



Highfield

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Qualification Specification

Level 4 Award in Managing Food Safety in Catering

Qualification Number: 500/7327/8

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HABC Level 4 Award in Managing Food Safety in Catering (QCF)

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 4 Award in Managing Food Safety in Catering has been accredited by the regulators* of England, Wales and Northern Ireland and is part of the Qualifications and Credit Framework (QCF).

*The regulators are Ofqual in England, DCELLS in Wales and CCEA in Northern Ireland

It is supported by People1st, the Sector Skills Council for hospitality and catering.

Key facts

• QAN	500/7327/8
• Learning Aim Reference	50073278
• Guided learning hours (GLH)	40
• Credit Value	6
• Assessment Method	Multiple-choice examination & written examination

Qualification Overview

The Level 4 Award in Managing Food Safety in Catering is a qualification aimed at managers working in a food or drink catering environment. The qualification is intended for learners already working in catering, or those who are preparing to work in the industry, and whose job requires them to have some responsibility for food safety. Learners are likely to have management responsibilities for an operational team.

This qualification covers the subject of food hygiene at a suitable depth to ensure learners have a thorough knowledge of hazards and controls; its focus is on the importance of developing, implementing and monitoring food safety procedures.

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

Entry Guidance

It is advised that learners already hold the Level 3 Award in Food Safety in Catering, 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 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 2-part examination.

- Part one is a 30-question multiple-choice examination
- Part two is a written examination where learners choose 4 from 6 questions totalling to a possible 70 marks

Successful learners must achieve a total of at least 60 marks out of 100 across the two parts of the exam. A Merit will be awarded at 70/100 and a Distinction will be awarded at 80/100.

The duration of the examination is 2 ½ hours.

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 Possession of the qualification will allow individuals to apply for managerial positions in the food and drink catering industry.

Progression and further learning routes include:

- Food Safety competency based qualifications (NVQs/Apprenticeships)

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

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 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.

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.people1st.co.uk/>

Recommended Training Materials

Sprenger, R.A (2009) *Hygiene for Management*, Highfield.co.uk Ltd
Wallace, Carol A (2009) *Intermediate HACCP*, Highfield.co.uk Ltd

Unit 1: The Principles of Food Safety Management for Catering

Unit no: H/502/0390
 Level: 4
 Credit: 6
 GLH: 40

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.	<ol style="list-style-type: none"> 1. Explain food business operator and staff responsibilities with regard to food safety legislation. 2. Analyse the requirements of food safety legislation and procedures for compliance and enforcement.
2. Understand the operational requirements needed to ensure food safety.	<ol style="list-style-type: none"> 1. Explain how the design, layout, construction and maintenance of premises and equipment can affect food safety. 2. Discuss the implementation, management and application of good hygiene practices, to include cleaning, disinfection and pest control. 3. Explain procedures for supplier and stock control. 4. Describe operational methods and safe working practices.
3. Understand how to establish food safety management procedures.	<ol style="list-style-type: none"> 1. Outline processes for designing and implementing food safety management procedures, including allocating resources, roles and responsibilities. 2. Analyse the risks to food safety from microbial, physical, chemical and allergenic hazards in a specified food business. 3. Communicate food safety management information to staff, visitors and suppliers. 4. State the need for, and benefits of, staff training and the maintenance of training records.
4. Understand the controls required for food safety.	<ol style="list-style-type: none"> 1. Review controls for microbial, physical, chemical and allergenic hazards in a specified food business. 2. Discuss methods for monitoring and recording food safety hazards. 3. Determine the corrective actions required if food safety hazards are not controlled.

5. Understand how to maintain food safety management procedures.

1. Explain methods for verifying the effectiveness of food safety management procedures.
2. Describe circumstances that require adjustment of food safety management procedures.
3. Describe how to implement adjustments to food safety management procedures.
4. Outline strategies for developing and maintaining a food safety culture within an organisation.