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## Qualification Specification

### Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)

Qualification Number: 603/2196/9

Version 1.2 June 2019

## Contents

Introduction .....	3
Key facts .....	3
Qualification overview and objective .....	3
Entry requirements.....	3
Geographical coverage .....	3
Tutor requirements .....	4
Reasonable adjustments and special considerations.....	5
ID requirements .....	5
Progression opportunities.....	5
Useful websites .....	5
Recommended training materials .....	5
Appendix 1: Qualification structure.....	6
Appendix 2: Qualification content.....	7
Indicative Content .....	8
Appendix 2: Sample assessment material.....	10

## Highfield Level 2 Award in HACCP for Food Manufacturing (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

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### Qualification regulation and support

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF includes those qualifications regulated by Ofqual and CCEA Regulation. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

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### Key facts

<b>Qualification Number:</b>	603/2196/9
<b>Learning Aim Reference:</b>	60321969
<b>Credit Value:</b>	1
<b>Assessment Method:</b>	Multiple-choice examination
<b>Guided Learning Hours (GLH):</b>	6
<b>Total Qualification Time (TQT):</b>	7

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### Qualification overview and objective

The Highfield Level 2 Award in HACCP for Food Manufacturing (RQF) is aimed at those working in a food manufacturing environment. The qualification is intended for candidates already working in food manufacturing and those who are preparing to work in the industry.

The objective of the qualification is to prepare learners for employment and also supports those who are, or will be part of a HACCP (hazard analysis and critical control points) team within a manufacturing environment.

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### Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners already hold a Level 2 Award in Food Safety Manufacturing or equivalent and have a minimum of Level 1 in literacy/English or equivalent.

This qualification is approved for delivery to learners aged 16+.

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### Geographical coverage

This qualification is suitable for delivery in England and Wales.

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### Guidance on delivery

The total qualification time for this qualification is 7 hours and of this 6 hours are recommended as guided learning hours.

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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.

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### Guidance on assessment

This qualification is assessed by multiple-choice examination, externally set and marked by Highfield Qualifications. The examination contains 15 questions, that must be completed within 30 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 9 questions or more to achieve a pass. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

This qualification is graded pass/fail.

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.

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### Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

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### Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield Qualifications website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

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### Tutor requirements

Highfield Qualifications recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification [or experience], which could include any of the following:
    - Level 3 Award in HACCP qualification
    - Level 3 Award in Food Safety qualification
    - Degree or DipHE in a related subject area such as:
      - Food science
      - Environmental Health
      - Home Economics
      - Microbiology
      - Or one that contains elements of these subjects
  - HNC/D in a related subject (as outlined above)
  - Hold a recognised teaching qualification or experience, which could include any of the following:
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- Level 3 Award in Education and Training or above
  - Proof of at least 30 hours of training in any subject
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- maintain appropriate continued professional development for the subject area

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### Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to the Highfield Qualifications Reasonable Adjustments Policy for further information/guidance.

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### 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 the Highfield Qualifications Core Manual.**

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### Progression opportunities

Upon successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield L3 Award in HACCP for Food Manufacturing
- Highfield L3 Award in Food Safety in Manufacturing

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### Useful websites

[www.food.gov.uk](http://www.food.gov.uk)

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### Recommended training materials

- *Foundation HACCP Training Presentation. Sprenger, Richard A. Highfield International Limited*
- *The (Level 2) HACCP Handbook. Sprenger, Richard A. Highfield International Limited*

## Appendix 1: Qualification structure

To complete the **Highfield Level 2 Award in HACCP for Food Manufacturing (RQF)** learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
K/616/0693	Principles of HACCP for Food Manufacturing	2	6	1

## Appendix 2: Qualification content

### Unit 1: Principles of HACCP for Food Manufacturing

Unit number: K/616/0693

Credit: 1

GLH: 6

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
1. Know the procedures required to develop HACCP	1.1 Recognise the role of the food handler in implementing HACCP
	1.2 Outline the need for prerequisite programmes
	1.3 Identify common prerequisite programmes
	1.4 State the preliminary steps required to develop HACCP
2. Know how the principles of HACCP are applied in a food production environment	2.1 Identify the purpose of hazard analysis
	2.2 Identify the importance of, and methods which can be used to determine, critical control points
	2.3 Recognise the importance of identifying critical (safe) limits
	2.4 Identify the importance of monitoring controls
	2.5 Identify ways of monitoring control points/critical control points
	2.6 Identify the purpose of taking appropriate corrective action at critical control points
	2.7 State the importance of verification and review of the HACCP process
	2.8 State the importance of documentation and records needed to support HACCP

## Indicative Content

### 1.1 Recognise the role of the food handler in implementing HACCP

- Including producing safe food, following procedures and policies and reporting problems

### 1.2 Outline the need for prerequisite programmes

- Meaning of the term prerequisite, good hygiene practice, good manufacturing practice
- Importance of implementing effective prerequisites to ensure food safety
- Enables the HACCP plan to concentrate on the specific hazards related to a particular product or process
- Applies to all areas in a food production facility, ensuring required controls relating to all steps in a process are implemented

### 1.3 Identify common prerequisite programmes

- For example: personnel hygiene, premises, services, supply chain stock control, design, cleaning, pest control, physical, chemical and allergenic contamination controls

### 1.4 State the preliminary steps required to develop HACCP

#### Awareness of:

- Terms of reference and scope
- Describe processes
- Identify intended use
- Identify the of purpose of flow diagrams

### 2.1 Identify the purpose of hazard analysis

- Identifies hazards that may affect the process
- Identifies the steps at which the hazards are likely to occur
- Helps determine significant hazards
- Helps to determine measures to control the hazards
- Can use the information gained to determine critical control points (CCPs)

### 2.2 Identify the importance of, and methods which can be used to determine, critical control points

- Tools which may be used to determine whether a step is a critical control point or control point (Decision tree, knowledge of team)
- Importance to include: Focuses on critical aspects of the process and assists in identifying if there has been a loss of control which could lead to harm or illness

### 2.3 Recognise the importance of identifying critical (safe) limits

- Helps to ensure safe food is sold
- Allow personnel to have clear understanding of what is acceptable and parameters to work within
- Measurable and so can be checked and provide assurance of safe food production

### 2.4 Identify the importance of monitoring controls

- Used to determine when there is a loss of control and a deviation occurs at a critical control point i.e. where a critical limit is breached



- Check control measures at control points/CCP's and critical limits at CCPs to ensure food produced is safe
- Provides written documentation for verification and legal evidence

2.5 Identify ways of monitoring control points/critical control points

- Appropriate methods of monitoring, dependent upon the CCP include:
  - Taking measurements (e.g. time, temperature, pH, size etc.)
  - Observation e.g. of delivery vehicles and practices
  - Completing records
- Testing and competency of personnel
- Importance of reporting when a process or product has breached controls

2.6 Identify the purpose of taking appropriate corrective action at critical control points

- To prevent unsafe food from reaching the customer
- Regain control before product dispatched/sold
- Rectify equipment/process problems and required repair/maintenance
- Importance of following procedures and completing relevant corrective actions in a timely manner

2.7 State the importance of verification and review of the HACCP process

- Confirms that the HACCP plan produces safe food for the end customer
- Helps demonstrate legal compliance
- Provides evidence of product safety
- What should prompt a review

2.8 State the importance of documentation and records needed to support HACCP

- Helps demonstrate legal compliance
- Provides evidence for customers and inspectors/auditors
- Assists in continual improvement plans
- Assists in complaint investigation
- Reasons why important documentation is completed accurately and at the correct frequencies

## Appendix 2: Sample assessment material



**Highfield EXAMINATION** 

Paper Code:                     

**Principles of HACCP for Food Manufacturing**

**Level 2**  
K/616/0693

**Information for registered centres**  
The seal on this examination paper must only be broken by the candidate at the time of the examination. Under no circumstances should a candidate use an unsealed examination paper.

**Information for candidates**  
Under no circumstances should you the candidate use an unsealed examination paper. This examination consists of 15 multiple-choice questions. The minimum pass mark is 9 correct answers. The duration of this examination is 30 minutes. You are NOT allowed any assistance to complete the answers. You must use a pencil to complete the answer sheet - pens must NOT be used. When completed, please leave the Examination Answer Sheet (EAS) on the desk.

**EXAMINATION ANSWER SHEET (EAS) INSTRUCTIONS:**  
For each question, fill in ONE answer ONLY.  
If you make a mistake ensure you erase it thoroughly.  
You must mark your choice of answer by shading in ONE answer circle only.  
Please mark each choice like this:

01     **ANSWER COMPLETED CORRECTLY**

Examples of how NOT to mark your Examination Answer Sheet (EAS). These will not be recorded.

01     **DO NOT partially shade the answer circle**  
**ANSWER COMPLETED INCORRECTLY**

01     **DO NOT use ticks or crosses**  
**ANSWER COMPLETED INCORRECTLY**

01     **DO NOT use circles**  
**ANSWER COMPLETED INCORRECTLY**

01     **DO NOT shade over more than one answer circle**  
**ANSWER COMPLETED INCORRECTLY**

All candidates **MUST** sign the Examination Answer Sheet (EAS) in the bottom right hand corner of the page before leaving the examination room.

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Manufacturing

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### Sample questions

Food handlers need to understand how to follow food safety management procedures so that the food produced:

- a) is made quickly
- b) does not contain preservative
- c) is safe to eat
- d) looks attractive to customers

Which of the following is a common monitoring action?

- a) Checking the temperature of food
- b) Cooking food thoroughly
- c) Placing food in a hot oven before cooking
- d) Disposing of food that has not cooked in the set time

It is important to regularly review the HACCP plan to:

- a) identify suitable critical limits
- b) develop more detailed controls
- c) identify how food costs can be reduced
- d) ensure it is current and correct