



# QUALIFI Level 3 Award in Food Safety for Supervisors (AFS3SFG2013)

Award Specification

May 2016

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- We work in partnership with business, the community and other educators
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- Using the feedback, you are given to improve subsequent work
- Making appropriate use of teaching staff's time
- Taking responsibility for your personal development planning and skills development
- Treating staff, fellow learners and neighbours in the local community with respect at all times

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- Give you feedback on assessed work within 15 working days
- Give you clear, legible and informative feedback on your work
- Be available for timed appointments
- Treat you with respect at all times
- Support you in your preparation for the work place

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# **QUALIFI Level 2 Award in Food Safety in Catering(Catering/Retail/Manufacturing) (AFS2SFG2012)**

## **Award Specification**

### **Award Aims**

The aim of this unit is to enable learners to gain a supervisory understanding of how food business operators can gain compliance with food safety legislation, how good hygiene practices and processes can be applied to maintain or improve safety, and how appropriate supervision of food handlers influences the safe production of food in a commercial catering environment. Relevant settings include all premises providing food to the general public including commercial, not-for-profit and volunteer settings.

### **Award Details**

QUALIFI Level 3 Award in Food Safety for Supervisors (AFS3SFG2013).

Accredited Endorsed Level 3 Award accredited by QUALIFI.

QUALIFI is a UK Awarding Organisation regulated by OFQUAL.

Award Reference	AFS3SFG2013
Award Type	Endorsed Award with equivalence at QCF level 3
QAN	See Delivery Information
Guided Learning Hours	18-24 hours
Level	3
Credit value	3
Assessment	Multiple choice examination (online)
Delivery	Video and text online with tutor support
Launched (review)	2013 (2019)

## **Award Overview**

This award introduces learners to the principles of food safety supervision in a commercial catering environment i.e. where food is produced or served to members of the public. All establishments serving food to the general public, whether commercial, institutional or voluntary, must to have adequate food safety supervision staffing and procedures in place, enabling them to comply with the law and produce food in a consistently safe manner.

Candidates initially consider compliance issues, how legislation affects a commercial kitchen environment, who is responsible for ensuring compliance, and the importance of gaining a good due-diligence defence through good supervision, training, systems and documentation. Candidates then develop knowledge of the science of food poisoning, examining how and why food poisoning occurs, before identifying the most common food poisoning offenders. They then examine hazards and the role that cross-contamination often plays in the spread of dangerous food poisoning bacteria.

The the programme enters a more practical phase by examining the importance of systems and procedures in food production, particularly focusing on Food Safety Management Systems, including HACCP principles, defining control and critical control points, and practicalities of implementing and managing such systems. Candidates then examine how food spoilage occurs and the importance of good temperature control in food safety, before covering how cleaning and waste management, good personal hygiene, and good premises design and pest control all play a vital role in maintaining standards and food safety.

Finally the course focuses on the supervisor's role in food safety; defining the knowledge, skills and qualities that supervisors need to develop, considering communication issues in a team setting, and the importance of training. Study concludes with a consideration of ethical and environment issues increasingly affecting decision makers (supervisors & managers) in the food industry.

## **Entry Requirements**

The advised prerequisite for entry is successful completion of a Level 2 Food Handler award (QUALIFI Level 2 Award in Food Safety in Catering AFS2SFG2012 or equivalent). In addition, it is advised that learners have a minimum of Level 2 in English and level 1 Maths or equivalent.

## **Award Structure**

This award is made up of one mandatory unit. Candidates must successfully complete the assessment for the unit via online multi-choice examination to achieve the award. The award can be gain as a free standing unit qualification or as part of a wider programme of learning.

## Assessment Guidance

This award is assessed via a 60 question multiple-choice examination, tested online and with a guide completion time of 2 hours. Successful candidates can gain a pass or merit mark. To gain a pass, candidates must answer 40 out of 60 questions correctly (67%). To gain a merit, candidates must answer 50 out of 60 questions correctly (83%). Following assessment, the assessment result will be provided to the candidate, and certificates for those who are successful in gaining a pass or merit will be generated and provided electronically and via printed certificate.

## Age Range

This award is provided for delivery to learners aged 16+ yrs.

## Delivery Information

All learning, tutor support and examination activity is carried out online. There is no fee for additional examination entry. Candidates unsuccessful in the examination are encouraged to contact the course tutor for support and advice.

Please note an invigilated examination leading to listed level 3 qualification 500/5483/1 is available via the Safer Food Group using an alternative Awarding Organisation. Please contact delivery partner The Safer Food Group (East GB Ltd) 0800 612 6784 info@[thesaferfoodgroup.com](mailto:thesaferfoodgroup.com) for more information. (QUALIFI Centre EGB03032011 Safer Food Group (East GB Ltd).

## Learning Outcomes and Assessment Criteria

<b>On completion of this unit a learner should:</b>	<b>Learning outcomes Assessment criteria:</b>
1. Demonstrate and understand how food business operators can achieve compliance within UK/EU food safety legislation	1.1 Identify the basic premise of the UK/EU legalisation affecting food safety 1.2 Describe the responsibilities of food business owners, supervisors and food handlers 1.3 Identify the basis of a good compliance and a 'Due Diligence' defence 1.4 Identify who is responsible for enforcement and what powers they have
2. Explain how food poisoning occurs and be able to identify	2.1 Define the meaning of the terms food poisoning and food borne disease

common physical, chemical and biological causes of illness	<p>2.2 Describe what is meant by the term Binary fission</p> <p>2.3 Explain the effect time and temperature play in the multiplication of bacteria</p> <p>2.4 Identify bacterial &amp; viral food poisoning hazards &amp; associated characteristics &amp; controls</p> <p>2.5 Identify non-bacterial/non-viral food poisoning hazards and associated characteristics &amp; controls</p>
3. Demonstrate and understand how to apply and monitor good hygiene and other operational standards in order to control the threat of food poisoning	<p>3.1 Describe good procedures to prevent or control contamination and cross contamination</p> <p>3.2 Explain the importance of, and methods of achieving, a clean operating environment</p> <p>3.3 Explain the importance of, and methods of achieving, good personal hygiene standards</p> <p>3.4 Explain the importance of, and methods of achieving, appropriate temperature control</p> <p>3.5 Describe the role that effective supervision plays in establishing and monitoring standards</p>
4. Demonstrate and understand how to implement and supervise the use of a Food Safety Management System or order to reduce the threat of food poisoning	<p>4.1 Explain the underpinning concepts of, and need for, a Food Safety Management System</p> <p>4.2 Describe methods for establishing control points and critical control points in an FSMS</p> <p>4.3 Identify weaknesses and potential failure points in an example FSMS scenario</p> <p>4.4 Explain the importance of appropriate supervision &amp; record keeping in maintaining an effective FSMS</p>
5. Explain the role of appropriate supervision and training in establishing and maintaining good operational food hygiene standards	<p>5.1 Identify the importance of staff training in producing and serving consistently safe food</p> <p>5.2 Describe the importance of appropriate leadership, supervision and monitoring of staff practices</p> <p>5.3 Explain underpinning ethical and/or environmental issues that may affect decision making as a supervisor</p>

## Programme Syllabus

### A. Introduction

Candidates should understand the meaning and significance of a range of important definitions used in the food production and food safety industry, and be aware of the knowledge and skills required to become an effective Supervisor of a team engaged in food production. They should be able to:

- I. Define terms used in supervising food production including food hygiene, food poisoning, food-borne illness, hazard analysis, HACCP and Food Safety Management System

- II. Demonstrate an awareness of the knowledge and skills needed to perform the role of Supervisor in a food production or food service environment
- III. Demonstrate an awareness of emerging threats and trends in food safety in the UK
- IV. Define the role of a supervisor in a food production or food service workplace

## **B. Food law and responsibilities**

Candidates should understand what legislation food business operators must operate within to gain compliance, and how in general terms legislation affects the role of a food business Supervisor. They should be able to:

- I. State the main UK and EU legislation affecting the UK food production and service and where guidance on this may be found
- II. Describe the range of food tasks and processes regulated by food safety legislation
- III. List the legal responsibilities of supervisors compared to food handlers
- IV. Describe EHO enforcement powers and the process following the issue of an improvement notice
- V. Describe the supervisor's role and accountabilities during an EHO inspection or investigation
- VI. Describe the legal and practical implications of non-compliance with food safety legislation
- VII. Define the term Due Diligence within a food production/service context, and what may contribute to developing a strong Due Diligence position at work.

## **C. The science of food poisoning**

Candidates should have developed a supervisory level understanding of the biology and physiology of bacterial food poisoning; from how bacteria function and pose a threat to humans, to the conditions they need to multiply, thrive and threaten safety. They should be able to:

- I. Describe organisms causing food poisoning and the roles bacteria play in life and death
- II. Define the term food poisoning and its use, and misuse, within the food industry
- III. Describe the Binary Fission process and how this phenomenon affects bacterial hazards
- IV. Be aware of the health implications resulting from a range of food poisoning threats
- V. State the essential conditions bacteria for bacterial multiplication (4 multiplication factors)
- VI. Describe the Danger Zone temperatures and how these can be avoided in a kitchen
- VII. Give examples of intrinsic and extrinsic factors in food and the food service environment
- VIII. Describe the function and effect of bacterial toxins and bacterial spore production
- IX. Describe groups at particular risk from food poisoning



## **D. Food poisoning pathogens**

Candidates should have gained a supervisory level understanding of the threats posed by a range of food poisoning pathogens, including pathogenic bacteria, food borne illnesses and biological and non-biological toxins. They should have also developed an awareness of the sources of these threats and how they can be controlled. Candidates should be able to:

- I. Define the UK's most common food poisoning threats and logically group threats
- II. Demonstrate an understanding of a range of specific pathogenic bacterial food poisoning entities and the relative threats, preferred conditions, symptoms, and control methods
- III. Demonstrate an understanding of a range of specific food-borne illnesses and an understanding of their relative threats, preferred conditions, symptoms, and practical control methods
- IV. Demonstrate an understanding of specific viral-based food poisoning threats including preferred conditions, symptoms, and practical control methods
- V. State the sources, level of incidence, onset times and symptoms for common food poisoning bacteria

## **E. Hazards, contamination and allergens**

Candidates should have gained a supervisory level understanding of a range of physical, chemical and biological hazards within a food production/service environment, considering their likely sources and evaluating a range of controls including the avoidance of cross-contamination. They should also have developed an appreciation of the need for appropriate allergenic ingredient controls. Candidates should be able to:

- I. Describe the relationship between hazard, risk and severity in the context of food production
- II. Provide examples of physical, chemical, micro-biological and allergenic hazards
- III. Evaluate controls in response to physical, chemical and biological hazards in a food production/service environment including naturally occurring toxins
- IV. Describe how bacterial cross-contamination occurs in a food service context, and describe the importance of appropriate organisation of processes to avoid contamination
- V. Describe specific procedures to prevent contamination of food at goods-in storage, preparation, cooking, food service/display
- VI. State the risks caused by allergenic ingredients and list the 14 named food allergens identified by recent legislation
- VII. Describe control measures, labelling and storage that may limit the threats of allergens

## **F. Food safety management systems (HACCP)**

Candidates should have gained a supervisory level understanding of Food Safety Management Systems (FSMS) and associated HACCP principles sufficient to plan or audit a simple FSMS (HACCP system), and evaluate the supervisory implications of attempting to systemise and document food safety. Candidates should be able to:

- I. Explain the role that Food Safety Management Systems and associated HACCP principles play in maintaining food safety
- II. Describe an approach to the design of an FSMS including identifying hazards, determining critical controls points, establishing critical limits and corrective actions, monitoring and verification of the system.
- III. Evaluate the appropriateness and effectiveness of a existing FSMS based on HACCP principles
- IV. Describe typical daily FSMS related tasks including opening and closing checks, temperature checks, daily diary and associated documentation.
- V. Explain the range and scope of documentation required to support a simple documented FSMS based on HACCP principles in a typical food premises
- VI. Explain the supervisor's range of responsibilities regarding Food Safety Management Systems and in internal and external inspections.

## **G. Spoilage and preservation**

Candidates should have gained a supervisory level understanding of a range of approaches to food preservation and be able describe their relative merits and limitations in the control of spoilage and pathogenic bacteria. They should be able to:

- I. State how UK food safety law affects approaches to food preservation
- II. Describe how and why food decay occurs and what foods it is most prevalent in
- III. Describe a range of spoilage controls including high and low temperature control, dehydration, chemical, salt, sugar, and advanced techniques
- IV. Describe the relationship between reducing spoilage and business profitability and comment on likely future trends in food preservation

## **H. Temperature control**

Candidates should have gained a supervisory level understanding of the importance of appropriate temperature control in a food premises, and be able to describe approved approaches and legal temperature values for cooking, reheating, hot-holding, cooling, cold-holding, freezing, thawing, cook-chill and cook-freeze contexts. They should be able to:

- I. Describe the vital importance that appropriate temperature control plays in maintaining food safety and integrity and the temperatures required to control bacterial activity in food

- II. Describe the role that effective temperature monitoring and control plays in the success of a Food Safety Management System based on HACCP principles
- III. Demonstrate competence in the testing, use and cleaning of food probe thermometers
- IV. Describe the importance of maintaining the integrity of the cold chain during food production including temperatures that should be maintained at delivery and storage of chilled and frozen ingredients
- V. Explain the problematic position of FSA guidance in relation to chiller (fridge) temperatures and the multiplication of certain pathogenic bacteria
- VI. Select the appropriate temperature treatments or approaches to a range of common food preparation tasks comprising cooking, reheating, cooling, hot and cold storage.

## **I. Cleaning and waste management**

Candidates should have gained a supervisory level understanding of EHO approved approaches to cleaning, disinfection and waste control, together with appreciation of these practices as prerequisite components of a successful FSMS based on HACCP principles. They should be able to:

- I. Describe legislation affecting cleaning, disinfection and waste management in a food premises
- II. Demonstrate an understanding of the scientific basis on which cleaning and disinfection chemicals and processes function
- III. State the need for and benefits of a systematic approach to cleaning including supervisory considerations
- IV. Describe common terminology and best-practice approaches to cleaning, including the importance of a well-designed and documented cleaning schedule and verification process
- V. Explain the potential dangers of multiple reuse of cleaning cloths in a food premises
- VI. Describe the uses, limitations and potential dangers of a range of common cleaning and disinfection chemicals
- VII. Demonstrate an understanding of the use of COSHH standards in cleaning chemical use
- VIII. Understand the importance of good waste management procedures and practices in controlling the threat of pathogenic bacteria and in deterring pests
- IX. Describe suitable methods for the storage and removal of waste including supervisory considerations

## **J. Personal hygiene**

Candidates should have gained a supervisory level understanding of the crucial role good personal hygiene standards play in maintaining food safety, implementing standards that meet UK legal requirements and how to maintain standards within a staffing team. Candidates should be able to:

- I. Explain the dangers of unhygienic habits and describe procedures to deal with cuts, spots and skin infections and other personal hygiene related hazards

- II. Describe the requirements for protective clothing, changing rooms, toilet and hand washing facilities
- III. Demonstrate approved hand-washing technique and train staff similarly (6 step process)
- IV. Describe the need for appropriate head coverings and removal of jewellery and loose or small items
- V. Demonstrate and appreciation of visitor and customer hygiene plus practical approaches to limiting risk to food from these groups
- VI. Explain the importance of enforcing appropriate staff illness reporting, vigilance for signs of staff illness and in setting the standard for others to follow in personal hygiene
- VII. Describe the supervisors role and considerations relating to personal hygiene issues in a food premises

## **K. Pest control**

Candidates should have gained a supervisory level understanding of a range of food pests and the relative threat they pose to food safety. They should also be able to describe appropriate controls. Candidates should be able to:

- I. Identify legislation that governs the presence (prevention) of pests in a food premises
- II. Describe the hazards food pests pose to food safety and business viability
- III. Explain the threats and controls required to deal with a range of common UK food pests including flies, wasps, cockroaches, ants, rats, mice, foxes and birds
- IV. Demonstrate an understanding of the supervisory responsibilities and practicalities relating to pest control

## **L. Premises and equipment**

Candidates should have gained a supervisory level understanding of the minimum legal requirements and approved practices in the design and maintenance of premises, workflow and equipment. They should be able to:

- I. Identify legal requirements for food industry premises and equipment design from a food safety and staff safety perspective
- II. Describe the importance of and practicalities involved in making a food premises fit-for-purpose including adequate lighting and ventilation
- III. Explain the importance of good workflow and zoning and the role they play in safeguarding food safety through reducing cross-contamination
- IV. Explain the importance of managing the use equipment properly, training staff in its use, and approaches to maintenance that reduce hazards to food and staff safety
- V. Demonstrate an understanding of the supervisory responsibilities in relation to EHO premises inspections
- VI. Describe effective recording and labelling procedures for the safe receipt and storage of food including the need to rotate stock

## **M. The supervisor's role**

Candidates should have gained a supervisory level understanding of the skills and qualities needed to perform the role of supervising a team engaged in food production or food service, together with an awareness of a range of management and leadership styles that may encourage good communication, raise standards and motivate a team. Candidates should be able to:

- I. Describe the role of a supervisor in a food production or food service context, including responsibilities and ideal personal qualities and attributes
- II. Demonstrate an appreciation of supervisory level personal and professional development
- III. Be aware of a range of practical management and leadership styles and approaches
- IV. Explain the importance of maintaining communication and creating a team atmosphere where communication is open, mistakes are reported, and safety improvements volunteered

## **N. Training the team**

Candidates should have gained an understanding of the supervisory task of training and guiding a team in order to ensure food safety compliance, minimise food safety hazards and protect staff safety. They should be able to:

- I. Demonstrate and appreciation of training requirements contributing to compliance with UK food safety Law and approved guidelines
- II. State the importance of appropriate staff induction and ongoing training including supervisory considerations
- III. Understand the importance of maintaining appropriate training records and the role training records play in developing a strong Due Diligence position
- IV. Describe the minimum competencies needed for the provision of every working shift
- V. Describe how the need to match training to the individual role and the associated risk to the safety of food when training is insufficient or omitted
- VI. Explain the importance of giving consideration to individual staff learning styles in training sessions

## **O. Ethics and environment**

Candidates should have gained a supervisory level appreciation of environmental issues affecting decision makers in the food industry, and be able to reflect on individual ethical considerations and evaluate the employer's corporate responsibility position in relation to food sourcing, production and service. They should be able to:

- I. Demonstrate an appreciation of the environmental responsibilities affecting food industry decision makers
- II. Define the terms ethics, environment, sustainability and corporate responsibility in the context of the food production/food service industry

- III. Demonstrate an awareness of emerging environmental trends within the food industry
- IV. Demonstrate an appreciation of the scarcity of food and resources necessary to support long term demands in food production
- V. Define individual ethical and organisational environmental position and policies

## **Further professional development and training**

Qualifi supports UK and international customers with training related to our qualifications. This support is available through a choice of training options offered through publications or through customised training at your centre.

The support we offer focuses on a range of issues including:

- planning for the delivery of a new programme
- planning for assessment and grading
- developing effective assignments
- building your team and teamwork skills
- developing student-centred learning and teaching approaches
- building in effective and efficient quality assurance systems.

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Our customer service number: +44 (0) 161 818 9904  
or delivery partner

The Safer Food Group Tel **0800 612 6784** [info@thesaferfoodgroup.com](mailto:info@thesaferfoodgroup.com)