

Qualification Specification

QNUK Level 3 Award in HACCP for Food Manufacturing (RQF)

603/5377/6

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1. Introduction

Qualifications Network Limited (QNUK) is an Awarding Organisation recognised and regulated by the Office of Qualifications and Examinations (Ofqual) in England, the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales.

This specification outlines key information required by users of the qualification to ensure they can make an informed decision about the suitability of the qualification they are taking or proposing to take for the purposes that they intend to use it.

2. Contact Us

Please get in touch if you need any advice or guidance with this qualification.

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3. Version Number

Centres should make sure they are using the most up to date document by checking the footer which will confirm the current version number.

Version 2: May 2020 – new qualification template applied

Document owner	Qualifications Manager
Date last updated	06/05/2020
Next review	06/05/2021
Status	Approved
Version	2
Document control number	QS L2HACCPFM

4. Qualification Objective

This qualification is aimed those working in food manufacturing who are responsible for assisting in the development and management of a HACCP system. This qualification will support a role in the workplace.

5. Geographical Coverage of this Qualification

This qualification is available in England.

6. Benefit for Learners

This qualification develops understanding of Hazard Analysis and Critical Control Points in food manufacturing and will help a learner to maintain good practice in safe food production.

7. Progression

Learners undertaking this qualification may wish to progress to Level 4 qualifications related to food safety.

8. Recognition of Prior Learning

QNUK are unable to accept requests for recognition of prior learning (RPL) for this qualification.

9. Complementary Courses

There are no optional or additional units for this qualification.

10. Qualification Information

Qualification Number (QN)	603/5377/6
Learning Aim	60353776
Total Qualification Time (TQT)	15
Guided Learning Hours (GLH)	13
Credit value	2
Level	3
Validity	3 years
Assessment	Invigilated MCQ paper
Achieving the qualification	Learners must achieve the mandatory unit

11. Qualification Structure

Unit No.	Unit Title	Level	Credit	GLH
Mandatory units				
Y/617/9059	Principles of HACCP in Food Manufacturing	3	2	13

The learning outcomes for the qualification may be found in Appendix 1. The Assessment Guidance details the assessment criteria which are used to determine if a learner has met the requirements of the learning outcomes. Further depth of coverage is also provided in the Assessment Guidance.

12. Learner Entry Requirements

This qualification is aimed at those over 16.

Due to the complexity of this qualification learners are strongly recommended to have completed a Level 3 Award in Food Safety Supervision for Manufacturing (RQF) before completing this qualification.

Due to the language of the assessment, it is recommended that learners have sufficient command of the English language in order to understand the assessment and to undertake the recommended assessment methods.

There are no other pre-requisites for this qualification; however, learners should be able to work at level 2 and above.

13. Delivery

This qualification is typically delivered in a face-to-face format over a two-day period. Learners should complete the qualification within 4 weeks.

13.1. Venue Requirements

The training venue should be suitable for learning and meet all relevant Health and Safety requirements.

13.2. Blended Learning

Blended learning is acceptable for this qualification provided suitable controls are in place to ensure learners complete all elements.

13.3. Trainer to Learner Ratio

The maximum trainer to learner ratio for this qualification is 1:20, however, a preferred maximum of 16 is recommended.

14. Centre Personnel Requirements

This qualification is delivered by suitably qualified trainers.

All those who deliver and assess this qualification must:

1. Hold a Degree or DipHE in a related subject such as:
 - a. Food Science
 - b. Environmental Health
 - c. Home Economics
 - d. Microbiology; or
2. Hold a HNC/D in a related subject (as outlined above); or
3. Hold a Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology or
4. Hold a Level 4 regulated qualification in Food Safety **AND**
 - a. Hold a Level 3 HACCP qualification, or
 - b. Have a minimum of 6 months' work experience as a HACCP Auditor, or
 - c. Be a qualified ISO 22000 Auditor
5. Hold one of the following qualifications or their recognised equivalent:
 - a. Cert Ed/PGCE/B Ed/M Ed
 - b. CTLLS/DTLLS
 - c. PTLLS
 - d. Further and Adult Education Teacher's Certificate
 - e. IHCD Instructional Methods
 - f. IHCD Instructor Certificate

- g. S/NVQ level 3 in Training and Development
 - h. S/NVQ level 4 in Training and Development
 - i. TQFE (Teaching Qualification for Further Education)
 - j. English National Board 998
 - k. Nursing Mentorship qualifications
 - l. NOCN Tutor Assessor Award
 - m. Level 3 Award in Education and Training (QCF/RQF)
 - n. Level 4 Certificate in Education and Training (QCF/RQF)
 - o. Level 5 Diploma in Education and Training (QCF/RQF)
 - p. Accredited Qualifications based on the Learning and Development NOS 7 Facilitate Individual Learning and Development
 - q. Training Group A22, B22, C21, C23, C24
 - r. SQA Accredited Planning and Delivering Learning Sessions to Groups
6. Show current evidence of continuing professional development in teaching, assessment and the subject matter.

Internal Quality Assurance Requirements

Each centre must have access to a suitably qualified IQA. The IQA cannot verify the delivery or assessment of individual learners or cohorts of learners where the IQA has been involved in the delivery or assessment of the qualification for those learners.

All those who are involved with the quality assurance of this qualification **internally** must:

1. have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
2. meet the delivery staff requirements for this qualification:
3. hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - a. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF);
or
 - b. Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF/RQF); or
 - c. V1 Conduct internal quality assurance of the assessment process; or
 - d. D34 Internally verify the assessment process; and
4. show current evidence of continuing professional development in assessment, quality assurance and the subject matter.

15. Assessment Requirements

Learners are assessed for this qualification through:

15.1. Multiple-Choice Question Paper

The MCQ paper will be taken under examination conditions, i.e. learners will sit a minimum of 1.25 metres apart, will not confer during the examination and no electronic devices (such as mobile phones) or books, including dictionaries, will be permitted.

Language of assessment	English
Duration	45 minutes
Pass mark	70% (21/30)
Grading	Pass/Fail

Example MCQs are included at Appendix 2.

16. Moderation

The level of external moderation required for this qualification will be risk based and in line with the Centre Assessment Standards Scrutiny Strategy applicable to this qualification.

QNUK EQA Department will advise the centre of the required levels of moderation/verification to anticipate for this qualification upon centre approval for delivery.

17. Reasonable Adjustments

All learners are required to complete the assessment criteria in a manner appropriate to the purpose of the qualification.

The prescribed assessment methods for this qualification should not unfairly disadvantage learners, who would otherwise be able to demonstrate competence in the assessment criteria and in line with the purpose of the qualification.

If you feel the assessment methods above would disadvantage you, please contact your centre to discuss reasonable adjustment.

18. Results

The centre is required to submit learner results within 10 working days of assessment to Qualifications Network UK for moderation. We will issue verified results and appropriate certification to the approved centre within 7 working days of receiving the results. Centres will forward results and/or certificates to learners, who can expect to receive them within 20 working days of taking the assessment. If learners have not received results and/or certificates within 25 working days, they should contact the centre in the first instance.

Appendix 1: Units

Unit 1 Principles of HACCP in Food Manufacturing (Y/617/9059)

Unit Summary

This unit develops understanding of Hazard Analysis and Critical Control Points in food manufacturing. Preliminary processes for HACCP based procedures prepare the learner to consider how food safety management procedures are developed, implemented and verified.

1. The learner will: Understand the importance of HACCP based food safety management procedures		
Assessment Guidance		Types of Evidence
1.1	The learner must outline the need for HACCP based food safety management procedures including the role of HACCP in reducing the risk of food hazards, providing due diligence defence and ensuring customer requirements are met.	MCQ
1.2	The learner must summarise legislation relating to HACCP ensuring all legal requirements relating to food safety and HACCP are considered, including the consequences of non-compliance.	MCQ

2. The learner will: Understand the preliminary processes for HACCP based procedures		
Assessment Guidance		Types of Evidence
2.1	The learner must explain the requirements of a HACCP team including the importance of a multi-disciplinary team, requirement for adequate training and experience; possible need for ad-hoc members including external consultants.	MCQ
2.2	The learner must outline the pre-requisites for HACCP including the need for effective prerequisite programmes to be developed prior to the development of the HACCP plan.	MCQ
2.3	The learner must describe food production processes including the scope/terms of reference; identification of at-risk groups; the intended use of the product; hazards associated with the process; raw materials, processing, storage, packaging, etc.	MCQ
2.4	Th learners must outline the use of process flow diagrams including the importance of ensuring flow diagrams are accurate and up to date	MCQ

3. The learner will: Understand how HACCP based food safety management procedures are developed		
Assessment Guidance		Types of Evidence
3.1	The learner must identify hazards and risks including chemical, biological, physical and allergenic; hazards associated with the process; use of risk assessment to identify and control hazards.	MCQ
3.2	The learner must determine critical control points referring to the purpose of critical control points, demonstrating how to determine them and use of the CODEX decision tree.	MCQ
3.3	The learner must establish critical limits demonstrating how to identify and establish them; parameters to be used should include temperature, time, PH, water activity, etc.	MCQ

4. The learner will: Understand how HACCP based food safety management procedures are implemented		
Assessment Guidance		Types of Evidence
4.1	The learner must describe monitoring at critical control points referring to the purpose of monitoring, suitable monitoring procedures; need to ensure calibrating and testing of equipment; staff training and consistency in monitoring.	MCQ
4.2	The learner must explain the importance of corrective actions including the need for corrective actions where critical limits are not achieved or are exceeded; importance of action plans and reviewing and control is restored.	MCQ

5. The learner will: Understand how HACCP based food safety management procedures are verified		
Assessment Guidance		Types of Evidence
5.1	The learner must outline documentation and record-keeping including the importance of accurate record keeping and retaining documentation; examples of HACCP records and documentation.	MCQ
5.2	The learner must explain verification and review procedures including the importance of verification in relation to HACCP; verifying the suitability of the plan; frequency of review and the factors that affect this.	MCQ

Appendix 2: Specimen Assessment Material

1 Verification is:

- A** a longer-term check where triangulation of different resources can be used to check compliance
- B** a rapid check where triangulation of different resources can be used to check compliance
- C** compliance checks done rapidly and remotely
- D** compliance checks that can be carried out rapidly and manually

2 A corrective action can be:

- A** anything that the Operative deems necessary to make it right
- B** any procedure that brings the product back, within the critical limits set
- C** the need for an Operative to take dynamic action to remedy a situation
- D** any procedure that brings back, within the Operative's scope of operation

3 A CCP could be identified if there is a risk of:

- A** aerodynamic contamination of chemical fumes
- B** microbial, aerobic, physical or chemical contamination of food
- C** microbial, allergenic, physical or chemical contamination of food
- D** aerodynamic contamination of bacteria and viruses