



QUALIFI Level 3 Award in HACCP for the Food Manufacturing Industry (AHF3SFG2017)

Award Specification

March 2017

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- We value and practise equality of opportunity, transparency and tolerance
- We strive for excellence in all we do: locally regionally, nationally and internationally
- We work in partnership with business, the community and other educators
- We encourage and promote research innovation and creativity

Student Commitment

This represents a clear statement of Qualifi Ltd and its partners' intentions to deliver agreed standards for a range of academic and administrative services. It spells out what is expected of you as a student and the contribution that can be made to gain the most benefit from your study time through our courses.

You will get the best out of your study time with Qualifi if you are committed to:

- Preparing for classes and attending punctually
- Completing your work to the best of your ability and submitting it on time
- Not committing plagiarism
- Keeping up to date with course information through email or other channels
- 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

We aim to:

- Start and end all classes on time
- Give you one week's notice of changes to your classes
- 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

Supporting Diversity

Qualifi Ltd and its partners recognise and value individual difference and have a public duty to promote equality and remove discrimination in relation to race, gender, disability, religion or belief, sexual orientation and age.

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Award Specification

Award Aims

This award aims to provide learners with a supervisory understanding of HACCP principles and the application of HACCP in a Food Safety Management System in a food manufacturing premises. Relevant settings include all food manufacturing premises and any job function where the staff member is tasked with the provision (or planning for) medium to large scale production (supplied as ingredients for use by other food manufacturers) or for sale within a food retailing environment or consumption within a food service outlet.

Award Details

QUALIFI Level 3 Award in HACCP for the Food Manufacturing Industry (AHF3SFG2017)

Accredited by QUALIFI

QUALIFI is a UK Awarding Organisation regulated by OFQUAL

Award Reference	AHF3SFG2017
Award Type	Endorsed Award with equivalence at RQF Level 3
QAN	n/a
Guided Learning Hours	6-8 hours
Level	3
Credit value	1
Assessment	Multiple choice examination (online)
Delivery	Video and text online with tutor support
Launched (review)	2017 (2020)

Award Overview

This award is designed to address a requirement for UK food manufacturing businesses and food service (catering) premises where food or drink is served, to employ a documented Food Safety Management System (FSMS) based on HACCP principles within their core operation. The use of a documented FSMS based on HACCP principles has been a legislated mandatory requirement in the UK and EU since 2006. This legal requirement means that food manufacturing and food service premises owners, managers, and supervisors must fully understand and apply HACCP principles within a documented functioning FSMS based on HACCP principles.

Learners gaining this award will discover the pivotal role that HACCP based Food Safety Management Systems play in the safe manufacture, supply, retail and service of food in the UK. The topics covered and defined in the syllabus are regarded by UK and EU law, Food Standards Agency and Environmental Health Officers as being fundamental to the definition of good practice and important to the production of safe food from a systems (procedural) and supervisory perspective.

Entry Requirements

There are no prerequisites for this award. It is advised that learners have a minimum of Level 1 in English and Maths or equivalent and Level 2 in Understanding HACCP Principles.

Progression Routes

QUALIFI Level 3 wider qualifications.

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 multiple-choice examination and/or narrative response to questions posed about the application of HACCP in a case study. There is a guide completion time of 1 hour. Successful candidates must answer a minimum of 20 questions out of 30 correctly (67%). Following assessment, the assessment result will be provided to the candidate, and certificates for those who are successful are generated and provided electronically.

Delivery Information

All learning, tutor support and examination activity is carried out online. There is no fee for additional examination entry, however unsuccessful candidates are encouraged to contact the course tutor for support and advice. Please contact delivery partner The Safer Food Group (East GB Ltd) 0800 612 6784 info@thesaferfoodgroup.com for more information.

Learning Outcomes and Assessment Criteria

Learning Outcomes	Assessment criteria
1. Understand the purpose and importance of HACCP based Food Safety Management Systems in the context of maintaining safe food production in a food manufacturing environment.	1.1 Define the terms hazard, control and HACCP, and FSMS in the context of food safety within food manufacturing. 1.2 Be aware of a range of food safety hazards and the implications of failing to address hazards. 1.3 State the benefits of a HACCP based Food Safety Management System. 1.4 State the UK legal basis for requirement of a documented HACCP based Food Safety Management System.
2. Understand the need for and considerations when designing prerequisites (preliminary procedures) for a HACCP based Food Safety Management System within a food manufacturing environment.	2.1 Describe the typical policies, standards and prerequisites for a HACCP based FSMS 2.2 Describe a product including its intended use, and the scope of potential hazards and any at risk groups from its consumption 2.3 Explain the team requirements and skills necessary to design and implement an effective HACCP based FSMS 2.4 Design and explain a suitable process flow diagram for a product and explain the need for an onside confirmation of its accuracy
3. Understand how to develop a documented HACCP based Food Safety Management System suitable for food manufacturing environment.	3.1 State the key principles of HACCP in the context of operating a HACCP based Food Safety Management System. 3.2 Outline the procedure for planning a HACCP based Food Safety Management System 3.3 Describe the scope and procedure for hazard analysis and how control measures are identified. 3.4 Be aware of how to select Control Points and Critical Control Points. 3.5 Identify and describe appropriate Critical Limits and the nature of and limits of any Corrective Actions
4. Understand the importance and practical considerations involved in the verification, monitoring and evaluation of the performance of a HACCP based Food Safety Management System within a food manufacturing environment.	4.1 Describe an approach to verify that a HACCP based Food Safety Management System is working effectively 4.2 Describe suitable monitoring procedures to assess performance against critical control points 4.3 Identify appropriate documentation required in a HACCP based Food Safety Management System. 4.4 Identify the need for review of the system, and state the circumstances under which a review should be initiated

Programme Syllabus

A. Introduction to HACCP

Candidates should understand the contextual meanings of key terms associated with HACCP and Food Safety Management Systems (FSMS). They should be able to explain their meaning, use and legal implications for UK food manufacturers. Candidate must be able to:

- I. Define the terms HACCP, Food Safety Management System (FSMS), hazard, risk and control in the context of food safety processes and procedures
- II. State the importance of considering the full range of possible hazards in Food Safety Management System design
- III. Describe the range of common food safety hazards in food manufacturing premises, the food safety threats the product may encounter later in the supply chain, and the consequences for failing to control these threats.
- IV. State the legal basis for all UK catering premises adopting a documented HACCP based Food Safety Management System, and the consequences of non-compliance with legislation
- V. Explain the benefits of using a HACCP based food Safety Management System in a food manufacturing environment.
- VI. State the 7 HACCP principles and explain the function of each in the context of food safety

B. HACCP prerequisites

Candidates should understand the importance, scope and range of prerequisites (preliminary procedures) as essential foundations of a Food Safety Management System based on HACCP principles. Candidate should be able to:

- I. Explain the importance of HACCP prerequisites in the context of safe food production
- II. Outline the most common and most important HACCP prerequisites for UK food manufacturing premises
- III. State the range of skills and experience needed in the team involved in designing a HACCP based food safety management system
- IV. Describe a product including its intended use, and the scope of potential hazards and any at risk groups from its consumption.
- V. Identify a suitable process flow diagram for a particular product and explain the need for an onsite confirmation of its appropriateness.

C. Application of HACCP Principles

Candidates should be able to contextually apply HACCP Principles within the design of a robust documented effective Food Safety Management System (based on HACCP principles). They should be able to:

- I. Explain practical considerations when preparing to design a Food Safety Management System based on HACCP principles
- II. Explain the function, relevance and Importance of identifying and documenting an appropriate Process Flow Diagram

- III. Describe the procedure for carrying out hazard analysis and how Control Measures should be identified in the context of HACCP design
- IV. Describe how appropriate Control Points and Critical Control Points should be identified in the context of HACCP design
- V. Describe how appropriate Critical Limits and Corrective Actions should be identified in the context of HACCP design.
- VI. Describe how to select appropriate monitoring procedures to assess performance against Critical Control Points
- VII. Explain the need to verify that the HACCP based Food Safety Management System is functioning correctly and the practical considerations involved in achieving this.
- VIII. Identify appropriate documentation required in a HACCP based Food Safety Management System.
- IX. Identify the need for review of the system, and state the circumstances under which a review should be initiated

D. Management and supervisory considerations

Candidates should be aware of a range of management and supervisory considerations involved in implementation and management of a HACCP based Food Safety Management System based on HACCP principles in a food manufacturing environment. They should be able to:

- I. Explain the importance of thorough consideration of a wide range of risks to the integrity of food production and the need to consult (suppliers, management, supervisors, production operatives, FSA, industry) when designing a Food Safety Management System based on HACCP principles.
- II. Identify stages and scenarios within the food manufacturing process where potential human limitations may result in human error that jeopardises the integrity of food safety policies and procedures.
- III. Outline supervisory considerations involved in the of maintenance of consistent high standards in the running of an established Food Safety Management System based on HACCP principles

E. Case Study Application

Candidates should be able to identify appropriate responses in the design of a Food Safety Management System based on HACCP Principles for use within a food manufacturing environment. Candidate should be able to:

- I. Identify an appropriate product description and Process Flow diagram for the product
- II. Identify likely risks to food safety appropriate responses to a food safety risk assessment
- III. Identify appropriate prerequisites on which to base the HACCP based system design
- IV. Identify appropriate application of the 7 HACCP principles including CP, CCPS, Critical Limits and appropriate corrective actions
- V. Identify appropriate verification process to ensure the system is functioning correctly
- VI. Identify appropriate documentation necessary to maintain the effective and consistent function of an FSMS based on HACCP principles

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.

You can request customised training through your registered centre in the first instance. If you need to contact Qualifi directly:

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

or delivery partner

The Safer Food Group Tel **0800 612 6784** info@thesaferfoodgroup.com.