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## Qualification Specification

# Highfield Level 3 Award in HACCP for Food Manufacturing (RQF)

Qualification Number: 603/2231/7

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## Highfield Level 3 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 3 Award in HACCP for Food Manufacturing (RQF) is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual. It is also suitable for delivery in Wales and is regulated by Qualifications Wales.

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### Key facts

<b>Qualification Number:</b>	603/2231/7
<b>Learning Aim Reference:</b>	60322317
<b>Credit Value:</b>	2
<b>Assessment Method:</b>	Multiple-choice examination
<b>Guided Learning Hours (GLH):</b>	13
<b>Total Qualification Time (TQT):</b>	15

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### Qualification overview and objective

The Highfield Level 3 Award in HACCP for Food Manufacturing (RQF) is aimed at those responsible for assisting in the development and maintenance of HACCP systems in a food manufacturing environment.

The objective of the qualification is to provide learners with the knowledge necessary to be an integral part of a HACCP (hazard analysis and critical control point) team in manufacturing and other related industries, for example those involved in distribution and storage. The qualification is aimed at learners who are already working in food manufacturing with knowledge of food hazards and controls.

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

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### Entry requirements

There are no prerequisites for this qualification, although it is recommended that learners already hold a Level 3 Award in Food Safety Manufacturing or equivalent, have knowledge of food safety hazards and their controls and have a minimum of Level 2 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 15 hours and of this, 13 hours are recommended as guided learning hours.

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, containing 30 questions, that must be completed within 60 minutes. Successful learners will have to demonstrate knowledge across the unit content and correctly answer 18 questions or more to achieve a pass and 24 questions to achieve a distinction. Completed examination papers should be returned to Highfield Qualifications for marking. Results will then be provided to the centre afterwards.

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 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
    - Degree/higher qualification that contained at least one week of HACCP
  - Other suitable subject area qualifications may include:
    - Degree or DipHE in a related subject such as:
      - Food science
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- Environmental Health
  - Home Economics
  - Microbiology
  - Or one that contains elements of these subjects
  - HNC/D in a related subject (as outlined above)
  - Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology
- Hold a recognised teaching qualification [or experience], which could include any of the following:
    - Level 3 Award in Education and Training or above
    - Proof of at least 30 hours of training in any subject
  - 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:

- Level 4 Award in Food Safety Management in Manufacturing
- Level 4 Award in HACCP for Management (CODEX Principles)

### Useful websites

- The National Skills Academy Food & Drink <http://nsafd.co.uk/>
- Food Standards Agency <https://www.food.gov.uk/>

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### Recommended training materials

- *Intermediate HACCP (Level 3)*, Wallace, Carole A. Highfield International Limited
  - *Level 3 HACCP Training Presentation*, Sprenger, Richard A. Highfield International Limited
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## Appendix 1: Qualification structure

To complete the **Highfield Level 3 Award in HACCP for Food Manufacturing (RQF)** learners must complete the following mandatory unit:

Unit reference	Unit title	Level	GLH	Credit
F/616/0943	HACCP for Food Manufacturing	3	13	2