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Qualification Specification

Highfield Level 1 Award in Food Safety in Catering (RQF)

Qualification Number: 603/2615/3

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Highfield Level 1 Award in Food Safety in Catering (RQF)

Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

Qualification regulation and support

The Highfield Level 1 Award in Food Safety in Catering has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual.

Key facts

Qualification number:	603/2615/3
Learning aim reference:	60326153
Credit value:	1
Assessment method:	Multiple-choice examination OR open response workbook
Guided learning hours (GLH):	4
Total qualification time (TQT):	4

Qualification overview and objective

The objective of this qualification is to prepare learners for employment, or to support a current position within a low-risk role, where there is an element of food handling. This could include bar workers, waiting staff, health care workers, kitchen porters and stock/store room staff.

Learners gaining this qualification will know that food safety is the responsibility of everyone involved in the storage, preparation, processing, packing and handling of food. Its topics are regarded by the Foods Standards Agency as being important to maintaining good practice in the production of safe food.

Entry requirements

To register on to this qualification, learners are required to be 14 years of age or above.

It is also advised that learners have a minimum of Level 1 in English and maths, or equivalent.

Guidance on delivery

The total qualification time for this qualification is 4 hours, of which all are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

Guidance on assessment

This qualification is assessed by multiple-choice examination OR open response workbook.

If centres choose the multiple-choice examination as the method of assessment, learners must complete 15 questions within 30 minutes. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 60% (9/15). Completed examination papers should be returned to Highfield for marking and results will then be supplied to the centre afterwards.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Guidance on quality assurance

Highfield Qualifications require centres to have a robust mechanism for internal quality assurance in place. Internal quality assurance must be completed by an appropriately qualified person and who must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

For more information on internal quality assurance processes, please refer to the tutor, assessor and IQA support pack available to download from the Highfield website.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing a learner for assessment. For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) Policy in the members' area of the Highfield website. This policy should be read in conjunction with this specification and all other relevant Highfield documentation.

Tutor requirements

If centres choose the multiple-choice examination as the method of assessment, the role of tutor must be filled.

Highfield recommends that nominated tutors hold a qualification in the relevant subject area and have a teaching qualification or teaching experience

Therefore, it is recommended that nominated tutors have a Level 3 Food Safety in Catering qualification (or equivalent) from a recognised awarding body together with a training qualification.

Suitable subject area qualifications may include:

- Degree or DipHE 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 3 or 4 qualification in Food Safety;
- Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology; or
- any other Highfield approved qualification

Suitable teaching qualifications include:

- Highfield Level 3 Award in Delivering Training (RQF);
- Highfield Level 3 International Award in Delivering Training (IADT);
- Level 3 PTLLS, or above;
- Level 3 Award in Education and Training, 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; or
- Proof of at least 30 hours of training in any subject.

Assessor requirements

If centres choose the open response learner workbook as the method of assessment, the roles of tutor and assessor must be filled.

Highfield recommends that assessors of this qualification hold a qualification in the relevant subject area as specified in the nominated tutors section above. It is not a requirement that assessors of this qualification hold a formal assessing qualification, however it is recognised as good practice.

It is also recommended that Nominated tutors and assessors are able to demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

Please note: the role of the tutor and assessor for the delivery of this qualification can be undertaken by the same person.

Internal quality assurance (IQA) requirements

If centres choose the open response learner workbook as the method of assessment, the role of internal quality assurer must be filled.

Highfield recommends internal quality assurers for this qualification to meet the following:

- hold (or be working towards) a recognised internal quality assurance qualification (or have relevant experience)
- maintain appropriate continued professional development for the subject area

Countersigning strategy

While it is a minimum requirement for centres to have the appropriately qualified workforce in place, it is understood that centres may have new personnel who are working towards those requirements. During this period, centres are required to have a robust countersigning strategy in place that supports and validates unqualified assessment/quality assurance decisions, until the point where they meet the requirements as detailed above.

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2 Award in Food Safety in Catering (RQF)
 - Hospitality competency-based qualifications
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Useful websites

- www.highfieldqualifications.com
 - www.highfield.co.uk
 - www.food.gov.uk
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Recommended training materials

The Food Safety Handbook (Level 2), Sprenger, R.A. Highfield International

Hygiene Sense, Sprenger, R.A. Highfield International

Appendix 1: Qualification structure

To complete the **Highfield Level 1 Award in Food Safety in Catering (RQF)**, learners must complete the one unit contained within the mandatory group

Mandatory group

Unit reference	Unit title	Level	GLH	Credit
D/616/6880	Food Safety Awareness in Catering	1	4	1

Appendix 2: Qualification content

Unit 1: Food Safety Awareness in Catering

Unit number: D/616/6880

Credit: 1

GLH: 4

Level: 1

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>1. Understand personal responsibilities for food safety in a catering environment</p>	<p>1.1 State the importance of food safety in a catering environment</p> <p>1.2 Recognise that food handlers have legal responsibilities for food safety</p> <p>1.3 State how to report food safety hazards to supervisors</p>
<p>2. Understand the importance of personal hygiene in a catering environment</p>	<p>2.1 State the importance of personal hygiene when in contact with food</p> <p>2.2 Identify good personal hygiene practices</p>
<p>3. Understand the importance of keeping work areas clean and hygienic in a catering environment</p>	<p>3.1 State the importance of keeping work areas clean and pest free in a catering environment</p> <p>3.2 State how to keep the work area and equipment clean in a catering environment</p> <p>3.3 State the importance of safe waste disposal</p>
<p>4. Understand how to keep food safe in a catering environment</p>	<p>4.1 Identify how food can become contaminated by physical, chemical, allergenic and microbiological contaminants</p> <p>4.2 Identify safe food handling practices and procedures for controlling contamination hazards from purchase to service of food</p> <p>4.3 State ways to prevent bacteria multiplying and surviving</p>

Indicative content

- **LO1 - Understand personal responsibilities for food safety in a catering environment**
- **1.1 - State the importance of food safety in a catering environment**
 - benefits of good food safety
 - costs of poor food safety
 - risk of food poisoning
 - symptoms of food poisoning
 - at-risk groups
- **1.2 - Recognise that food handlers have legal responsibilities for food safety**
 - legal responsibility to follow rules for hygiene
 - personal hygiene
 - keeping the food premises and equipment clean
 - reporting illness and skin infections
- **1.3 - State how to report food safety hazards to supervisors**
 - legal responsibility for reporting
 - the need to follow instructions
- **LO2 - Understand the importance of personal hygiene in a catering environment**
- **2.1 - State the importance of personal hygiene when in contact with food**
 - risks from poor personal hygiene
 - poor habits
- **2.2 - Identify good personal hygiene practices**
 - washing hands – times when critical and when important
 - importance of dress code and protective clothing, including jewellery rules
 - reporting of illnesses
 - dealing with cuts, wounds and skin infections
- **LO3 - Understand the importance of keeping work areas clean and hygienic in a catering environment**
- **3.1 - State the importance of keeping work areas clean and pest free in a catering environment**
 - legal requirements
 - reduce the risk of contamination
 - to provide pleasant working conditions
 - reduce the risk of attracting pests
 - more pleasant premises for customers
 - common signs of pest infestation
 - the need to report pest infestations to supervisors/line managers
 - basic prevention of pest infestations:
 - keep both internal and external bin lids closed
 - empty bins regularly
 - clean away food debris

- keep doors and windows closed
- **3.2** - State how to keep the work area and equipment clean in a catering environment
 - recognise the terms and how to use:
 - detergent
 - disinfect
 - sanitiser
 - methods of cleaning
 - follow manufacturer's instructions
 - the need to clean hand-contact surfaces such as handles and taps
- **3.3** - State the importance of safe waste disposal
 - empty waste containers regularly
 - keep internal and external waste lids closed
- **LO4 - Understand how to keep food safe in a catering environment**
- **4.1** - Identify how food can become contaminated by physical, chemical, allergenic and microbiological contaminants
 - identification of different food types:
 - high-risk
 - raw
 - low-risk
 - ready-to-eat raw foods
 - common sources of microorganisms
 - vehicles and routes of microbiological contamination
 - cross-contamination sources
 - common sources of:
 - physical hazards
 - chemical hazards
 - allergenic hazards
- **4.2** - Identify safe food handling practices and procedures for controlling contamination hazards from purchase to service of food
 - ways physical and chemical contamination can be prevented:
 - covering food while cleaning
 - unpacking outside of the kitchen
 - ways allergenic contamination can be prevented:
 - keeping allergens separate from other foods
 - ways in which microbiological contamination and survival can be prevented:
 - keeping raw food separate from high-risk food
 - vehicles of contamination
- **4.3** - State ways to prevent bacteria multiplying and surviving
 - importance of maintaining the chill chain
 - importance of thorough cooking

- importance of cooling food rapidly
- role of stock rotation
- identifying and reporting when temperature controls may have been compromised
- use by and best before date coding

Appendix 3: Sample assessment material

Sample questions:

1. Which of these is a common symptom of food poisoning?
 - a) Vomiting
 - b) Low blood pressure
 - c) Bruising
 - d) Blistering skin

2. Which of the following is a chemical hazard if found in food?
 - a) Pesticide
 - b) Traces of peanuts
 - c) Bacteria
 - d) Viruses

3. It is critical to wash your hands after:
 - a) handling low risk food
 - b) putting on protective clothing
 - c) dealing with an ill person
 - d) having a drink