Summary of Learning Outcomes

Level 3 Award in Supervising Food Safety in Catering

Qualification Number: 500/5471/5

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SUMMARY OF LEARNING OUTCOMES FOR LEVEL 3 AWARD IN SUPERVISING FOOD SAFETY IN CATERING

Summary of Learning Outcomes:

1. Introduction to Food Safety

1.1 Candidates must understand the importance of behaving responsibly by being able to:

1.1.1 Explain the importance of food safety and requirement for effective food safety procedures

1.1.2 Identify the moral, economic and legal impact of poor and good food safety practices to food businesses, customers and employees

2. Micro-organisms (Multiplication & Survival Hazards)

2.1 Candidates must understand how micro-organisms pose a hazard to food safety by being able to:

2.1.1 Explain the nature and sources of micro-organisms

2.1.2 Identify the hazard of multiplication and survival posed by micro-organisms. Explain why it is important to control micro-organisms and give examples of how this can be achieved in a catering environment

2.1.3 Recognise that spoilt food can cause a food safety hazard

3. Contamination Hazards and Controls

3.1 Candidates must understand the concept of food hazards caused by contamination of food by being able to:

3.1.1 Identify common causes of microbiological, physical, chemical and allergenic contamination hazards and how the risk from each can be controlled

4. Food Poisoning and its Control

4.1 Candidates must know and understand the main reasons for food poisoning and food borne illnesses and understand the importance of preventing illness by being able to:

4.1.1 Identify the main characteristics of food related illness and know how they may be controlled in a catering environment

5. Food Handlers and Personal Hygiene

5.1 Candidates must understand the importance of ensuring food handlers do not contaminate food by being able to:

5.1.1 Explain how food handlers can be both sources and vehicles of food contamination hazards and how they can contaminate food

5.1.2 Identify the general principles of good personal hygiene and outline how to control hazards associated with poor personal hygiene

5.1.3 Outline the personal hygiene practices that staff should follow according to operational requirements including hand washing, wearing of protective clothing, footwear and headgear, wearing of jewellery and accessories, treatment and covering of cuts, boils, grazes and wounds

5.1.4 Explain why it is important to have systems in place regarding the reporting of illness and infections promptly and identify action to be taken if a food handler poses a threat to the safety of the food

5.1.5 Describe the role of the supervisor in securing high standards of staff personal hygiene

6. Food Safety Management Systems and HACCP

6.1 Candidates must understand the concept of HACCP as a food safety management system and should be able to:

6.1.1 Outline the principles and procedures involved in systems such as Hazard Analysis Critical Control Point (HACCP)

6.1.2 Explain the role of the supervisor in the implementation and monitoring of a food safety management system, ensuring appropriate corrective action is taken when a critical limit is breached

6.1.3 Describe the role of the supervisor with regard to the verification of the HACCP system

7. HACCP from Purchase to Service

7.1 Candidates must understand how implementation and monitoring of food safety procedures can prevent foodborne illness and contamination of food by being able to:

7.1.1 State the hazards, control measures and monitoring (including temperature levels) supervisors are responsible for during delivery,

storage, thawing, preparation, cooking, cooling, reheating, holding and serving of food

8. The Design and Construction of Food Premises and Equipment

8.1 Candidates must be aware of their role in reducing risks of food contamination from premises and equipment including colour coding, by being able to:

8.1.1 Outline the principles of good workplace design and layout

8.1.2 Recognise and report problems that could result in food contamination

8.1.3 Suggest measures to ensure that equipment does not result in food contamination

8.1.4 Identify the reasons for prompt disposal of waste

9. Food Pests and Control

9.1 Candidates must understand the need for pests to be controlled in catering premises and be able to:

9.1.1 Identify common food pests

9.1.2 State the hazards that can be posed by food pests and their control and give reasons for controlling pests in a catering operation

9.1.3 Describe the role of the supervisor in pest management, including the identification of effective pest control measures

9.1.4 State the law regarding pest control in catering premises

10. Cleaning and Disinfection

10.1 Candidates must understand the importance of effective cleaning and disinfection in food premises and be able to:

10.1.1 Explain the requirement for cleanliness of food premises and equipment

10.1.2 Identify typical areas in a catering operation that will require cleaning, disinfecting and/or sanitizing

11. Supervisory Management

11.1 Candidates must have an understanding of the role of the supervisor in securing food safety, and be able to:

11.1.1 Explain the responsibilities of the supervisor

11.1.2 Communicate effectively, organise and contribute to staff training and record keeping

12. Food Safety Enforcement

12.1 Candidates must have a general understanding of the need for food safety enforcement and be able to:

12.1.1 Outline the role of the supervisor when an enforcement officer visits a food premise

12.1.2 State the types of penalties that can be applied if a food business or food handler contravenes food safety legislation

12.1.3 Outline the purpose of Industry Guides

Outcome Details:

13. Introduction to Food Safety

13.1 Candidates must understand the importance of behaving responsibly by being able to:

13.1.1 Explain the importance of food safety

13.1.1.1 Define: food safety, food hygiene, food poisoning, hazard, food safety management system, pathogen, safe food

13.1.1.2 Identify different categories of hazards in food safety (microbiological, physical, chemical and allergenic)

13.1.1.3 Outline the importance of having effective food safety management procedures

13.1.2 Identify the moral, economic and legal impact of poor and good food safety practices to food businesses, customers and employees

14. Micro-organisms (Multiplication & Survival Hazards)

14.1 Candidates must understand how micro-organisms pose a hazard to food safety by being able to:

14.1.1 Explain what micro-organisms are and outline where they may be found

14.1.1.1 Define: bacteria, virus and mould

14.1.1.2 Identify the different types of bacteria of interest to the food industry, including pathogens, spoilage and beneficial

14.1.1.3 State the common sources of food poisoning bacteria

14.1.2 Explain multiplication and survival hazards posed by micro-organisms and know why it is important to control micro-organisms and give examples of how this can be achieved in a catering environment

14.1.2.1 List the types of microbiological hazards

14.1.2.2 State the main characteristics of bacteria

14.1.2.3 Identify the main factors which influence the multiplication of food poisoning bacteria

14.1.2.4 Specify the temperatures which support the most rapid multiplication of food poisoning bacteria and the range of the danger zone and identify how this knowledge can be used to control multiplication and survival hazards

14.1.2.5 Explain the terms 'bacterial spore' and toxin

14.1.2.6 Describe the conditions under which spores and toxins are formed and the consequences these may have for food safety

14.1.2.7 Identify different food types and outline the microbiological hazards posed by each type and give examples of raw food, high-risk foods, low-risk foods and ready-to-eat raw foods

14.1.2.8 Suggest methods of minimising and preventing bacterial multiplication and state how this can help to reduce the likelihood of food poisoning

14.1.2.9 Identify the methods used to destroy food poisoning bacteria in food

14.1.3 Understand how spoilt food can cause a food safety hazard

14.1.3.1 Explain how spoilt food can cause a food safety hazard

14.1.3.2 Recognise the signs of food spoilage and methods used to detect it

14.1.3.3 Outline methods of preventing spoilage of food

15. Contamination Hazards and Controls

15.1 Candidates must understand the concept of food hazards caused by contamination of food by being able to:

15.1.1 State common causes of microbiological, physical, chemical and allergenic contamination hazards and how the risk from each can be controlled

15.1.1.1 Define contamination, cross-contamination, sources of contamination, route and vehicle

15.1.1.2 Identify the types of contamination hazards likely to be found in a catering business and give examples of each type (microbiological, physical, chemical and allergenic)

15.1.1.3 Identify the principal causes of food safety contamination hazards (e.g. human factors (including lack of effective supervision), lack of labelling information, cross-contamination, premises and waste, personal health, handling issues and pests)

15.1.1.4 List examples of common vehicles of microbiological contamination

15.1.1.5 List examples of how cross-contamination can occur and explain why it is important to separate raw and ready to eat foods

15.1.1.6 Illustrate how cross-contamination can be controlled in a catering environment

15.1.1.7 Give examples of how physical hazards can be controlled in a catering environment

15.1.1.8 Give examples of how chemical hazards can be controlled in a catering environment

15.1.1.9 Identify foods that can cause allergic reactions and outline how to control the risk from allergens within a catering environment

16. Food Poisoning and its Control

16.1 Candidates must know and understand the main reasons for food poisoning and food borne illnesses and understand the importance of preventing illness by being able to:

16.1.1 Identify the main characteristics of food related illness and know how they may be controlled in a catering environment

16.1.1.1 Define: terms duration, food poisoning, risk groups, incubation/onset period, causative agent

16.1.1.2 Define food poisoning is and identify the main symptoms of food poisoning

16.1.1.3 State the usual incubation period and duration of food poisoning

16.1.1.4 Identify those most at risk from food poisoning

16.1.1.5 State the causative agents of food poisoning and the common food vehicles

16.1.1.6 Identify the main causes of food poisoning

16.1.1.7 Recognise that food contaminated with food poisoning organisms usually looks, smells and tastes completely normal

16.1.1.8 Suggest methods of controlling food poisoning in a catering environment

16.1.1.9 Identify common foodborne diseases (Campylobacter, Norovirus, E coli O157, listeria, typhoid, Hepatitis A and dysentery)

17. Food Handlers and Personal Hygiene

17.1 Candidates must understand the importance of keeping themselves clean and hygienic by being able to:

17.1.1 Outline how food handlers can be both sources and vehicles of food contamination hazards and how they can contaminate food

17.1.1.1 List common sources of contamination from food handlers. Describe common routes and vehicles of contamination from chemicals, allergens, physical objects and micro-organisms

17.1.1.2 Define the term "carrier". Distinguish between healthy and convalescent carriers

17.1.2 Identify the general principles of good personal hygiene and outline how to control hazards associated with poor personal hygiene

17.1.2.1 State the main legal requirements regarding personal hygiene of food handlers, including exclusion, protective clothing and training

17.1.2.2 Explain what controls and procedures should be observed with regard to personal hygiene and recognise why food handling should be kept to a minimum

17.1.2.3 Outline unhygienic practices and habits of food handlers that should be avoided

17.1.3 Explain the personal hygiene practices that staff should follow according to operational requirements including, hand washing, wearing of protective clothing, footwear and headgear, wearing of jewellery and accessories, treatment and covering of cuts, boils, grazes and wounds.

17.1.3.1 Describe how to wash hands correctly

17.1.3.2 Identify the important times when hands must be washed

17.1.3.3 Outline the hand washing facilities that should be provided in a catering operation and the barriers to effective hand washing

17.1.3.4 Describe the importance of wearing appropriate wound dressings

17.1.3.5 Explain why people with open wounds should not enter or work in food production areas

17.1.3.6 Outline what to do if a food handler has an open wound

17.1.3.7 Explain the function of protective clothing

17.1.3.8 Discuss the properties of protective clothing

17.1.3.9 State when protective clothing should be changed and explain why this is important

17.1.3.10 Explain how jewellery and personal effects can cause a hazard

17.1.4 Explain why it is important to have systems in place regarding the reporting of illness and infections promptly and identify action to be taken if a food handler poses a threat to the safety of the food

17.1.4.1 Identify the illnesses/symptoms that must be reported

17.1.4.2 Explain how persons who are, or are suspected of being 'carriers' of food borne illness may expose food to risk of contamination

17.1.4.3 Suggest suitable controls for preventing people contaminating food

17.1.4.4 State the law regarding the exclusion of food handlers

17.1.4.5 Outline the main guidance given in Fitness to Work

17.1.5 Know the role of the supervisor in securing high standards of staff personal hygiene

17.1.5.1 Suggest methods of encouraging and monitoring standards of personal hygiene

18. Food Safety Management Systems and HACCP

18.1 Candidates must understand the concept of HACCP as a food safety management system and should be able to:

18.1.1 Understand the principles and procedures involved in systems such as Hazard Analysis Critical Control Point (HACCP)

18.1.1.1 Define: prerequisite programmes, flow diagram, HACCP, food safety management system, control measure, critical

control point, critical limit, target level, monitoring, corrective action and verification

18.1.1.2 State the principles of HACCP

18.1.1.3 Discuss the role of the supervisor in the instruction and training of staff in HACCP procedures

18.1.1.4 Recognise how food safety management systems may be adapted to suit the nature and complexity of the business

18.1.1.5 State the law regarding the implementation of HACCP in catering premises

18.1.2 Explain how the supervisor can contribute to the implementation and monitoring of a food safety management system, ensuring appropriate corrective action is taken when a critical limit is breached

18.1.2.1 Explain the importance of identifying hazards, control measures and critical limits at steps in the catering process which are critical to food safety

18.1.2.2 Identify methods of supervising food safety and explain how effective supervision can reduce the likelihood of a food safety hazard occurring

18.1.2.3 Outline methods of monitoring at all stages of food production in a catering environment

18.1.2.4 Identify appropriate corrective actions for deviations from critical limits at critical control points in food production

18.1.2.5 Explain the importance of up-to-date, accurate documentation and records, and provide examples of the type of records that may be used in a catering business

18.1.3 Know the role of the supervisor regarding the verification of the HACCP system

18.1.3.1 Discuss the role of the supervisor in internal and external food safety inspections and audits

18.1.3.2 Describe the role of the EHP/O during a routine food safety inspection

19. HACCP from Purchase to Service

19.1 Candidates must understand how implementation and monitoring of food safety procedures can prevent food borne illness and contamination of food by being able to:

19.1.1 Describe the hazards, control measures and monitoring, including temperature levels, supervisors are responsible for during: delivery, storage, thawing preparation, cooking, cooling, reheating, holding and serving of food

19.1.1.1 Explain the importance of selecting reputable suppliers and identify controls to minimise the hazards from delivery and unloading

19.1.1.2 Discuss the importance of clear labelling of food

19.1.1.3 Identify correct food storage conditions and specify the temperatures required for different food

19.1.1.4 Explain why stock rotation procedures are important. Distinguish between Use By and Best Before date codes and explain why food past its code must be disposed of

19.1.1.5 Specify suitable cooking temperatures and/or timescales for thawing, cooking, cooling, reheating, hot and cold holding of food

19.1.1.6 Identify suitable monitoring procedures for all stages of food production and service in a catering operation

19.1.1.7 Describe how to use thermometers correctly and outline simple methods of validating thermometers

19.1.1.8 State the law regarding temperature control and date coding applicable to catering

20. The Design and Construction of Food Premises and Equipment

20.1 Candidates must be aware of their role in reducing risks of food contamination from premises and equipment by being able to:

20.1.1 Outline the principles of good workplace design and layout

20.1.1.1 Identify design features for catering establishments, including avoidance of cross-contamination through workflow and layout

20.1.1.2 Outline the need for suitable lighting and ventilation and the properties of suitable internal finishes for fixtures and fittings

20.1.2 Recognise and report problems that could result in food contamination

20.1.2.1 State the main legal requirements for food premises, waste and equipment

20.1.2.2 Identify the hazards associated with poor design and construction of food premises

20.1.2.3 Explain the meaning of the term 'linear workflow' and give examples of how this can be achieved

20.1.2.4 Explain the importance of using washing and cleaning facilities and equipment appropriately

20.1.3 Outline measures to ensure that equipment does not result in food contamination

20.1.3.1 Identify desirable properties for food equipment used in catering operations, including colour coding

20.1.3.2 Identify the hazards associated with damaged equipment and surfaces in a food room and give examples of the types of food safety hazards

20.1.3.3 Recognise the action to take if damaged equipment or surfaces are identified in a food room

20.1.4 Outline why it is important to clear and dispose of waste promptly

20.1.4.1 Identify the hazards associated with incorrect waste management

20.1.4.2 Outline the requirements for internal and external waste management in a catering business

20.1.4.3 Explain how to clear and dispose of waste safely

20.1.4.4 Explain the importance of keeping internal and external waste areas clean

21. Food Pests and Control

21.1 Candidates must understand the need for the control of pests in food premises and be able to:

21.1.1 State the hazards that can be posed by food pests and their control and give reasons for controlling pests in a catering operation

21.1.1.1 State the law regarding food pests and their control

21.1.1.2 Identify common food pests

21.1.1.3 List the main signs of pest infestations

21.1.1.4 Explain why food pests are a hazard to food safety and outline the role of the food handler in preventing the access and harbourage for pests, including keeping doors and windows closed, placing lids on waste containers and reporting potential entry points

21.1.1.5 Suggest suitable control measures that may be used in catering operations

21.1.1.6 Recognise how inappropriate control measures can cause food safety hazards

21.1.2 Describe the role of the supervisor in pest management, including the identification of effective pest control measures

21.1.2.1 Identify the importance of training staff in reporting signs of pest activity and in taking appropriate action should there be evidence of pests

21.1.2.2 Explain the importance of liaison with an appropriate pest control contractor

21.1.2.3 Evaluate the effectiveness of pest control measures

21.1.2.4 Summarise the action to take in the event of a pest complaint by a customer or a member of staff

21.1.3 State the law regarding pest control in catering premises

22. Cleaning and Disinfection

22.1 Candidates must understand the importance of effective cleaning and disinfection in food premises and be able to:

22.1.1 Know why food premises and equipment must be clean and how this can be achieved

22.1.1.1 Identify the reasons for cleaning and identify how cleaning processes can be effectively supervised including the use and content of cleaning schedules

22.1.1.2 Define: cleaning, bactericide, detergent, disinfectant, disinfection, sanitizer, sanitisation, sterilisation, steriliser, sterilising, biodegradable and double sink washing

22.1.1.3 List the steps involved in cleaning and disinfecting or in sanitizing

22.1.1.4 Recognise the importance of using the correct equipment, utensils and chemicals when cleaning and outline the hazards associated with poor cleaning

22.1.1.5 Distinguish between 'clean as you go' and 'scheduled cleaning'

22.1.1.6 Specify safety precautions that should be considered when storing chemicals and cleaning and disinfecting work areas or equipment

22.1.2 Identify typical areas in a catering operation that will require cleaning, disinfecting and/or sanitising

23. Supervisory Management

23.1 Candidates must understand the role of the supervisor in securing food safety and be able to:

23.1.1 Identify the responsibilities of the supervisor

23.1.1.1 Outline current food safety legislation requirements affecting supervisors responsibilities

23.1.1.2 Estimate the resources required for food production operations

23.1.1.3 Monitor activities and performance against organisational standards and targets

23.1.1.4 Discuss what action to take when performance does not match up to standards and targets

23.1.1.5 Identify the importance of providing feedback to the person responsible for the food safety procedures and the types of issues you need address

23.1.1.6 Recognise the importance of contributing to the evaluation of the food safety procedures

23.1.1.7 Explain the role of the supervisor in the investigation of a food poisoning allegation

23.1.2 Communicate effectively, organise and contribute to staff training and record keeping

23.1.2.1 Identify the objectives and benefits of food safety training

23.1.2.2 Explain what is involved in training and the type of aids that can be used for training

23.1.2.3 Describe appropriate training methods

23.1.2.4 Describe how to communicate standards and procedures to staff

23.1.2.5 Discuss the planning of training

23.1.2.6 Suggest a variety of approaches to motivate staff to achieve the required standards of quality and safety

23.1.2.7 Explain the importance of training records

24. Food Safety Enforcement

24.1 Candidates must have a general understanding of the need for enforcement and be able to:

24.1.1 Identify a supervisor's role when an enforcement officer visits a food premise

24.1.1.1 Identify the powers of enforcement officers, including powers of entry, to take samples, to take photographs, and to interview all food handlers

24.1.1.2 Explain the role of the enforcement officer with regard to providing advice, investigating complaints and improving food safety

24.1.1.3 Recognise the consequences of the service of a notice or the prosecution of a catering business

24.1.2 State the types of penalties that can be applied if a food business or food handler contravenes food safety legislation

24.1.2.1 Identify the penalties that can be applied to both food handlers and food business operators for non compliance with food safety legislation

24.1.2.2 Explain what is meant by a due diligence defence

24.1.2.3 Recognise the importance of accurate written records in a due diligence defence

24.1.3 Outline the purpose of industry guides