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Qualification Specification

HABC Level 3 Award in HACCP for Food Manufacturing (QCF)

Qualification Number: 500/7612/7

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Introduction

This Qualification Specification 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 3 Award in HACCP for Food Manufacturing (QCF) has been accredited by the regulators of England and Wales (Ofqual and the Welsh Government) and is part of the Qualifications and Credit Framework (QCF).

It is supported by Improve the Sector Skills Council for the food and drink manufacturing industry.

Key facts

QAN:	500/7612/7
Learning Aim Reference:	50076127
Guided learning hours (GLH):	20
Credit Value:	3
Assessment Method:	Multiple-choice test

Qualification Overview

The Level 3 Award in HACCP for Food Manufacturing is aimed at those responsible for assisting in the development and maintenance of the HACCP systems.

Holders of the qualification will have the knowledge necessary to be an integral part of a HACCP team in the manufacturing and other related industries, for example those involved with the distribution and storage.

The qualification is also suitable for those owning/managing smaller food businesses to give them the underpinning knowledge to develop a HACCP study. The qualification is intended predominantly for learners already working in manufacturing, with a sound knowledge of food safety hazards and controls.

HACCP is regarded by the Foods Standards Agency as being important to maintaining good practice in the production of safe food.

Entry Requirements

There are no prerequisites for this qualification, although learners should have a sound knowledge of food safety hazards and their controls.

It is advised that learners already hold the Level 3 Award in Food Safety for Manufacturing or equivalent.

It is also advised that learners have a minimum of Level 2 in literacy or numeracy or equivalent.

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.

Assessment Guidance

This qualification is assessed through a 60-question multiple-choice question examination. The duration of the examination is 2 hours.

Successful learners must achieve a score of at least 40 out of 60. Learners will achieve a Merit if they achieve 50 out of 60.

Following the assessment, a list of results will be provided to the centre contacts stating whether learners have passed or failed. Certificates for those who are successful will be dispatched for distribution by the centre contacts.

Age ranges

These qualifications are approved for delivery to learners aged 16+

Geographical Coverage

These qualifications are suitable for learners in England, Wales or Northern Ireland.

Tutor Requirements

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

The minimum requirements are that Nominated Tutors should hold a minimum of a Level 4 Food Safety qualification **AND** any of the following:

- Level 3 HACCP qualification
- Registered with another Awarding Organisation to deliver Level 3 HACCP qualifications
- Worked for at least 6 months as a HACCP consultant/auditor
- Qualified as an ISO 22000 auditor
- Responsible for implementing Traditional HACCP/member of the HACCP team within a large food factory
- Have a degree/higher qual that contained at least one week of HACCP

Other 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
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- HNC/D in a related subject (as outlined above);
- Level 4 qualification in Food Safety or equivalent;
- Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology;

Suitable Teaching Qualifications include:

- *HABC Level 3 International Award in Delivering Training (ADT)*
- *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*
- *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.

Reasonable Adjustments and Special Considerations

HABC have measures in place for learners that require additional support. Please see the HABC Reasonable Adjustments Policy.

ID requirements

All learners must be instructed to bring photographic identification to the assessment to be checked by the invigilator/assessor. This instruction should be given ahead of the course/assessment when the learner registers and/or with any pre-course materials.

It is the responsibility of the centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are purporting to be. All centres are therefore required to ensure that each learner's photographic identification is checked before they are allowed to undertake the examination/assessment and write the type of photo identification provided by each learner on the Candidate List under "Identification Provided". HABC will accept the following as proof of a learner's identity:

- Valid Passport (any nationality)
- Signed UK Photo card Driving Licence
- Valid Warrant Card issued by HM Forces, Police
- Other photographic ID card, e.g. Employee ID Card (must be current employer), Student ID Card, Travel card.

For more information on learner ID requirements, please refer to the HABC Examination and Invigilation Regulations and Section 8 of the Core Manual.

Progression

Progression and further learning routes include:

- HABC Level 4 Award in Food Safety Management for Manufacturing (QCF)
 - HABC Level 4 in HACCP Management for Food Manufacturing (QCF)
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Useful Websites

- <http://www.food.gov.uk/>
 - <http://www.improveltd.co.uk/>
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Recommended Training Materials

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

Hygiene Sense. Sprenger R.A. Highfield.co.uk Limited

Intermediate HACCP (Level 3), Wallace, Carol A. Highfield.co.uk Limited

Foundation HACCP, Sprenger, R.A. Highfield.co.uk Limited

Unit 1: The Principles of HACCP for Food Manufacturing

Unit no: Y/600/2382
 Level: 3
 Credit: 3
 GLH: 20

Learning Outcome	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1. Understand the importance of HACCP based food safety management procedures	1.1 Outline the need for HACCP based food safety management procedures 1.2 Describe the HACCP approach to food safety procedures 1.3 Summarise legislation relating to HACCP
2. Understand the preliminary processes for HACCP based procedures	2.1 Explain the requirements of a HACCP team 2.2 Outline the pre-requisites for HACCP 2.3 Describe food production processes including use of end product 2.4 Use process flow diagrams in the development of HACCP based food safety management procedures
3. Understand how to develop HACCP based food safety management procedures	3.1 Identify hazards and risks in the production process 3.2 Determine critical control points 3.3 Establish critical limits
4. Understand how to implement HACCP based food safety management procedures	4.1 Establish and implement monitoring procedures at critical control points 4.2 Describe corrective actions
5. Understand how to evaluate HACCP based procedures	5.1 Describe documentation and record keeping procedures 5.2 Outline the verification and review of procedures

Unit Content: Assessment Guidance

This section of the specification covers areas that will be tested in the HABC assessment. Each of the bullet points below expand on the assessment criteria defined in the above unit and are the minimum standard HABC expects learners to achieve.

LO1 Understand the importance of HACCP based food safety management procedures

- The need for HACCP based food safety management procedures:
 - The reasons behind the development of HACCP and outline its origins
 - The need for a systematic approach for food safety
 - Holistic approach to managing safe food
 - How the implementation of an effective HACCP plan may contribute towards a 'due diligence' defence
- The HACCP approach to food safety procedures:
 - The 7 principles of HACCP as stated in *Codex Alimentarius*
 - The 12 logic steps to HACCP
- Legislation relating to HACCP:
 - How HACCP legislation is enforced and the potential consequences of non-compliance
 - The role and responsibilities of management and employees within HACCP
 - The relevance of codes of practice and industry guides

LO2 Understand the preliminary processes for HACCP based procedures

- The requirements of a HACCP team:
 - Adequate training and experience of team members
 - Roles held within the organisation
 - Allocating roles and responsibilities within the HACCP team
 - When ad hoc team members and external consultants or experts may be required
- The pre-requisites for HACCP:
 - Management commitment and provision of adequate resources
 - The importance of developing and implementing effective policies and procedures prior to the development of a HACCP based food safety management system
 - How to decide if pre-requisite programmes represent an adequate basis for HACCP development
 - Type of documentation required
- Food production processes including use of end product:
 - Scope
 - Terms of reference

- Sources of information
 - Production process from purchase to dispatch
 - End of product testing
 - Identification of 'at risk' groups
 - Intended use of the product
 - Intrinsic properties of different products and their relationship to microbial growth and survival
- Process flow diagrams in the development of HACCP based food safety management procedures:
 - The purpose and use of flow diagrams
 - Be able to construct a process flow diagram
 - The importance of confirming a process flow diagram

LO3 Understand how to develop HACCP based food safety management procedures

- Hazards and risks in the production process
 - Microbiological, chemical, physical and allergenic hazards
 - Examples of each type of hazard associated with processes from purchase to dispatch of finished product including
 - Delivery of raw materials
 - Storage of raw materials
 - Handling
 - Preparation
 - Processing
 - Cooling
 - Post-process treatments
 - Packing
 - Finished product storage
 - Transportation
 - Significant hazards using a risk assessment approach
 - Where to obtain information, advice and support for hazard identification
 - Assessing the applicability of the information and advice obtained
- Critical control points:
 - The purpose and benefits of using decision trees
 - The Codex decision tree in recognising critical control points
 - Obtain information, advice and support for identifying critical control points
 - The importance of validating information and advice obtained
- Critical limits:
 - The advantages and disadvantages of common parameters used when establishing critical limits, such as:

- Temperature
- Time
- pH
- Water content
- Why critical limits need to be absolute, unambiguous and measurable
- The term 'target level' and the benefits to a food manufacturing business of identifying target levels
- Where to obtain information, advice and support for identifying critical limits and describe the importance of validating information and advice obtained
- Examples of suitable critical limits for a range of common food manufacturing processes

LO4 Understand how to implement HACCP based food safety management procedures

- Monitoring procedures at critical control points:
 - The purpose of monitoring
 - Benefits and drawbacks of both continuous and batch monitoring
 - Examples of suitable monitoring procedures and parameters for a variety of critical control points within the food manufacturing process
 - Considerations to be made when determining the frequency of monitoring
 - The importance of calibrating and testing monitoring equipment
 - The importance of consistent monitoring
 - The importance of training personnel with regard to monitoring
 - Accurately recording at critical control points
 - The importance of monitoring personnel
 - Procedures and verification of monitoring procedures
- Corrective actions
 - The need for corrective actions if critical limits are not achieved or are exceeded
 - The types of corrective action
 - The importance of establishing both process and product corrective actions
 - Examples of a variety of corrective actions which may be used within food manufacturing, including treatment of incorrectly processed product
 - The importance of allocating responsibilities for corrective actions
 - The importance of increased monitoring after control has been regained
 - The importance of accurate record keeping
 - Suitable reporting procedures regarding corrective actions at critical control points

LO5 Understand how to evaluate HACCP based procedures

- Documentation and record keeping procedures
 - The importance of documentation and record keeping
 - Examples of suitable documentation which may be used in food manufacturing

- The importance of suitable storage of completed documentation and monitoring records
- Construct an outline HACCP plan

- The verification and review of procedures:
 - The importance of verification of the HACCP system and of the initial validation of the HACCP plan
 - Information that will be required to verify and validate the HACCP system and plan
 - The approaches to verification and discuss the value of end product testing
 - The reasons for and times when independent experts may be required with regard to verification and validation, including the role of independent audits and inspections
 - Factors which affect the frequency of verification and outline the requirements for verification reports
 - The need to review a HACCP system
 - When systems should be reviewed