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Qualification Specification

HABC Level 4 Award in HACCP Management for Food Manufacturing (QCF)

Qualification Number: 600/4918/2

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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 Account Manager.

Qualification Details

The HABC Level 4 Award in HACCP Management for Food Manufacturing 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 approved by Improve, the Sector Skills Council for Food Manufacturing.

Key facts

QAN:	600/4918/2
Learning Aim Reference:	60049182
Guided learning hours (GLH):	30
Credit Value:	4
Assessment Method:	Written examination

Qualification Overview

This qualification is aimed at learners who are working at a management level in a manufacturing business, quality assurance staff or 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.

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.

Guidance on Delivery

HABC have provided centres with a comprehensive exemplar guidance document relating specifically to the HABC level 4 HACCP qualifications and assessment. This is available to download from the HABC website.

Please ensure tutors are familiar with its content before the course commences so as to ensure learners are adequately prepared for the examination.

How the qualification is assessed

This qualification is assessed by an examination with total duration of 3 hours.

- **Section 1** will be a critical evaluation of a HACCP plan in the form of a case study. Total marks available in this section are 90.
- **Section 2** is a series of 3, short answer questions relating to a change made to the HACCP plan. Total marks available in this section are 10.

HABC have created an exemplar guidance document which outlines the requirements for section 1 in more detail. Please ensure tutors are familiar with this before the course commences. If you have any queries, please contact your account manager.

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.

Guidance on examination time and completion

The examination will last a total of 3 hours. HABC has recommended 2 ½ hours for section 1 and 30 minutes for section 2.

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. This can be found within the introduction and brief sections with their examination which is also outlined within the exemplar document, available to download from the HABC website.

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 within a concise, structured report.

Age ranges

This qualification is approved for delivery to the age range 16+.

Geographical Coverage

The qualification is suitable for learners in the UK and also internationally.

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.

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 section 8 of the HABC Examination and Invigilation Regulations contained within the Core Manual.

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/>

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

Recommended Training Materials

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

Intermediate HACCP, Wallace, C. Highfield.co.uk Ltd

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

Food Industry Briefing Series: HACCP, Mortimore, S & Wallace, C. Blackwell Publishing

Unit 1: The Principles of HACCP Management for Food Manufacturing

Unit no: H/600/2384
 Level: 4
 Credit: 4
 GLH: 30

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 Explain the HACCP approach to food safety management procedures 1.2 Review legislation relating to HACCP.
2. Understand how to manage the implementation of HACCP based food safety management procedures	2.1 Analyse the allocation of resources, roles and responsibilities 2.2 Analyse the development requirements of the HACCP team 2.3 Explain the importance of effective communication 2.4 Determine staff training needs
3. Understand how to develop HACCP based food safety management procedures	3.1 Explain the pre-requisites for HACCP 3.2 Analyse food production processes including use of end product 3.3 Produce process flow diagrams 3.4 Determine hazards and risks in the production process 3.5 Determine critical control points, critical limits and corrective actions
4. Understand how to evaluate HACCP based food safety management procedures	4.1 Discuss the verification and review of procedures 4.2 Explain documentation and record keeping procedures

Appendix 1: Indicative Content

Indicative Content – Manufacturing

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

- The HACCP approach to food safety management procedures 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

- 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

- The prerequisites for HACCP 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 use of end product 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 production 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

- 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