



Qualsafe Level 3 Award in
**HACCP for Food
Manufacturing (RQF)**

Qualification Specification

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Key qualification information

Qualification number:	603/0903/9
Operational start date:	16th December 2016
Number of units:	1 mandatory unit
Total Qualification Time (TQT):	30
Guided Learning Hours (GLH):	20
Assessment methods:	• Theory assessment/multiple choice question paper: 1 x 45 question paper (minimum score 30)



Qualsafe Awards

Not only is Qualsafe Awards (QA) one of the largest Awarding Organisations (AO) in the UK, we are also the biggest AO for First Aid qualifications, making us an extremely trusted and recognisable name that employers look for when selecting a training provider.

We are recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA). This means we can offer Centres an extensive range of qualification suites including First Aid; Prehospital Care; Health and Safety; Mental Health First Aid; Food Safety; Fire Safety; Education and Training; Manual Handling; and Health and Social Care.

With a specialist team of subject matter experts on hand to support our Centres, including A&E Consultants, doctors, paramedics, nurses, physiotherapists and specialists in other sectors such as mental health, you can be confident that you are truly working with the industry experts.

Qualification overview

This qualification forms part of the QA Food Safety suite of qualifications. The qualification and learning outcomes are based on:

- National Occupational Standards (NOS) for food safety in a manufacturing environment developed by The National Skills Academy for Food & Drink (NSAFD)
- Recommendations of good practice outlined by the Food Standards Agency

This qualification should enable Learners to attain the knowledge needed to develop, implement, maintain and review the Hazard Analysis Critical Control Point (HACCP) systems.

Learners should be able to understand the importance of HACCP based food safety management procedures and the associated preliminary processes and understand how to develop, implement and evaluate HACCP based food safety management procedures.

This qualification specification provides information for Centres about the delivery of the Qualsafe Level 3 Award in HACCP for Food Manufacturing (RQF) and includes the unit information, assessment methods and quality assurance arrangements.

Objective

The objective of the qualification is to develop Learners knowledge and skills in the development, implementation, maintenance and review of HACCP based food safety management procedures.

Intended audience

This qualification is for managers and supervisors that are responsible for assisting in the development and maintenance of HACCP based food safety management procedures in a food manufacturing environment. It will provide them with the knowledge needed to be part of the HACCP team in a food manufacturing or similar environment. It may also be suitable for owners and managers of smaller food businesses to help develop their knowledge of HACCP based food safety management procedures.



Structure

This qualification contains 1 mandatory unit with a Total Qualification Time (TQT) of 30 hours. Full details of this unit are in *Appendix 1*.

Learners must complete all assessments in the unit successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any referrals is 10 weeks.

TQT is the total number of hours required for a Learner to achieve this qualification. It has 2 elements:

- Guided Learning Hours (GLH) is the time a Learner is being taught and assessed under the immediate guidance of a Trainer/Assessor, which for this qualification is 20 GLH (minimum), and
- The number of hours a Learner will reasonably be likely to spend in preparation and study, including assessment, as directed by, but not under the immediate guidance or supervision of a Trainer, e.g. pre-course reading, which for this qualification is 10 hours

Self-directed study is a measure of the time a typical Learner will require away from the programme of learning such as reading course material/handouts and researching information on the internet.

Other units

No other units can be combined to count towards the Qualsafe Level 3 Award in HACCP for Food Manufacturing (RQF) qualification.

Relationship with other related qualifications

This unit may appear in food safety qualifications that contain multiple units.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process for recognising any learning undertaken and/or attained by a Learner. The Learner must prove they have met some or all the learning outcomes and/or assessment criteria for this qualification before RPL can be considered.

Any evidence submitted as RPL must be valid, authentic, reliable, current, sufficient and specific.

In some cases Centres may need to produce mappings against QA learning outcomes and assessment criteria to confirm comparability of qualification certificates and/or evidence being submitted. Mapping templates created by QA must be used for this process. Please see the *QA Recognition of Prior Learning (RPL) Policy* for further details.

RPL is considered for this qualification with the following potential outcome reduction or exemption of learning outcomes or GLH for the unit.

RPL for this qualification **must** be approved by QA prior to implementation. Note: Charges may apply.

Entry requirements

Learners must be at least 16 years old on the first day of the training. Learners will need to have good food safety knowledge before completing this qualification. Therefore, it is recommended that Learners already hold the Level 3 Award in Food Safety Supervision for Manufacturing (RQF) or equivalent.

There are no other formal entry requirements but to benefit from the learning we advise that Learners have a minimum of Level 2 in literacy.

Progression

Some possible routes of progression are:

- Level 4 Award in Food Safety Management for Manufacturing (RQF)
- Level 4 Award in HACCP Management for Food Manufacturing (RQF)

Requalification requirements

We recommend you refresh your training every 3 years.



Qualification approval requirements

Qualsafe Awards requires the Centre:

- To have appropriate policies, systems and procedures in place
- To appoint suitable individuals from their personnel team to train, assess and quality assure their QA qualifications
- To have suitable and adequate venues, equipment and learning resources

In order to secure and maintain approval from QA, Centres need a minimum staffing requirement for each qualification suite they deliver, which for this qualification is:

One Trainer/Assessor	Responsible for the delivery and assessment of qualifications
One Internal Quality Assurer	Responsible for quality assuring the delivery, assessment and awarding of this qualification

Qualsafe Awards requires the Centre staff to read and understand QA's key policies and procedures, and to abide by their contents.

Trainers

All Trainers should have the skills, knowledge and experience to be able to teach and demonstrate the subject. Each Trainer must be approved by Qualsafe Awards and provide evidence of:

1. A relevant vocational qualification (see *Vocational qualifications* table)
2. A relevant HACCP qualification or relevant HACCP experience (see *HACCP qualifications* table)
3. A formal teaching/training qualification (see *Teaching qualifications* table)

Vocational Qualifications	
Ofqual Regulated Level 4 Food Safety qualification	Graduate Diploma in a relevant subject such as Food Science or Food Technology
Degree or Dip HE in a relevant subject such as Food Science and Nutrition, Food Technology or Environmental Health	HNC/D in a related subject

HACCP qualifications	
Degree or Dip HE in a relevant subject, such as Food Science and Nutrition, that contains at least one week of HACCP in its course content	Ofqual Regulated Level 3 HACCP qualification
Verifiable experience as a HACCP consultant/auditor	Verifiable experience of developing/implementing HACCP as part of the HACCP team
HACCP Diploma or equivalent	

Teaching Qualifications	
B.Ed, M.Ed	City and Guilds Teacher's Certificate or equivalent
PGCE, PCET, Cert Ed	Ofqual Regulated Level 3 Award and Level 4 Certificate in Education and Training
NVQ Level 3 in Learning and Development	PTTLS, CTLS, DTLS
NVQ Level 4 in Learning and Development	Further Education Teacher's Certificate

(If relevant qualifications or experience do not appear on this list, please provide us with details as these alternatives could be acceptable.)

Trainers are expected to keep up to date with the subject area and provide evidence of continuing professional development (CPD).



Assessors

There is no requirement for a separate Assessor when delivering this qualification. Once Trainers have been approved to deliver the qualification, they can assess Learners.

It is best practice for Trainers to hold a formal (regulated) assessing qualification or attend relevant Assessor CPD training with an Awarding Organisation (AO). However, as a minimum, Trainers must follow the principles outlined in the current *National Occupational Standards for Learning and Development: Standard 9 – Assess learner achievement*. Centres must be able to prove this.

Internal Quality Assurers

Internal Quality Assurers (IQAs) must be vocationally competent and have a relevant vocational qualification, see *Vocational qualifications* table and a relevant HACCP qualification, see *HACCP qualifications* table **and**:

- Hold an assessing qualification and follow the principles outlined in the current *National Occupational Standards for Learning and Development: Standard 11 – Internally monitor and maintain the quality of assessment* (Centres must be able to prove this) **or**
- Hold a quality assurance qualification **or**
- Have attended QA approved IQA training relevant to this qualification

It is best practice for IQAs to hold a formal (regulated) IQA qualification and to hold, or be working towards, a formal (regulated) teaching qualification.

Full details of the Centre's requirements for internal quality assurance are in the *QA Centre Assessment Standards Scrutiny (CASS) Guidance*.

Note: IQAs cannot quality assure a course for which they were the Trainer and/or Assessor.

Venue and equipment

Quality training involves using premises conducive to learning and it is a Centre's responsibility to make sure all venues used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation.

In addition, it is important to use a wide range of equipment and learning resources to support delivery.

As a minimum, Centres must make sure their venues, equipment and other resources include:

Area:	Requirements:
Training venue	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise. The theory assessment space should allow Learners to sit at least 1 metre apart to prevent collusion.
Audio visual (AV) equipment and training aids	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
Learning materials	Provide Learners with clear and accurate reference books/handouts covering the topics included in the qualification.

Note: Learners should sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment.



Course/Centre administration

Registering Learners

Register Learners with Qualsafe Awards in accordance with the guidance in the *QA Centre Handbook*.

Certification

After a Learner has completed an assessment, unit or qualification, whether they have passed or not, Centres must enter the details and assessment results on the QA Customer Portal at: www.qualsafeawards.org

Centres will be given login details and guidance on using the QA Customer Portal when they are approved to deliver a QA qualification.

The Learner receives a certificate on achieving this qualification.

The certificate date is the date the Learner achieves the final unit.

QA have developed a verification tool that means the validity of every certificate can be verified online. This verification tool can be found on the QA website.

Delivery and support

Learner to Trainer ratio

To maintain the quality of training and assessment, make sure the class ratio is no more than 16 Learners to 1 Trainer for face-to-face courses. The assessment space should allow Learners to sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment. Never allow more Learners on the course than you can cater for during the assessment.

This qualification may be delivered and/or assessed digitally through Qualsafe at Home. To maintain the quality of training and assessment for remote/online courses, make sure the class ratio is no more than 8 Learners to 1 Trainer. The assessment session must be invigilated 'live' via an appropriate video conferencing facility. Learners must meet all the technical, equipment and invigilation requirements to sit the theory/multiple choice assessment via the QA e-Assessment platform.

Delivery plan

Please change all highlighted text to:

Qualsafe Awards provides Centres with a complimentary course programme and detailed lesson plans, which are carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments.

Centres not using QA lesson plans, which are created and provided free, must submit their own delivery plan and have it approved by us before delivering this qualification. Note: Charges may apply. The delivery plan should:

- Include a course timetable and detailed lesson plans, clearly showing the required subjects and criteria/ learning outcomes are covered and the minimum 20 guided learning hours are met
- Be carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments
- Be emailed to: info@qualsafeawards.org

Qualsafe at Home

This qualification can be delivered online using a virtual classroom. It can be delivered entirely online by combining remote training and an invigilated e-Assessment or Learners can complete the remote training and then attend a face-to-face assessment session. Further details about the requirements for delivering a Qualsafe at Home course are available to approved Centres in the 'Centre downloads' section of their QA Customer Portal. All Centres must seek approval for remote training and/or e-Assessment by completing the *Qualsafe at Home Centre Application*. All Centre staff involved in the remote delivery and/or assessment for this qualification must read and understand all guidance and requirements in advance of delivery.



Learning materials

Centres must provide each Learner with a suitable reference materials that cover the lesson plans and learning outcomes for this qualification. Learning materials **must be approved** by Qualsafe Awards prior to use. Note: Charges may apply.

Ongoing support

Qualsafe Awards Centres should provide appropriate levels of support to Learners throughout the qualification. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification, see *Appendix 1*
- Give Learners feedback on their progress and how they might be able to improve

Assessment

Methods

assessments to make sure Learners are assessed against the required knowledge, skills and understanding, as detailed in the learning outcomes and assessment criteria shown in *Appendix 1*. Centres should download all assessment papers from the QA Customer Portal in advance of the course.

For this qualification there is a theory assessment/multiple choice question paper – there is 1 paper for each Learner and Learners should answer all the questions under ‘examination’ conditions, see *QA Multiple Choice Question Paper Guidelines*:

- The maximum time allowed is 70 minutes
- The minimum mark is 30 out of 45 to be considered for an overall ‘Pass’

Note: Centres should download all assessment papers from the QA Customer Portal in advance of the course.

Alternatively, Learners may complete an externally set, externally marked invigilated e-Assessment. The time allowed, number of questions and minimum mark requirements are the same as the face-to-face assessment.

There are 2 possible grades available of Pass or Fail. All mandatory areas of assessment must individually meet or exceed the required pass criteria/mark for the Learner to achieve this qualification.

Access to assessment

Qualsafe Awards is committed to equality when designing the assessments for this qualification. Centres can make sure they do not unfairly exclude the assessment needs of a particular Learner by following the *QA Access to Assessment Policy* to determine whether it is appropriate to make a:

- Reasonable adjustment or
- Special consideration

When using the QA e-Assessment platform, Centres can apply additional time to a multiple-choice assessment for specific Learners who require a reasonable adjustment.

When a reasonable adjustment is made or requested, e.g. written or theory assessment delivered verbally, Centres must complete a Reasonable Adjustment Form and send it to QA with any relevant supporting evidence. Centres should retain a copy of this form for their own records.

Learners may be eligible for special consideration if they have been affected by adverse circumstances beyond their control. A Special Consideration Request Form should be completed and sent to QA for consideration with along supporting evidence prior to implementation. Centres should retain a copy of this form for their own records.

Note: If you have any suggestions for improvements, please let us know.

Learners should be informed about the Centre’s and QA’s appeals and complaints procedures and how they can access these. Information about these procedures can be found in the *QA Training Commitment* which should be presented to Learners during their course.

Quality assurance

Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. Centres are required to adhere to QA's internal quality assurance requirements. Further details can be found in the *QA Centre Assessment Standards Scrutiny (CASS) Guidance*.

Centres must retain all Learner documents and records for a period of 3 years and make sure these are available for review by Qualsafe Awards or our representatives, e.g. External Quality Assurers (EQAs), on request.

Qualsafe Awards external quality assurance

QA operates a system of ongoing monitoring, support and feedback for approved Centres.

QA employs a risk-based model to decide the frequency external quality assurance activity.

Further details of the QA external quality assurance programme are available in the *QA Centre Assessment Standards Scrutiny (CASS) Guidance*.

Further information

Contact us

If you have any queries or comments we would be happy to help you, contact us:

Email: info@qualsafeawards.org

Tel: 0330 660 0899

Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED
www.qualsafeawards.org/home
- Office of Qualifications and Examinations Regulation (Ofqual):
www.gov.uk/government/organisations/ofqual
- Scottish Qualifications Authority (SQA) Accreditation: <http://accreditation.sqa.org.uk>
- Council for the Curriculum Examinations and Assessment (CCEA): <https://ccea.org.uk/regulation>
- Qualifications Wales: www.qualificationswales.org
- Health & Safety Executive (HSE):
www.hse.gov.uk
- Food Standards Agency:
www.food.gov.uk



Appendix 1 – Qualification Unit

The Qualsafe Level 3 Award in HACCP for Food Manufacturing (RQF) has 1 unit that Learners are required to complete in order to achieve the qualification.

Title:	The Principles of HACCP for Food Manufacturing	
GLH:	20	
Level:	3	
Learning outcomes The Learner will:	Assessment criteria The Learner can:	Indicative content
1. Understand the importance of HACCP based food safety management procedures	1.1 Identify the need for HACCP based food safety management procedures	<ul style="list-style-type: none"> Food hazards Cross-contamination Benefits of HACCP, e.g. to comply with the law, confidence in producing safe food, increased level of record keeping Due diligence
	1.2 Identify the HACCP approach to food safety procedures	<ul style="list-style-type: none"> Pre-requisites, e.g. personal hygiene, pest control and staff training 12 steps in the HACCP process, e.g. assemble a HACCP team, describe the product, identify the end use
	1.3 Recognise legislation relating to HACCP	<ul style="list-style-type: none"> Legislation relating to: <ul style="list-style-type: none"> food safety HACCP
2. Understand the preliminary processes for HACCP based procedures	2.1 Recognise the requirements of a HACCP team	<ul style="list-style-type: none"> Requirements of a HACCP team, e.g. multidisciplinary, adequately trained Suitable personnel for a HACCP team
	2.2 Recognise the pre-requisites for HACCP	Pre-requisites for HACCP, e.g. design and maintenance of food premises and equipment, waste disposal, pest control
	2.3 Recognise food production processes including use of end product	<ul style="list-style-type: none"> Scope of a HACCP plan Intended use statements
	2.4 Recognise how to use process flow diagrams in the development of HACCP based food safety management procedures	<ul style="list-style-type: none"> Purpose of flow diagrams Importance of confirming a process flow diagram is accurate and covers every step in the progress Stages of flow diagrams
3. Understand how to develop HACCP based food safety management procedures	3.1 Identify hazards and risks in the production process	<ul style="list-style-type: none"> Conduct a hazard analysis and consider critical control points (CCP), e.g. identify microbiological, chemical, physical and allergenic hazards Significant hazards Qualitative risk assessment



	3.2 Identify methods to determine critical control points	<ul style="list-style-type: none"> • Definition of critical control point • Determine CCP • The Codex decision tree
	3.3 Identify methods to establish critical limits	<ul style="list-style-type: none"> • Definition of critical limit • Measurable critical limits for CCP • Target levels
4. Understand how to implement HACCP based food safety management procedures	4.1 Recognise how to establish and implement monitoring procedures at critical control points	<ul style="list-style-type: none"> • Establish a monitoring procedure for each CCP, e.g. time and temperature • Reliable and accurate monitoring • Need for staff training • Recording monitoring
	4.2 Identify corrective actions	<ul style="list-style-type: none"> • Determining corrective actions • Recording changes • Monitoring procedures
5. Understand how to evaluate HACCP based procedures	5.1 Identify documentation and record keeping procedures	<ul style="list-style-type: none"> • Design of record keeping methods: <ul style="list-style-type: none"> ◦ HACCP documents, e.g. records of the HACCP team membership, product details, flow diagrams ◦ Records of monitoring, e.g. delivery checks, temperature controls, metal detection ◦ Other records, e.g. supplier lists, stock control, traceability records
	5.2 Recognise the verification and review of procedures	<ul style="list-style-type: none"> • Establish verification procedures • Validation • Internal audits • External audits

Note: Full and detailed qualification content is available to approved Centres in the form of lesson plans which are provided free of charge.



www.qualsafeawards.org

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