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Qualification Specification

Highfield Level 3 Award in Supervising Food Safety at Sea (RQF)

Qualification Number: 603/0968/4

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Highfield Level 3 Award in Supervising Food Safety at Sea (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 3 Award in Supervising Food Safety at Sea (RQF) has been accredited by the regulators of England and is part of the Regulated Qualifications Framework (RQF).

Key facts

Qualification number:	603/0968/4
Learning aim reference:	60309684
Credit value:	3
Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	14
Total qualification time (TQT):	25

Qualification overview and objective

The Highfield Level 3 Award in Supervising Food Safety at Sea (RQF) is a qualification aimed at food-handling supervisors, team leaders and line managers working on a ship.

Learners gaining this qualification will know and be able to apply the knowledge relating to a supervisor's role at all stages of food production while at sea. They will understand the role of a supervisor in food preparation and be able to provide examples of effective management that relates to good hygiene practice.

Entry requirements

There are no prerequisites for this qualification; however, it is strongly advised that learners already hold the Highfield Level 2 Award in Food Safety at Sea (RQF), or equivalent.

It is also advised that learners have a minimum of level 2 in English, or equivalent.

Geographical coverage

Due to the nature of this qualification, the Highfield Level 3 Award in Supervising Food Safety at Sea (RQF) is regulated by Ofqual but is available to learners worldwide.

Guidance on delivery

The total qualification time for this qualification is 25 and of this 14 hours 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 question (MCQ) examination.

This is an end-of-course exam and should follow the HABC Security and Invigilation Guidelines. This assessment model requires learners to choose 1 of the prescribed options to answer a set examination question. The examination for this qualification contains 45 questions that must be completed within 2 hours.

Successful learners must demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 30 out of 45 (66%). Learners will receive a merit if they achieve 36 out of 45 (80%).

Completed examination papers should be returned to HABC 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.

Tutor requirements

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

It is recommended that nominated tutors hold a level 3 food safety qualification at merit level (or equivalent) from a recognised awarding body, together with a training qualification.

It is also recommended that nominated tutors can demonstrate relevant experience and knowledge in a maritime context.

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:

- HABC Level 4 Award in Managing Food Safety in Catering (QCF)
 - HABC Level 3 Award in Supervising HACCP for Catering
 - HABC Level 3 Award in Food Allergen Management for Caterers
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Useful websites

<http://www.food.gov.uk/>

<https://highfieldabc.com/FoodSafetyForum>

<https://highfield.co.uk/products>

<http://www.highfieldabc.ae/qualifications>

Recommended training materials

Sprenger, R.A. *Supervising Food Safety (Level 3)*. Highfield.co.uk Ltd

Sprenger, R.A. *A Question Of Food Safety for Supervisors (Level 3)*. Highfield.co.uk Ltd

Sprenger, R.A. *Level 3 Food Safety PowerPoint* Highfield.co.uk Ltd

Appendix 1: Qualification structure

To complete the **Highfield Level 3 Award in Supervising Food Safety at Sea (RQF)**, learners must complete the following:

- **all units** contained within the mandatory group

Mandatory group

Unit reference	Unit title	Level	GLH	Credit
J/615/4416	Supervising Food Safety at Sea	3	14	3

Appendix 2: Qualification content

Unit 1: Supervising Food Safety at Sea

Unit number: J/615/4416

Credit: 3

GLH: 14

Level: 3

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>1. Understand the role of the supervisor in ensuring compliance with food safety legislation at sea</p>	<p>1.1 Recognise the importance of implementing food safety management procedures when at sea</p> <p>1.2 Summarise the responsibilities of those in a supervisory role to comply with food safety legislation and procedures</p> <p>1.3 Explain how legislation is enforced</p>
<p>2. Understand the application of good on-board hygiene and cleaning practices</p>	<p>2.1 Explain the supervisor’s role in implementing and maintaining high standards of personal hygiene within an on-board catering operation</p> <p>2.2 Summarise the supervisor’s role at sea, in implementing and maintaining procedures for:</p> <ul style="list-style-type: none"> ○ cleaning ○ waste disposal <p>2.3 Summarise the supervisor’s role and responsibilities with regards to pest control, both at sea and in port</p>
<p>3. Understand how to implement and monitor at-sea food safety management procedures and hazard control</p>	<p>3.1 Summarise the supervisor’s role in identifying and controlling the risk of contamination and cross-contamination posed by the following hazards:</p> <ul style="list-style-type: none"> ○ microbial ○ chemical ○ physical ○ allergenic

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
	<p>3.2 Explain the importance of, and methods for, temperature control within an on-board food catering process</p> <p>3.3 Explain the role of the supervisor when implementing methods and procedures for controlling food safety, including:</p> <ul style="list-style-type: none"> ○ critical control points ○ critical limits ○ monitoring ○ corrective actions <p>3.4 Describe methods for, and the importance of, verifying and documenting food safety controls and procedures at sea</p>
<p>4. Understand the role of an on-board supervisor in staff training and ensuring competency</p>	<p>4.1 Explain the requirements for induction and ongoing training of on-board personnel to ensure competency</p>

Amplification
<p>LO1 Understand the role of the supervisor in ensuring compliance with food safety legislation at sea</p> <ul style="list-style-type: none"> ● Recognise the importance of implementing food safety management procedures when at sea: <ul style="list-style-type: none"> ○ the terms: food hygiene/safety, food poisoning, hazard, food safety management system ○ the main characteristics of food-related illness ● Summarise the responsibilities of those in a supervisory role when complying with food safety legislation and procedures: <ul style="list-style-type: none"> ○ an awareness of the current food safety legislation requirements affecting supervisors’ responsibilities and the responsibilities of employers and employees in respect of food safety legislation and procedures for compliance ○ the role of the supervisor in internal and external food safety inspections and audits ○ the role of the supervisor in dealing with food complaints, food poisoning allegations and investigations ● Explain how legislation is enforced:

- the role of the UK/US port authority during a food safety inspection
- the potential consequences of the service of a notice or the prosecution of a catering business and that penalties that can be applied to both food handlers and food business operators for non-compliance with food safety legislation
- due-diligence defences

LO2 Understand the application of good on-board hygiene and cleaning practices

- Explain the supervisor's role in **implementing** and **maintaining high standards of personal hygiene** within an on-board catering operation:
 - overview of main legal and best practice requirements for personal hygiene of food handlers regarding:
 - handling practices,
 - protective clothing,
 - the main guidance given in fitness to work, including relevance of the terms 'healthy' and 'convalescent' carrier
 - role of the supervisor in securing high standards of personal hygiene
 - open wounds and first aid dressings
 - hand washing facilities that should be provided in a catering and how these facilities can be managed and monitored on a day to day basis
 - common barriers to effective hand washing and how to overcome these to ensure food handlers wash hands effectively at appropriate times and how this can be monitored
 - the importance of implementing and enforcing systems regarding the reporting of illness and infections, promptly and actions to be taken if a food handler poses a threat to the safety of the food
- Summarise the supervisor's role at sea, in **implementing** and **maintaining** procedures for **cleaning** and **waste disposal**:
 - definitions of: cleaning, bactericide, detergent, disinfectant/sanitiser, disinfection/sanitisation, biodegradable, contact time and double-sink washing
 - the reasons for cleaning
 - how cleaning processes can be effectively supervised including the use and content of cleaning schedules
 - the steps involved in cleaning, disinfecting and/or sanitising
 - the importance of using the correct equipment, utensils and chemicals when cleaning
 - safety precautions that should be considered when storing chemicals, and cleaning and sanitising work areas or equipment
 - the hazards associated with poor cleaning
 - the difference between 'clean as you go' and 'scheduled cleaning'
 - typical areas on a ship that will require cleaning, disinfecting and/or sanitising
 - the hazards associated with incorrect waste management
 - how to clear and dispose of waste safely

- the importance of keeping waste areas clean
- Summarise the supervisor's role and responsibilities with regards to **pest control**, both at sea and in port:
 - the law regarding food pests and their control
 - common food pests
 - the main signs of pest infestations
 - why food pests are a hazard to food safety
 - the role of the supervisor in preventing the access and harbourage for pests
 - the importance of checking deliveries
 - suitable control measures
 - the action to take in the event of a pest complaint by a customer or a member of staff
 - the importance of liaison with an appropriate pest control contractor
 - integrated pest management (I.P.M)

LO3 Understand how to implement and monitor at-sea food safety management procedures and hazard control

- Summarise the supervisor's role in **identifying** and **controlling** the risk of **contamination and cross-contamination** posed by **microbial, chemical, physical** and **allergenic** hazards:
 - microbiological hazards posed by:
 - raw food
 - high-risk foods
 - low-risk foods
 - raw ready-to-eat foods
 - sources of contamination hazards
 - the different types of microbes of interest to the food industry, including pathogens, low dose pathogens, spoilage and beneficial
 - the principal causes of food safety contamination hazards:
 - cross-contamination
 - personal health
 - handling issues
 - labelling issues
 - pests
 - human factors (including lack of effective supervision)
 - how good design can help avoid cross contamination through workflow and layout:
 - the hazards associated with poor design and construction of food premises
 - the meaning of the term 'linear workflow' and examples of how this can be achieved
 - the importance of using washing and cleaning facilities and equipment appropriately and the need for good lighting
 - the hazards associated with damaged equipment and surfaces in a food room

- role of the supervisor regarding equipment and premises including the action to take if damaged equipment or surfaces are identified in a food room
 - how microbiological contamination and cross-contamination can be controlled throughout the food production process in a catering environment
 - how chemical contamination can be controlled throughout the food production process in a catering environment
 - how physical contamination can be controlled throughout the food production process in a catering environment
 - knowledge of common foods which cause allergic reactions, how allergenic contamination can be controlled throughout the food production process in a catering environment
 - possible symptoms of allergic reactions and actions to take
- Explain the importance of, and methods for, **temperature control** within an on-board food catering process:
 - the temperatures which support the most rapid multiplication of food poisoning bacteria
 - suitable temperatures and/or timescales for:
 - thawing
 - cooking
 - cooling
 - reheating
 - hot and cold holding of food
 - how knowledge of the above can be used to control multiplication and survival hazards
 - how to use thermometers correctly and simple methods of validating thermometers
 - factors which influence the multiplication of food poisoning bacteria
 - the terms 'bacterial spore' and toxin
 - the conditions under which spores and toxins are formed and the consequences these may have for food safety
 - methods of minimising and preventing bacterial multiplication including the need for good ventilation
 - the methods used to destroy food poisoning bacteria in food
- Summarise the role of the supervisor when implementing methods and procedures for **controlling food safety**, including **critical control points, critical limits, monitoring** and **corrective actions**:
 - the principles of HACCP
 - the law regarding the implementation of HACCP when at sea
 - the importance of identifying hazards, control measures and critical limits at steps in the food-handling process which are critical to food safety
 - responsibilities and daily activities of a supervisor to monitor food safety, including opening and closing checks

- monitoring activities and performance against organisational standards and targets
 - how spoilt food can cause a food safety hazard and methods of preventing spoilage of food
 - implementing and monitoring controls to minimise hazards from delivery and unloading
 - the importance of clear labelling of food
 - ensuring and monitoring food storage conditions are suitable and specify the temperatures required for different food
 - why stock rotation procedures are important
 - best practices regarding 'use-by' and 'best-before' date codes and why food past its code must be disposed of
 - role of the supervisor in implementing and controls at the stages of thawing, preparation, cooking, cooling, reheating, holding and serving of food
 - role of the supervisor in ensuring appropriate corrective actions for deviations from critical limits at critical control points in food production
 - the importance of up-to-date, accurate documentation and records, and examples of the type of records that may be used in a catering business
- Describe methods for, and the importance of, **verifying and documenting food safety controls and procedures** at sea:
 - supervisory actions to take when performance does not match up to standards and targets
 - the importance of providing feedback to the person responsible for the food safety procedures and the types of issues you need to address
 - contributing to the evaluation of the food safety procedures
- LO4 Understand the role of the supervisor in staff training and ensuring competency**
- Explain the requirements for **induction** and **ongoing training** of on-board personnel to ensure competency:
 - the objectives and benefits of food safety training
 - the importance of training records
 - how to communicate standards and procedures to the crew
 - how to assess the competency of staff