Qualification Specification

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SafeCert Level 2 Award in Food Safety in Catering
Qualification Code – SC24 11

Document Control

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Change Mechanism

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Qualification: SafeCert Level 2 Award in Food Safety in Catering

This qualification consists of one mandatory unit - Unit 1: Food Safety in Catering

Introduction

This Qualification Specification is designed to outline information to the delivery and achievement of the qualification. If you have any further questions, please contact our staff at SafeCert Awards.

Qualification Details

The SafeCert Level 2 Award in Food Safety in Catering is Accredited by SafeCert Awards. This qualification has the value of 1 credit. This is a 1 day course (minimum 6 hours) based in the classroom.

Qualification Structure

This qualification consists of one mandatory unit, the details of which are included at the end of this document. This award is to ensure that all employees are aware of food safety in preparation and storage for eventual service to the public. Candidates who successfully achieve this mandatory unit can gain the SafeCert Level 2 Award in Food Safety in Catering.

Food Safety in Catering - Unit Summary of Learning Outcomes

This unit has 4 Learning outcomes:

1. Understand how individuals can take responsibility for food safety
2. Understand the importance of keeping him/herself clean and hygienic
3. Understand the importance of keeping the work areas clean and hygienic
4. Understand the importance of keeping food safe

Mode of Delivery & Assessment

Assessment is on-going and is tutor led. Throughout the duration of the course, the tutor observes the practical skills of the candidates. At the end of the course, there is a multiple choice question paper, followed by a brief professional discussion.

There are detailed requirements for the delivery and assessment of these qualifications, guidance on which is specified in this document. Therefore delivery and assessment must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

External Documents Relating to the Qualification

There are a range of additional documents available, pertaining to this qualification. The main ones are as follows:

- Tutor/Assessor & IQA Support Guidance for this award. This is the assessment guidance together with the assessments. (This is only given to approved SafeCert centres for this award).
- Centre Handbook. (This is only for approved SafeCert centres).
- There are other policies such as appeals procedure and reasonable adjustments which can be seen in the about us page on the SafeCert website.

Centre's must be approved by SafeCert Awards, before they can provide any of the SafeCert Award qualifications. Qualifications approval can be included at initial approval. If a centre wishes to seek approval for further awards after the initial approval, they would complete and submit the additional awards approval form.

More Information about your qualification can be found on our website: www.safecertawards.com

Unit: Food Safety in Catering

This Food Safety in Catering award, is designed to ensure that all employees are aware of food safety in preparation and storage for eventual service to the public. The qualification can be tailored to suit any business, including the needs of the individual, enhancing the learning experience and making the content relevant and fit for purpose.

Learning Outcome	Assessment Criteria		
1. Understand how individuals can take responsibility for food safety	1.1 Outline the importance of food safety procedures, risk assessment, safe food handling, and behaviour		
	1.2 Describe how to report food safety hazards		
	1.3 Outline the legal responsibilities of food handlers and food business operators		
2. Understand the importance of keeping him/herself clean and hygienic	2.1 Explain the importance of personal hygiene in food safety including their role in reducing the risk of contamination		
	2.2 Describe effective personal hygiene practices, for example, protective clothing, hand washing, personal illness, cuts and wounds		
3. Understand the importance of keeping the work areas clean and hygienic	3.1 Explain how to keep the work area and equipment clean and tidy to include cleaning and disinfection methods, safe use and storage of cleaning chemicals and materials, and waste disposal		
	3.2 State how work flow, work surfaces and equipment can reduce contamination risks and aid cleaning		
	3.3 Outline the importance of pest control		
4. Understand the importance of keeping food safe	4.1 State the sources and risks to food safety from contamination and cross-contamination to include microbial, chemical, physical and allergenic hazards		
	4.2 Explain how to deal with food spoilage including recognition, reporting and disposal		
	4.3 Describe safe food handling practices and procedures for storing, preparing, cooking, chilling, reheating, holding, serving and transporting		
	4.4 Explain the importance of temperature controls when storing, preparing, cooking, chilling, reheating, holding, serving and transporting food		
	4.5 Describe stock control procedures including deliveries, storage, date marking and stock rotation		

Additional Information about the award

Award Code	SC24 11	Unit Code	F2
Minimum Learning Hours	6 Hours		
Level	2	**Credit**	1

Guidance notes on delivery

This is excellent award designed to ensure that all employees are aware of food safety in preparation and storage for eventual service to the public. This award has a minimum contact time of 6 hours, so it can be completed in 1 day.

There are detailed requirements for the delivery and assessment of these qualifications specified in this document.   Therefore delivery and assessment, must be undertaken in line with this guidance, regardless of the mode of delivery chosen.

Any training materials used for assessment purposes, must either be endorsed by SafeCert beforehand or approved by the SafeCert external quality advisor before usage, in line with this document.   Where SafeCert endorsed materials are available, by training providers they will be listed on our website www.safecertawards.com

Prerequisites

Age ranges
The qualification is open to Candidates of age 14 years and above.

Qualification Structure

This qualification consists of one mandatory unit, the details of which are included from page 5 of this document.

This qualification is typically delivered as a one day course in the classroom.

This qualification does not expire, but refresher training and keeping up to date with changes to policies and procedures is vital to keep the qualification current, therefore we would recommend refresher training every 3 years.

Opportunities for progression

Successful completers can progress to:
Progression and further learning routes include:
* SafeCert Level 3 Award in Supervising Food Safety in Catering

Pre-course procedures

The qualification is designed to be delivered free from any barriers which can restrict access or progression, thereby promoting equal opportunities. There are no formal requirements for entry to these qualifications.

Interview procedure & ID checking

All candidates must be instructed to bring photographic identification to the assessment. This will be checked by the assessor. This instruction should be given ahead of the course/assessment, when the candidate registers 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 reporting to be. All Centres are therefore required, to ensure that each candidate's photographic identification, is checked before they are allowed to undertake the examination/assessment. Assessors should write the type of photo identification provided by each candidate on the Candidate List under "Identification Provided".

Criminal Records Checks

Centres should note that it is now a requirement for teachers in further education to undergo Criminal Records checks with Disclosure Scotland.

Initial Assessment

All centres need to carry out an initial assessment that identifies, what competence and knowledge, a candidate has already, so that this can be taken into account.   This should be recorded, so that centres can identify any associated special requirements and record this in appropriate plans.

SECTION 2 - ASSESSMENT OVERVIEW

Delivery/Assessment Ratios

In order to effectively deliver and assess this qualification, it is recommended that centres do not exceed the ratio of 1 qualified tutor/assessor to 16 candidates. It is essential all candidates get the teaching practice and support requirement which would be extremely difficult if the number of candidates increased more than 16. If a centre wishes to increase this ratio, they must first request approval and state how they would support candidate needs.

Please note a student cannot assume responsibility in the workplace until they reach the age of 16, and then it is the employer's responsibility, to ensure that the student is suitable for that role.

Guidance on Assessment

SafeCert has worked with subject specialists, to develop a robust and streamlined, assessment process which includes the following:

1. Multiple Choice Assessment – Candidates are assessed with a multiple choice assessment. This can then be supplemented with a professional discussion, if the candidate fails to cover, all of the assessment criteria. The multiple choice assessment is externally set by SafeCert Awards and internally marked.

Full details and assessment materials, are recorded in the Tutor/Assessor Guidance support information.

Guidance on Internal Quality Assurance

SafeCert centres require a robust internal quality assurance system. The internal quality assurance, must be completed by a suitably qualified person who has also not been involved with the delivery or assessment of the award.
The internal quality assurer's role is to monitor not only the assessment of the qualification but also how it is delivered. This can be completed in a number of ways, such as observing a course delivery/assessment, sampling assessments, candidate interviews either in person or by telephone etc.

All assessment materials, must be kept at the centre for a minimum of 3 years and made available for any quality assurance checks.

Guidance on External Quality Assurance

SafeCert approved centres are required to be externally quality assured. This is to support centres in the implementation and management of the award and also to ensure the validity and value of the qualification.

SafeCert Awards employs a risk-based model to decide the frequency of EQA visits and each approved Centre will receive at least 1 EQA visit within a 3-year cycle. In addition to the EQA Visits SafeCert Awards will also conduct the following:

- Sample Desktop EQA Spot Checks on Assessment – This is where we will ask a sample of centres each year to send in all assessment paperwork so we can conduct an EQA desktop approval on assessment
- Sample EQA Centre Visits on Observation of Assessment – This is where we will conduct a sample of visits to monitor assessments during the assessment process at the centre.

SafeCert centres, must provide access to all records, for any EQA visits. Full details can be seen in the Centre Handbook.

Reassessment Procedures

Candidates who are unsuccessful in any aspect of the assessment process, will be offered one further opportunity to be reassessed, in the appropriate component of the assessment, ideally this should be within the timeframe allocated. Candidates should be aware, that there may well be an additional charge, for conducting reassessments.

Plans for assessment and assignment tasks, must be approved by SafeCert before the first assessment is undertaken by the candidates.   This approval process, will be carried out by the EQA, either electronically (or using other forms of correspondence), or at an initial quality assurance visit.   Materials for approval, can be sent directly to SafeCert's office manager, who will ensure it is passed to the appropriate person. A standard SafeCert observation proforma, is available for use by centres.

Grading

Assessment is pass or fail.

Unit Certification

Due to the qualification consisting of just one unit, all assessment components must be completed by the candidate and they must pass the centre quality assurance process to be certificated.

Centre Examination Procedures

SafeCert requires centres to monitor assessments in place:

- Assessor must keep all assessment papers in secure locked area until the start of the assessment
- Assessor will ensure no candidates, have any written notes or other reference material during the assessment
- Assessor will ensure the assessment room is in a quiet area and the room has an Exam Notice – "Please keep quiet during the assessment".
- Assessor will make sure there is no talking during the assessment
- Assessor will ensure there is a suitable distance between candidates, to prevent copying of answers
- All candidates will need to sit at their desk and remain quiet until the full assessment period is complete

- All candidates must stop writing as soon as the assessor has indicated, that the assessment time is now completed
- All question papers and answer sheets, should then be marked by the assessor. This is then sent to IQA for internal quality assurance of results and then held in secure locked area, for at least the duration of the validity of the award. SafeCert will then request full assessment materials sent in, if you are a new centre or for periodic EQA desktop spot checks on assessment. During external quality assurance visits, the EQA will need access to all assessment and IQA documents. SafeCert Awards will also conduct EQA observation of assessment visits to a sample of centres each year.

Facilities/Resources/Safety Considerations

Any training or assessment site, must meet the requirements of Health and Safety at Work Act 1974 and accepted safe practice, in the delivery of SafeCert Qualifications.

Training and assessment centres, must be suitable as a teaching area/environment conducive to candidates' learning. It should be well lit, well ventilated and of adequate size as per above requirements.

Reasonable Adjustments

Awarding organisations and centres are required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual circumstances, the practicality, and the effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, must also be taken into consideration.

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the candidate at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect the integrity of what needs to be assessed but may include:
- Changing standard assessment arrangements, for example allowing a candidate extra time to complete the assessment activity.
- Adapting assessment materials, such as providing materials in large print.
- Providing access for facilitators during the assessment, such as a sign language interpreter or a reader.
- Re-organising the assessment room, such as removing visual stimuli for an autistic candidate.

There is a detailed list of Reasonable Adjustments listed in the Reasonable Adjustments and Special Considerations Policy on the SafeCert website on the link below, that the centre can apply without prior approval from SafeCert and these would be recorded on the candidate registration and assessment tracking record. Any other reasonable adjustment not listed must be applied for using Form RA1 in Appendix 2 and agreed upon before the assessment activity takes place.

They constitute an arrangement to give the candidate access to the assessment activity. The use of a reasonable adjustment will not be taken into consideration during the assessment of a candidate's work.

SafeCert has a Reasonable Adjustments and Special Considerations Policy which can be found on our website at the following link:
https://www.safecertawards.com/pdf/ReasonableAdjustmentsandSpecialConsiderationsPolicy.pdf

or you can obtain a copy by e-mailing SafeCert at info@safecertawards.com.

All awarding organisations and centres have a responsibility to ensure that the process of assessment is robust and fair while allowing the candidate to show what they know and can do without compromising the assessment criteria.

Adjustments to assessments:
- Should not invalidate the assessment requirements of the qualification.
- Should not give the candidates an unfair advantage.
- Should reflect the candidate's normal way of working.
- Should be based on the individual needs of the candidate.

SECTION 3

Centre Staffing:

Centres should ensure that there are a sufficient number of people either trained or qualified, to assess the number of candidates they register. They should also ensure that there are a sufficient number of people either trained or qualified to internally quality assure, for the number of candidates and assessors

Quality assurance systems need to be in place to ensure that all assessments are valid, reliable, authentic and sufficient. Training should be sufficient and up-to-date for the IQAs identified as being responsible for quality assurance.

Centres also need to ensure that there is a system of standardisation in place, so that all assessments are consistent and fair. Anyone undertaking the role of quality assurance and assessment, should maintain their skills, knowledge and understanding, regarding assessment and quality assurance and hold a current qualification.

The occupational expertise of those undertaking the roles of assessment and internal verification is one of the key factors underpinning valid, fair and reliable assessment. The integrity of assessments and verifications is of paramount importance. Centres must ensure that there is sufficient time, to conduct effective assessment and internal verification.

Criteria for Trainer/Assessors

SafeCert requires that Nominated Trainers/Assessors have teaching experience and hold a qualification in the relevant subject area. ***Suitable Subject Area Qualifications may include:***

- Food Hygiene for Supervisors at RQFF Level 3 or above
- Food Hygiene or Food Safety Trainer CPD Award delivered by a recognised awarding body

Teaching

Suitable teaching awards for which candidates with these teaching awards can also act as assessors with these awards include the following:

- PTLLS Teaching Award
- Level 3 Award in Education and Training
- Planning and Delivering Learning Sessions to Groups Level 6

Assessing

As well as the subject knowledge and competence, trainer/assessor who only have one of the assessors award, will also require an approved teaching award, such as those listed above in order to teach the award. Suitable assessing awards include the following:

- TAQA Assessor Awards (or D32/D33/A1, A2)
- SQA Assess Work based Competence using Direct Methods
- SQA Assess Work based Competence using Direct and Indirect Methods
- Planning and Delivering Learning Sessions to Groups Level 6
- Regulated FAW Assessing CPD Certificate from Awarding Body
- Planning and Delivering Learning Sessions to Groups Level 6

**. Assessors who do not hold a formal assessing qualification may alternatively attend Health and Safety CPD Training with a recognised Awarding Organisation

Criteria for Internal Verifiers

SafeCert requires that Nominated IQA for the centre must hold a qualification in the relevant subject area.

Suitable Subject Area Qualifications may include:

- Food Safety Award or Certificate at SCQF Level 5 or RQF Level 2 or above
- Food Safety Trainer CPD Award delivered by a recognised awarding body

As well as the subject knowledge and competence the IQA must also have one of the approved IQA qualifications as listed below.

Qualification	IQA*
V1 or D34	✔
Level 4 Award in the internal Quality Assurance of Assessment Processes and Practice (QCF)	✔
Level 4 Certificate in Leading the internal Quality Assurance of Assessment Processes and Practice (QCF)	✔
Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment	✔
SQA Accredited Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment	✔
SQA Internally Verify the Assessment Process	✔

*. IQAs who do not hold a formal IQA qualification may alternatively attend Internal Quality Assurance CPD Training with a recognised Awarding Organisation

Internal Quality Assurance

Internal quality assurance is essential to ensuring that the assessment of evidence for units, is of a consistent and appropriate quality. Those carrying out internal quality assurance, must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

Delivery

The qualification must be delivered using a programme of training, that is approved by SafeCert, to ensure that the learning outcomes have been met.   A qualification can be approved with initial centre approval form or after with an additional awards application form, these can be downloaded from www.safecertawards.com, or you can contact SafeCert for more information.

The programme may be flexible to suit candidates' needs and local circumstances; facilitators/assessors are encouraged to repeat sessions that candidates have not fully grasped or introduce additional sessions, to ensure understanding and competence.   It is recommended that where possible, the theoretical sessions are interspersed with practical aspects.

Useful Websites

Company	Website
HSE	www.hse.gov.uk/
Food Standards Agency	http://www.food.gov.uk/
Food Standards Scotland	http://www.foodstandards.gov.scot/food-safety-standards
SafeCert Awards	www.safecertawards.com