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Qualification Specification

HABC Level 2 Award in HACCP for Catering

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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 HABC Account Manager.

Qualification details

The HABC Level 2 Award in 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 enrol onto a QCF qualification in the future.

Key facts

Qualification Number:	This is a non-accredited qualification
Guided learning hours (GLH):	6
Assessment Method:	Multiple-choice examination

Qualification overview

The Level 2 Award in HACCP for Catering is a qualification aimed at caterers and other food handlers. The course is intended for candidates already working in catering and those who are preparing to work in the industry. The course will be especially useful for those involved in maintaining HACCP in a catering environment, and for those who are or will be part of a HACCP team.

Entry requirements

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

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

Qualification structure

This qualification is made up of one 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.

Delivery/assessment ratios

In order to effectively deliver and assess this qualification, centres are recommended not to exceed the ratio of 1 qualified tutor to 20 learners in any one instance. If centres wish to increase this ratio, they must first request approval from HABC.

Guidance on delivery

It is recommended that the qualification is delivered over a one day period. This delivery programme may be adjusted in accordance with learners' needs and/or local circumstances.

Guidance on assessment

This qualification is assessed by an end of course exam. Centres must follow the HABC Security and Invigilation Guidelines. Learners are required to choose one of the prescribed options to answer a set examination question.

The examination for this qualification contains 30 questions that must be completed within one hour. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a minimum pass mark of 66%. Completed examination papers should be returned to HABC for marking and results will then be provided to the centre afterwards.

Certificates for successful learners will be dispatched for distribution by the Centre Contacts.

Centre requirements

In order to effectively deliver this qualification, Centres must have access to the following resources:

- Classroom with suitable seating and desks
- PowerPoint projector, if using a training presentation

Age ranges

These qualifications are approved for delivery to learners aged 16+

Geographical coverage

These qualifications are suitable for learners in England, Wales and 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 OR a Level 3 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;
- Level 3 qualification in HACCP;
- any other HABC approved qualification or experience

Suitable Teaching Qualifications include:

- Level 3 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; or
- 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

Photo required - 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

Progression

Upon successful completion learners may wish to continue their development via the completion of any of the following signposted qualifications/training:

- Level 3 Award in Supervising Food Safety in Catering
- Level 3 in HACCP for Catering

Useful websites

www.food.gov.uk

Recommended training materials

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

The Foundation HACCP Handbook, Sprenger R.A. Highfield.co.uk Ltd

<u>Principles of HACCP:</u>

1. Candidates must be able to recognise and define common HACCP terms and state the principles of HACCP by being able to:

    1.1 Define the terms: HACCP, food safety management systems, safe food, prerequisites, HACCP team, flow diagram, hazard, hazard analysis, control measure, risk, critical control point, critical limit, target level, monitoring, corrective action, verification and review.

    1.2 Identify raw ready-to-eat, raw to be cooked, high- and low-risk foods and be able to give examples of each.

    1.3 Explain how the properties, sources and handling of food influence the types of hazard associated with it.

    1.4 List the 7 principles of HACCP as defined by CODEX.

<u>Food Safety Management:</u>

2. Candidates must recognise the need for a systematic approach for food safety management and be able to:

    2.1 Explain the importance of food safety and the requirement for effective food safety management procedures based on HACCP

    2.2 State the need for a systematic approach for food safety.

    2.3 Outline the benefits of implementing HACCP systems including contributing to a 'due diligence' defence.

    2.4 State the origins of HACCP.

    2.5 State the legal requirement for HACCP including HACCP training.

    2.6 Explain the importance of HACCP training and outline the role of employees regarding the implementation of HACCP and food safety management.

    2.7 Explain that the size and complexity of the food safety management system will vary dependant upon the catering business it is to be implemented in.

    2.8 State examples of food safety management systems used in catering, to include Codex HACCP and SFBB, Safe Catering – Your Guide to HACCP (Northern Ireland) and CookSafe (Scotland).

Implementation of HACCP:

3.   Candidates must outline the stages involved in implementing HACCP and be able to:

    3.1   Outline preliminary steps required prior to implementing HACCP in a catering environment

    3.2   Explain the need for prerequisite programmes and provide examples of common pre requisite programmes in a catering environment.

    3.3   State the steps required to prepare the HACCP plan, including: scope and terms of reference, selection of HACCP team, sources of information, product or process description, grouping of products, intended use, development and confirmation of flow diagrams.

    3.4   Describe the benefits of developing flow diagrams and be able to draw a simple diagram suitable for use in a catering environment.

Hazards and Controls:

4.   Identify common food hazards and controls and be able to:

    4.1   Identify what is meant by hazard analysis and outline the importance of determining significant hazards and suitable controls.

    4.2   Identify the four main hazards in the catering industry (microbiological, physical, chemical and allergenic), give common examples of each and how they can be controlled.

    4.3   State that microbiological hazards include contamination, multiplication and survival of pathogens and explain how each of them can be controlled.

Critical Control Points, Critical Limits and Target Levels:

5.   Explain the importance of identifying critical control points and be able to:

    5.1   Explain the purpose of targets levels at critical control points and distinguish between critical limits and targets.

    5.2   State examples of suitable critical control points, critical limits and targets in catering.

Monitoring:

6.   Explain the process of monitoring and be able to:

    6.1   Outline the importance of monitoring systems for critical control points.

6.2 State examples of monitoring systems, which may be implemented in a catering environment.

Corrective Actions:

7. Describe the purpose of corrective action in HACCP and be able to:

7.1 Describe what a corrective action should specify.

7.2 Explain when corrective actions should be taken, describe the importance of implementing suitable corrective actions and know that they should include both process and product corrective actions.

7.3 State examples of suitable corrective actions for a variety of common process steps within a catering environment.

Verification:

8. Outline the importance of verifying, reviewing and documenting HACCP systems in a catering environment and be able to:

8.1 Recognise methods of verifying the effectiveness of HACCP systems.

8.2 Explain the importance of reviewing HACCP systems and describe how this may be achieved.

8.3 Explain when HACCP systems will need to be reviewed.

HACCP Documentation:

9. Describe the documentation and records needed to support a HACCP system and be able to:

9.1 State examples of monitoring records and other documentation associated with the food safety management system in a catering environment and explain why it is important to maintain accurate records and documentation.

9.2 Explain that the size and complexity of the food safety management system will vary dependant upon the catering business it is to be implemented in.