: 3
 GLH: 25

Learning Outcome	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand how food business operators can ensure compliance with food safety legislation	1.1 Summarise the importance of food safety management procedures 1.2 Explain the responsibilities of employers and employees in respect of food safety legislation and procedures for compliance 1.3 Explain how the legislation is enforced
2. Understand the application and monitoring of good hygiene practice	2.1 Justify the importance of high standards of personal hygiene. 2.2 Explain procedures for cleaning and disinfection including the need for workplace and equipment schedules. 2.3 Explain procedures to control contamination and cross-contamination. 2.4 Describe the importance of and methods for waste disposal. 2.5 Describe the importance of and methods for pest control.
3. Understand how to implement food safety management procedures	3.1 Describe the consequences for food safety from microbial, chemical, physical and allergenic hazards. 3.2 Describe methods and procedures for controlling food safety to include critical control points, critical limits and corrective actions 3.3 Explain the requirement for temperature control. 3.4 Explain the importance of traceability. 3.5 Explain the importance of continually reviewing and, as appropriate, improving the organisation's procedures.
4. Understand the role of supervision in food safety management procedures	4.1 Explain the requirements for induction and on-going training of staff. 4.2 Explain the importance of monitoring and reporting in food safety management.

Unit Content: Assessment Guidance

This section of the specification covers areas that will be tested in the HABC assessment. Each of the bullet points below expand on the assessment criteria defined in the above unit and are the minimum standard HABC expects learners to achieve.

LO1: Understand how food business operators can ensure compliance with food safety legislation

- The importance of food safety management procedures:
 - The terms: food hygiene, food poisoning, hazard, food safety management system, safe food
 - The main characteristics of food related illness
 - Those most at risk

- The responsibilities of employers and employees in respect of food safety legislation and procedures for compliance:
 - The moral, economic and legal impact of poor and good food safety practices to food businesses, customers and employees
 - Current food safety legislation requirements affecting supervisors' responsibilities
 - The Food Hygiene (England) (Scotland) (Wales) (Northern Ireland) Regulations 2006
 - Regulation (EC) No 853/2004 on the hygiene of foodstuffs
 - The Food Safety Act 1990
 - The role of the supervisor in internal and external food safety inspections and audits

- How the legislation is enforced
 - The role of the EHP/O during a routine food safety inspection
 - Providing advice
 - Investigating complaints
 - Improving food safety
 - Inspecting legal compliance
 - The powers of enforcement officers
 - powers of entry
 - to take samples
 - to take photographs
 - to interview all food handlers
 - The penalties that can be applied to both food handlers and food business operators for non-compliance with food safety legislation
 - The consequences of the service of a notice or the prosecution of a retail business
 - Due diligence defences
 - The importance of accurate written records in a due diligence defence

LO2: Understand the application and monitoring of good hygiene practice

- The importance of high standards of personal hygiene:
 - The main legal requirements regarding personal hygiene of food handlers, including exclusion, protective clothing and training
 - Common sources of contamination from food handlers
 - Define the term “carrier”
 - Unhygienic practices and habits of food handlers that should be avoided
 - How to wash hands correctly and important times when hands must be washed
 - The hand washing facilities that should be provided in a retail operation and the barriers to effective hand washing
 - Why people with open wounds should not enter or work in food production areas
 - The importance of wearing appropriate wound dressings
 - The function and characteristics of protective clothing
 - The main guidance given regarding Fitness to Work
 - The importance of having systems in place 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

- Procedures for cleaning and disinfection including the need for workplace and equipment schedules
 - Definitions of: cleaning, bactericide, detergent, disinfectant, disinfection, sanitizer, sanitisation, biodegradable, contact time and double-sink washing
 - The reasons for cleaning
 - How cleaning processes can be effectively supervised including the use and content 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 ‘clean as you go’ and ‘scheduled cleaning’
 - Typical areas in a retail operation that will require cleaning, disinfecting and/or sanitising

- Procedures to control contamination and cross-contamination
 - Definition of: contamination, cross-contamination, sources of contamination, route and vehicle
 - The types of contamination hazards likely to be found in a retail business
 - Microbiological
 - Physical
 - Chemical
 - Allergenic

- The principal causes of food safety contamination hazards
 - Human factors (including lack of effective supervision)
 - Lack of labelling information
 - Cross-contamination
 - Premises and waste
 - Personal health
 - Handling issues
 - Pests
- Examples of common vehicles of microbiological contamination
- How cross-contamination can occur
- Why it is important to separate raw and ready to eat foods
- How cross-contamination can be controlled in a retail environment
- How physical hazards can be controlled in a retail environment
- How chemical hazards can be controlled in a retail environment
- How to control the risk from allergens within a retail environment

- The importance of and methods for waste disposal
 - The hazards associated with incorrect waste management
 - How to clear and dispose of waste safely
 - The importance of keeping internal and external waste areas clean

- The importance of and methods for pest control
 - The law regarding food pests and their control
 - Common food pests
 - The main signs of pest infestations
 - Why food pests are a hazard to food safety
 - The role of the food handler in preventing the access and harbourage for pests
 - The role of the food handler in checking deliveries
 - Suitable control measures
 - The action to take in the event of a pest complaint by a customer or a member of staff
 - The importance of liaison with an appropriate pest control contractor

LO3: Understand how to implement food safety management procedures

- The consequences for food safety from microbial, chemical, physical and allergenic hazards
 - Microbial hazards:
 - the types of microbiological hazards
 - bacteria
 - virus
 - mould
 - The different types of bacteria of interest to the food industry, including pathogens, spoilage and beneficial

- Common sources of food poisoning bacteria
- The main 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
- Different food types and the microbiological hazards posed by each
 - Raw food
 - High-risk foods
 - Low-risk foods
 - Ready-to-eat raw foods
- Recognising that food contaminated with food poisoning organisms usually looks, smells and tastes completely normal
- Recognising common foodborne diseases (Campylobacter, Norovirus, E coli O157, listeria, typhoid, Hepatitis A and dysentery)
- Chemical hazards:
 - Possible contamination of food by pesticides, weed-killers, cleaning chemicals
- Physical hazards:
 - Sources of physical hazards
 - Resulting in choking or physical harm of those who eat contaminated food
- Allergenic hazards:
 - Foods that can cause allergic reactions
 - Possible allergic reactions of customers
 - Symptoms of allergic reactions
- Methods and procedures for controlling food safety to include critical control points, critical limits and corrective actions
 - The principles of HACCP
 - The law regarding the implementation of HACCP in retail premises
 - The importance of identifying hazards, control measures and critical limits at steps in the retail process which are critical to food safety
 - Appropriate corrective actions for deviations from critical limits at critical control points in food production
 - The importance of up-to-date, accurate documentation and records, and provide examples of the type of records that may be used in a retail business
 - Methods of minimising and preventing bacterial multiplication
 - How spoiled food can cause a food safety hazard
 - The signs of food spoilage and methods used to detect it
 - Methods of preventing spoilage of food
 - The methods used to destroy food poisoning bacteria in food
 - The importance of selecting reputable suppliers and identify controls to minimise the hazards from delivery and unloading

- The requirement for temperature control
 - Suitable temperatures and/or timescales for:
 - Thawing
 - Cooking
 - Cooling
 - Reheating
 - Hot and cold holding of food
 - The temperatures which support the most rapid multiplication of food poisoning bacteria
 - The range of the 'danger zone'
 - How knowledge of the above can be used to control multiplication and survival hazards
 - How to use thermometers correctly and simple methods of validating thermometers

- The importance of traceability
 - How traceability works and why it is important to food safety
 - The importance of clear labelling of 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

- The importance of continually reviewing and, as appropriate, improving the organisation's procedures
 - How to communicate standards and procedures to staff, including changes to standards and procedures

LO4: Understand the role of supervision in food safety management procedures

- The requirements for induction and on-going training of staff
 - The objectives and benefits of food safety training
 - The importance of training records

- The importance of monitoring and reporting in food safety management
 - Methods of monitoring at all stages of food production in a retail environment
 - Monitoring activities and performance against organisational standards and targets