



**Highfield**

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## Qualification Specification

### HABC Level 3 Award in Supervising Food Safety in Catering (QCF)

Qualification Number: 500/5471/5

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

It is supported by People1st the Sector Skills Council for the hospitality industry.

### Key facts

<b>QAN:</b>	500/5471/5
<b>Learning Aim Reference:</b>	50054715
<b>Guided learning hours (GLH):</b>	25
<b>Credit Value:</b>	3
<b>Assessment Method:</b>	Multiple-choice examination

### Qualification Overview

The Level 3 Award in Supervising Food Safety in Catering is a qualification aimed at supervisors, team leaders and line managers working in the catering industry. This includes those working in Care.

The qualification is also suitable for those owning/managing a smaller catering business.

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 in Catering, or equivalent.

It is 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

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### 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.

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### Age ranges

These qualifications are approved for delivery to learners aged 16+.

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### Geographical Coverage

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

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### Tutor Requirements

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

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;
- 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 International Award in Delivering Training (ADT)
  - Level 3 or 4 PTLLS or above
  - Diploma or Certificate in Education
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- 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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## Reasonable Adjustments and Special Considerations

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

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## 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.

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## Progression

Progression routes could include:-

- HABC Level 4 Award in Managing Food Safety in Catering (QCF)
- Level 3 Award in Supervising HACCP for Catering

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## Useful Websites

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

<http://www.people1st.co.uk/>

### Recommended Training Materials

Sprenger, R.A. *Supervising Food Safety (Level 3)*. Highfield.co.uk Ltd

Sprenger, R.A. *A Question Of Food Safety for Supervisors (Level 3)*. Highfield.co.uk Ltd

Sprenger, R.A. *Level 3 Food Safety PowerPoint* Highfield.co.uk Ltd

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## Unit 1: The Principles of Food Safety Supervision for Catering

Unit no: K/502/0388  
 Level: 3  
 Credit: 3  
 GLH: 25

Learning Outcome	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Understand the role of the supervisor in ensuring compliance with food safety legislation</b>	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 Outline how the legislation is enforced.
<b>2. Understand the application and monitoring of good hygiene practice</b>	2.1 Explain the importance of, and methods for, temperature control. 2.2 Explain procedures to control contamination and cross-contamination. 2.3 Justify the importance of high standards of personal hygiene. 2.4 Explain procedures for cleaning, disinfection and waste disposal 2.5 Outline requirements relating to the design of food premises and equipment. 2.6 Describe the importance of, and methods for, pest control.
<b>3. Understand how to implement food safety management procedures</b>	3.1 Describe the importance to food safety of 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 requirements for monitoring and recording food safety procedures. 3.4 Describe methods for, and the importance of, evaluating food safety controls and procedures.

**4. Understand the role of the supervisor in staff training**

- 4.1 Explain the requirements for induction and on-going training of staff.
- 4.2 Explain the importance of effective communication of food safety procedures.

**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 the role of the supervisor in ensuring 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
  - An awareness of the current food safety legislation requirements affecting supervisors' responsibilities
    - The Food Hygiene (England) (Scotland) (Wales) (Northern Ireland) Regulations 2006
    - Regulation (EC) No 852/2004 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 catering 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, and methods 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
- 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 catering 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 catering environment

- How physical hazards can be controlled in a catering environment
- How chemical hazards can be controlled in a catering environment
- How to control the risk from allergens within a catering environment
  
- 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 catering 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 in 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
  - The law regarding the exclusion of food handlers
  
- Procedures for cleaning, disinfection and waste disposal:
  - Definitions of: cleaning, bactericide, detergent, disinfectant, disinfection, sanitiser, 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 catering operation that will require cleaning, disinfecting and/or sanitising
  - 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
  
- Requirements relating to the design of food premises and equipment:
  - Design features for catering establishments, including avoidance of cross-contamination through workflow and layout

- The need for suitable lighting and ventilation
  - The properties of suitable internal finishes for fixtures and fittings
  - The hazards associated with poor design and construction of food premises
  - The meaning of the term 'linear workflow' and examples of how this can be achieved
  - The importance of using washing and cleaning facilities and equipment appropriately
  - The hazards associated with damaged equipment and surfaces in a food room
  - The action to take if damaged equipment or surfaces are identified in a food room
- 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 importance to food safety of:
  - 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
  - Potential hazards from physical contaminants
- Allergenic hazards:
  - Common Foods which 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 catering premises
  - The importance of identifying hazards, control measures and critical limits at steps in the catering 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 examples of the type of records that may be used in a catering business
  - Methods of minimising and preventing bacterial multiplication
  - How spoilt 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 importance of clear labelling of food
  - Correct food storage conditions and specify the temperatures required for different 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 requirements for monitoring and recording food safety procedures:
  - Methods of monitoring at all stages of food production in a catering environment
  - Monitoring activities and performance against organisational standards and targets
- Methods for, and the importance of, evaluating food safety controls and procedures:
  - Actions to take when performance does not match up to standards and targets

- The importance of providing feedback to the person responsible for the food safety procedures and the types of issues you need address
- Contributing to the evaluation of the food safety procedures
- The role of the supervisor in the investigation of a food poisoning allegation

**LO4 Understand the role of the supervisor in staff training**

- The requirements for induction and on-going training of staff:
  - The objectives and benefits of food safety training
  - Appropriate training methods
  - The importance of training records
- The importance of effective communication of food safety procedures:
  - How to communicate standards and procedures to staff