



GA Level 2 Award in Food Safety for Catering
GA Level 2 Award in Food Safety for Retail
GA Level 2 Award in Food Safety for Manufacturing

Qualification Specification

GA Level 2 Award in Food Safety for Catering (RQF)	601/8269/6
GA Level 2 Award in Food Safety for Retail (RQF)	601/8270/2
GA Level 2 Award in Food Safety for Manufacturing (RQF)	601/8350/0

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Section 1 - Qualification Overview

1.1 Introduction: About the Gatehouse Awards Food Safety Qualifications.

The Gatehouse Awards Food Safety for Catering, Retail and Manufacturing qualifications are based on the National Occupational Standards within the Hospitality suite of standards developed by People 1st and the National Occupational Standards within the Food Safety for Manufacturing suite of standards developed by Improve.

They are designed to allow all Candidates working in, or preparing to work in a catering, retail or manufacturing setting to gain both the knowledge and understanding necessary to ensure that food is kept safe in line with relevant guidance and legislation.

This specification covers the GA Level 2 Award in Food Safety for Catering, the GA Level 2 Award in Food Safety for Retail and the GA Level 2 Award in Food Safety for Manufacturing.

This document provides Centres and Candidates with a comprehensive overview of the qualification and the assessment and quality assurance requirements for these qualifications.

These qualifications are regulated by the Office of Qualifications and Examinations Regulations (Ofqual) in England and are part of the Regulated Qualifications Framework (RQF). All versions of these qualifications are listed on the Register of Regulated Qualification which is held on the Regulated IT System (RITS) operated by Ofqual at <http://register.ofqual.gov.uk/Qualification>

The information contained within this document must be made available by Approved Centres to all members of staff involved with the administration, conduct and delivery of Gatehouse Awards Food Safety for Catering, Retail and Manufacturing qualifications. In addition, essential policies, procedures and forms can be found in the Centre Handbook and on the Gatehouse Awards website: www.gatehouseawards.org

1.2 Qualification Titles, Qualification Numbers and Important Dates

Qualification Title and Level	Qualification Number	Operational Start Date	Operational Review Date
GA Level 2 Award in Food Safety for Catering (RQF)	601/8269/6	01/01/2016	31/12/2020
GA Level 2 Award in Food Safety for Retail (RQF)	601/8270/2	01/01/2016	31/12/2020
GA Level 2 Award in Food Safety for Manufacturing (RQF)	601/8350/0	01/02/2016	31/01/2021

1.3 Qualification Aims and Objectives

The aim of the GA Awards in Food Safety for Catering, Food Safety for Retail and Food Safety for Manufacturing qualifications is to enable Candidates who are working in, or preparing to work in, a catering, retail or food manufacturing setting to gain the knowledge and understanding to identify and control risks to food safety and ensure that food is kept safe in line with relevant guidance and legislation.

The GA Food Safety qualifications can be relied upon by employers to indicate that an individual can undertake a specific role in the workplace.

1.4 Qualification Structure and Overview

The Gatehouse Awards Food Safety qualifications are listed on the Ofqual Register of Regulated Qualifications as part of the Regulated Qualifications Framework (RQF).

These qualifications are designed to reference the descriptors of knowledge and proficiency in the National Occupational Standards in the suite of standards for Food Safety developed by People 1st, the Sector Skills Council for Hospitality, Leisure, Passenger Transport, Travel, Tourism and Retail and the Food Safety for Manufacturing suite of standards developed by Improve, the Sector Skills Council for the Food & Drink Manufacturing and Processing Sector.

The structure of the Gatehouse Awards Food Safety qualifications is as follows:

GA Level 2 Award in Food Safety for Catering (RQF)	One Mandatory Unit: Understanding and Maintaining Food Safety in a Catering Environment
GA Level 2 Award in Food Safety for Retail (RQF)	One Mandatory Unit: Understanding and Maintaining Food Safety in a Retail Environment
GA Level 2 Award in Food Safety for Manufacturing (RQF)	One Mandatory Unit: Understanding and Maintaining Food Safety in a Manufacturing Environment

The GA Awards in Food Safety for Catering, Food Safety for Retail and Food Safety for Manufacturing are not designed to replace existing qualifications.

1.5 Guided Learning Hours, Total Qualification Times and Credit Values

Skill	GLH	Assessment	TQT	Credits	Unit Reference
GA Level 2 Award in Food Safety for Catering (RQF)					
Understanding and Maintaining Food Safety in a Catering Environment	9	1	N/A	1	J/507/9755
Total:	9	1	10	1	
GA Level 2 Award in Food Safety for Retail (RQF)					
Understanding and Maintaining Food Safety in a Retail Environment	9	1	N/A	1	R/507/9757
Total:	9	1	10	1	
GA Level 2 Award in Food Safety for Manufacturing (RQF)					
Understanding and Maintaining Food Safety in a Retail Environment	9	1	N/A	1	K/508/0610
Total:	9	1	10	1	

1.6 Intended Audience, Age and Entry Requirements

These qualifications are available to Candidates aged 16 and over, who are working, or preparing to work, in the hospitality, catering, retail or food and drink manufacturing sectors and who need a sufficient understanding of the principles of maintaining food safety.

The qualification may be undertaken as initial training in the field of food safety or as refresher training for more experienced food handlers.

There are no formal entry requirements for these qualifications.

1.7 Rules of Combination

In order to achieve the GA Level 2 Award in Food Safety for Catering (RQF), Candidates must achieve one Mandatory Unit: Understanding and Maintaining Food Safety in a Catering Environment.

In order to achieve the GA Level 2 Award in Food Safety for Retail (RQF), Candidates must achieve one Mandatory Unit: Understanding and Maintaining Food Safety in a Retail Environment.

In order to achieve the GA Level 2 Award in Food Safety for Manufacturing (RQF), Candidates must achieve one Mandatory Unit: Understanding and Maintaining Food Safety in a Manufacturing Environment.

There are no further Rules of Combination.

1.8 Recognition of Prior Learning and Transfer of Credits

Recognition of prior learning (RPL) is as a method of assessing whether a learner's previous experience and achievements meet the standard requirements of a Gatehouse Awards Unit or Units prior to the Candidate taking the assessment for the qualification, or part of the qualification, they are registered for.

Any prior learning must be relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and Gatehouse Awards will subsequently amend the requirements which a Candidate must have satisfied before they are assessed as eligible to be awarded the qualification.

Where there is evidence that the Candidate's knowledge and skills are current, valid and sufficient the use of RPL may be acceptable for recognising achievement of a unit, units or a whole qualification. The requirement for RPL in such instances will include a consideration of the currency of the knowledge gained by the Candidate at the time they undertook the prior learning. RPL cannot be guaranteed in instances where industry practice or legislation has significantly changed in the time since the prior learning was undertaken / a previous Award was issued.

No transfer of credits is permitted for any GA Award in Food Safety.

1.9 Relationship to Other Qualifications & Progression Opportunities

The GA Food Safety for Catering, Retail and Manufacturing qualifications are based on the National Occupational Standards within the Hospitality suite of standards developed by People 1st and the National Occupation Standards within the Food Safety for Manufacturing suite of standards developed by Improve.

They are ideal qualifications for Candidates to progress onto further food safety qualifications which reflect the context in which they work, for example Food Safety Supervision, Food Safety Management, or a range of Hospitality, Catering and Professional Cookery or Retail, Manufacturing qualifications at Level 2 and above.

1.10 Language of Assessment

These qualifications are offered in English. Further information concerning the provision of qualification and assessment materials in Welsh and Irish may be obtained from Gatehouse Awards.

1.11 Grading

These qualifications are not graded. Candidates are assessed as Pass or Refer.

1.12 Qualification Availability

These qualifications are available via Gatehouse Awards Approved Centres in England, Wales and Northern Ireland.

If you are not currently a recognised Gatehouse Awards Centre, or you do not have approval to offer Food Safety qualifications, please contact us. Our contact details appear on the front page of this publication and on our website www.gatehouseawards.org.

Section 2 – Qualification Delivery, Assessment and Certification

2.1 Teaching and Learning Requirements

Where Centres offer Food Safety courses leading to the qualifications, these can be full-time, part-time, evenings only or by distance/online learning as deemed appropriate in order to meet their learners' needs whilst preparing learners for assessment.

Centres should ensure that Candidates meet the minimum entry requirements for the qualification.

Regardless of the method of learning, Centres must ensure that Candidates have suitable access to the Centre, relevant Centre staff and any other resources including specialist staff and learning materials and access to assessment opportunities in order to complete the qualification. Full details of Centre requirements can be found in Section 3 below.

Further details and guidance on delivery can be found in the Unit Specifications in Section 4 below.

2.2 Assessment and Verification Model

The GA Level 2 Awards in Food Safety are assessed via a portfolio of evidence, which is internally assessed and Internally Verified by the Centre.

Assessment materials for this qualification may be devised by the Centre or Centres may choose to use GA-devised assessment materials and support materials, which are available to Approved Centres to access at any time.

Completed portfolios should be marked by Centre staff, Internally Verified in line with the Sampling Strategy outlined in Appendix 1 below, and made available to the GA External Verifier.

2.3 Registering Candidates and Unique Learner Numbers

Candidates must be registered through the Ark, the Gatehouse Awards online Learner Management System. Owing to the Total Qualification Time of these qualifications, the validity period of registrations made will be 6 weeks, should a Candidate not have achieved in the timescale, a new registration should be made by the Centre.

Each approved Gatehouse Awards Centre is provided with a user account to allow approved staff access to the online system.

Where Centres record the Unique Learner Number (ULN) of a Candidate, this should be provided at the point of registration in order for Gatehouse Awards to issue updates to the Learner Record Service.

2.4 ID Requirements

It is the responsibility of each Gatehouse Awards Approved Centre to have systems in place to ensure that the person taking any Gatehouse Awards qualification is indeed the person they are purporting to be. All Centres are therefore required to ensure that each Candidate's original formal identification documents are checked prior to registration.

2.5 Record Keeping

Centres are required to keep records of Candidates details, their work and any records of Reasonable Adjustments, Special Considerations and records containing Candidate's personal details in line with the Data Protection Act 1998 for a minimum of 2 years.

All records must be easily retrievable and made accessible to Gatehouse Awards or the Regulator upon request.

Candidates' portfolios may only be returned to the Candidate following the award of the qualification by Gatehouse Awards. Centres are required to keep a record of the Internal Verification activity undertaken.

Section 3 – Centre Requirements and Quality Assurance Arrangements

Any Centre wishing to offer Gatehouse Awards Food Safety qualifications must ensure that they have the following resources in place.

3.1 Staff

The knowledge and experience of teaching staff will be considered during the centre and qualification approval process and at External Quality Assurance Visits.

Centres must ensure that they hold up-to-date and detailed information about the staff involved with the delivery of the qualifications and must make records available to Gatehouse Awards upon request. The information Gatehouse Awards expects Centres to hold for each member of staff includes, as a minimum:

- current up to date CV
- copies of relevant qualification certificates
- relevant and up to date CPD (Continuous Professional Development) records

Centres must also ensure that they have the management and administrative arrangements in place which are suitable to support the registration of Candidates and the qualification delivery.

Requirements for Teachers and Assessors

Teachers and Assessors delivering Food Safety training and assessment must hold relevant vocational qualifications, such as a Level 3 Food Safety qualification from a recognised awarding body and a recognised teaching qualification, or be working towards a relevant teaching qualification.

Suitable subject area qualifications may include:

- Level 3 or 4 qualification in Food Safety
- Other qualifications at Level 3 or above in related subjects (such as Food Science, Home Economics, Environmental Health, Microbiology, Food Manufacturing or Manufacturing Technologies)

Suitable teaching qualifications may include:

- Level 3 or 4 PTLLS, or above (i.e. CTLLS or DTLLS)
- Level 3 or 4 Award/Certificate in Education and Training, Cert. Ed or PGCE
- Degree in Education
- Level 3 or 4 NVQ in Training and/or Learning & Development.

Teachers may be working towards a relevant equivalent teaching/assessing qualification under the guidance of a suitably qualified, experienced teacher.

Those delivering and assessing Food Safety qualifications must also be able to demonstrate ongoing professional development relevant to the subject area, for example maintaining current experience of working in the Hospitality, Catering, Retail and Manufacturing industry.

Requirements for Internal Verifiers

Internal Verifiers are responsible for the internal quality assurance of delivery and assessment and should be experienced assessors and trainers, hold relevant vocational qualifications (as listed above) and hold, or working towards, a relevant qualification in Internal Quality Assurance such as:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- Verifier's V1 or D34.

In addition, Centre Internal Verifiers must be familiar with Gatehouse Awards qualifications requirements and the requirements of the qualification.

Internal Verifiers working towards a relevant Internal Verification qualification must be supervised by a suitably qualified and experienced Internal Verifier.

External Verification

Assessment and Internal Verification activity will be subject to External Verification.

3.2 Venue Requirements

Centres must ensure that training premises have suitable access, in line with Disability Discrimination and Diversity & Equality law and regulations and any other regulations which apply.

3.3 Equipment

Centres should ensure that all equipment used in the delivery of these qualifications is fit for purpose and complies with current Health and Safety legislation.

3.4 Teaching and Learning Resources

Gatehouse Awards does not prescribe the use of set course books, workbook or other materials for the Food Safety qualifications but expects that Centres providing such courses should use relevant and up-to-date, high quality teaching and assessment materials which allow Candidates to adequately prepare for assessment.

All delivery and assessment resources should be inclusive of the principles of equality and diversity and the safeguarding of candidates.

Useful Resources

Books

- Knowles T – Food Safety in the Hospitality Industry (Taylor & Francis, 2002)
- Food hygiene: A guide for businesses, Revised June 2011 (The Food Standards Agency, 2006)
- Starting up: Your first steps to running a catering business 2007 (The Food Standards Agency)
- Handbook of Food Processing: Food Safety, Quality, and Manufacturing Processes (Theodoros Varzakas, Constantina Tzia, 2015)

Journals

- Caterer and Hotelkeeper – Reed Business Information
- Journal of Environmental Health Research

Websites

- www.food.gov.uk
- www.cieh.org/jehr
- www.people1st.co.uk
- www.food.gov.uk
- <http://improveltd.co.uk/>
- <http://www.hse.gov.uk/food/>
- <http://www.foodmanufacture.co.uk/>

GA provides additional resources for these qualifications on the relevant qualification page of the website: www.gatehouseawards.org

In addition, a range of e-learning materials are also available to Approved Centres.

Any references to books, journals, websites or other third party materials and publications made in this Qualification Specification are made in good faith only and Gatehouse Awards does not accept responsibility for the content of such materials or any opinions expressed within them.

3.5 Certification

Following successful External Verification, the Centre must make claims for certification via the Ark, the Gatehouse Awards Learner Management System. Certificates are usually issued within 10 working days.

The qualification certificate will indicate both the title and the level at which the qualification is achieved.

Certificates will only be issued to Candidates who achieved all mandatory units for the qualification they are registered for. If a Candidate has not achieved all the mandatory units, the qualification certificate will not be issued. Unit Certificates can be issued where appropriate.

Replacement certificates are available upon request.

Amendments to certificates are available upon request but may require the Centre to provide evidence of the need for any amendment (e.g. Candidate proof of identification) and will involve the return of the original certificate. Replacements and amendments may incur an additional charge.

3.6 Direct Claims Status

Direct Claims Status can be granted once the Centre has evidenced consistently high quality systems and processes relating to delivery, assessment and internal quality assurance.

Gatehouse Awards requires a minimum of two external quality assurance visits with no action points relating to this qualification. The Centre must be considered 'low risk' by Gatehouse Awards.

Direct Claims Status can only be maintained under the quality assurance of the staff member in this role at the time of the award. Gatehouse Awards reserves the right to revoke DCS at any time should it be identified that the Centre has not followed the requirements of the qualification in any way, including failure to inform Gatehouse Awards of a change in staff responsible for the internal quality assurance of the qualification.

3.7 Enquiries and Appeals

Gatehouse Awards has an appeals procedure in accordance with the arrangements for regulated qualifications.

Candidates wishing to appeal should use the Centre's internal Appeals Policy and Procedure prior to appealing to Gatehouse Awards.

Centres wishing to appeal against any decision or action should contact their Gatehouse Awards Centre Administrator.

3.8 Ongoing Support

There are a number of documents on the Gatehouse Awards website that Centres and Candidates may find useful: www.gatehouseawards.org

The website is updated regularly with news, information about all Gatehouse Awards qualifications, sample materials, updates on regulations and other important notices for Centres and Candidates.

Within the Centre, a named Examinations Officer is responsible for ensuring that all information and documents provided to Centre staff and Candidates are correct and up to date.

Gatehouse Awards must be kept up to date with contact details so Centres can be provided with the best level of support and guidance. Contact details for Gatehouse Awards are:

Gatehouse Awards Ltd
Address: 3rd Floor, Oaktree House, 408 Oakwood Lane, Leeds, LS8 3LG
Tel: 0113 249 1000

Email: info@gatehouseawards.org
Web: www.gatehouseawards.org

In addition, Centres are assigned, at the time of approval, a designated Centre Administrator who is their primary point of contact for all aspects of service or support. Candidates should always speak to a member of staff at the Centre for information relating to Gatehouse Awards and our qualifications prior to approaching Gatehouse Awards directly.

Section 4 – Unit Specifications

4.1 Understanding and Maintaining Food Safety in a Catering Environment

Unit	GLH	Assessment	TQT	Credits	Unit Reference	
Understanding and Maintaining Food Safety in a Catering Environment	9	1	N/A	1	Level 2	J/507/9755
	Assessment Model:		This unit is internally assessed via a portfolio of evidence.			

Unit Title			Unit Number
Understanding and Maintaining Food Safety in a Catering Environment			J/507/9755
Learning Outcome - The learner will:	Assessment Criterion - The learner can:	Guidance:	
1 Understand risks to food safety	1.1 Outline legal and regulatory requirements for food safety, the importance of compliance, record keeping and the role of enforcement officers	Requirements for training, requirements of the facilities, requirements for food handlers to report personal illness, reporting to line managers, duties of food businesses, awareness of the law regarding food safety systems, informing environmental health, enforcement officers and their powers, role of record keeping.	
	1.2 Outline common food safety hazards, their types, implications, and the importance of identifying them quickly	Food hazards: microbial, bacteria, cross-contamination; chemical: cleaning materials, insecticides, rodent poison; biological: bacteria, yeasts, moulds; physical: hair, insects, machinery parts, packaging, dirt from kitchen or premises; allergens: nuts, gluten, dairy products, shellfish; why these should be identified quickly	
	1.3 Describe the types, symptoms and causes of food safety illnesses and the vehicles of contamination and cross-contamination	Food illnesses: food poisoning, salmonella, E-coli, botulism, listeria; common symptoms: nausea, vomiting, abdominal cramps and diarrhoea Vehicles: hands, cloths and equipment, hand contact surfaces, food contact surfaces, contamination routes of bacteria, toxins.	

		1.4	Describe how safe and unsafe behaviour, including personal hygiene can affect the safety of food	Personal hygiene and behaviour: chewing gum; smoking; washing and drying hands before handling food; clean personal equipment; personal presentation: uniform, hair, hair tied up and back and covered, appropriate footwear, no jewellery or watches; hygiene and freshness (discrete use of cosmetics, short fingernails, no nail varnish, clean hands); care when coughing or sneezing; reporting cuts and wounds, covering of cuts and wounds with appropriate dressings; reporting personal illness to supervisors. Importance of reducing the spread of germs; preventing cross-contamination; business reputation, customer service, health and safety.
		1.5	Outline the importance of risk assessments, effective food safety practices, monitoring, personal hygiene and behaviour for food safety	
2	Understand how to control risks to food safety	2.1	Outline the importance of effective procedures for food storage including separation, temperature control, stock control	Prevention of cross-contamination; keeping food for future use; chilling/freezing, wrapping, storage times, defrosting, use-by dates; when to dispose of unused food;. Temperature controls: hot food (above 63o C); chilled food (below 5o C); frozen foods (below -18o C); temperature monitoring (business procedures). Handling deliveries, checking quantity and quality, checking against orders and delivery notes; correct storage of items: refrigerated food, frozen food, dry food and checking temperatures; date marking; stock rotation
		2.2	Describe effective procedures for food storage including separation, temperature control, stock control	
		2.3	Outline the importance of effective procedures for food preparation including cleaning and disinfection of work areas and equipment	The importance of avoiding food contamination, customer satisfaction, business reputation, health and safety. Minimising bacterial spread; minimising viral spread; work surfaces (porous, non-porous); equipment, e.g. knives, cutting boards, utensils, electrical equipment; reporting problems. Use of correct manufacturer's and business cleaning procedures, dilutions, storage of cleaning products and disinfectants; using correct cleaning chemicals and materials; washing; wiping; sanitising; sterilising; checking for cleanliness and good hygiene; checking for safety; cleaning schedules; washing of meat, washing and peeling of fruits and vegetables
		2.4	Describe effective procedures for food preparation including cleaning and disinfection of work areas and equipment	
		2.5	Outline the importance of effective food handling procedures for cooking, chilling and reheating food	
				The importance of avoiding food contamination, customer satisfaction, business reputation, health and safety. Cooking; minimising bacterial activity, applying correct cooking temperatures and cooking times for different foods; Holding food before serving; cooling cooked food not for immediate

	2.6	Describe effective food handling procedures for cooking, chilling and reheating food	consumption; freezing cooked food not for immediate consumption. Chilling: minimising bacterial activity, holding at appropriate temperatures, monitoring duration of chilling process. Reheating: applying appropriate temperatures
	2.7	Outline the importance of effective food handling procedures for serving, holding and transporting food	The importance of avoiding food contamination, customer satisfaction, business reputation, health and safety. Holding and Serving: applying correct holding temperatures, keeping different types of food separate surfaces and utensils used for displaying and serving food clean and hygienic. Transporting: minimising transportation times, temperature controls
	2.8	Describe effective food handling procedures for serving, holding and transporting food	
	2.9	Describe the actions that should be taken when a potential hazard is identified, and own role in doing so	Identification of the hazard: quality issues, labelling, etc.; withdraw foods from sale, recall foods already sold; reporting procedure: where the potential hazard has occurred, i.e. in preparation, storage, distribution or transport; level of risk: reporting procedures, informing line managers, reporting to authorities; procedures in own workplace (where applicable).
	2.10	Outline types of waste, effective procedures for handling waste and the importance of doing so	Non-food waste, e.g. packaging, disposal of equipment. Food waste: food spoilage; recognition of unsafe food (sight, smell, temperature); reporting procedures (line manager, supplier); use-by dates, checking for insect/pest damage, blown cans, broken bottle seals; disposal of unsafe food (returning to supplier, informing environmental health officers)
	2.11	Outline common pests and signs of infestation, how to prevent pests, and the importance of doing so	Pest control: checking for problems and infestation; rodents; insects; Importance of reducing contamination, business reputation, customer service, health and safety

4.2 Understanding and Maintaining Food Safety in a Retail Environment

Unit	GLH	Assessment	TQT	Credits	Unit Reference	
Understanding and Maintaining Food Safety in a Retail Environment	9	1	N/A	1	Level 2	R/507/9757
	Assessment Model:		This unit is internally assessed via a portfolio of evidence.			

Unit Title			Unit Number
Understanding and Maintaining Food Safety in a Retail Environment			R/507/9757
Learning Outcome - The learner will:	Assessment Criterion - The learner can:	Guidance:	
1 Understand risks to food safety	1.1 Outline legal and regulatory requirements for food safety, the importance of compliance, record keeping and the role of enforcement officers	Requirements for training, requirements of the facilities, requirements for food handlers to report personal illness, reporting to line managers, duties of food businesses, awareness of the law regarding food safety systems, informing environmental health, enforcement officers and their powers, role of record keeping.	
	1.2 Outline common food safety hazards, their types, implications, and the importance of identifying them quickly	Food hazards: microbial, bacteria, cross-contamination; chemical: cleaning materials, insecticides, rodent poison; biological: bacteria, yeasts, moulds; physical: hair, insects, machinery parts, packaging, dirt from kitchen or premises; allergens: nuts, gluten, dairy products, shellfish; why these should be identified quickly	
	1.3 Describe the types, symptoms and causes of food safety illnesses and the vehicles of contamination and cross-contamination	Food illnesses: food poisoning, salmonella, E-coli, botulism, listeria; common symptoms: nausea, vomiting, abdominal cramps and diarrhoea Vehicles: hands, cloths and equipment, hand contact surfaces, food contact surfaces, contamination routes of bacteria, toxins.	
	1.4 Describe how safe and unsafe behaviour, including personal hygiene can affect the safety of food	Personal hygiene and behaviour: chewing gum; smoking; washing and drying hands before handling food; clean personal equipment; personal presentation: uniform, hair, hair tied up and back and covered,	

		1.5	Outline the importance of risk assessments, effective food safety practices, monitoring, personal hygiene and behaviour for food safety	<p>appropriate footwear, no jewellery or watches; hygiene and freshness (discrete use of cosmetics, short fingernails, no nail varnish, clean hands); care when coughing or sneezing; reporting cuts and wounds, covering of cuts and wounds with appropriate dressings; reporting personal illness to supervisors.</p> <p>Importance of reducing the spread of germs; preventing cross-contamination; business reputation, customer service, health and safety.</p>
2	Understand how to control risks to food safety	2.1	Outline the importance of effective procedures for food storage including separation, temperature control, stock control	<p>Prevention of cross-contamination; keeping food for future use; chilling/freezing, wrapping, storage times, defrosting, use-by dates; when to dispose of unused food; Temperature controls: hot food (above 63o C); chilled food (below 5o C); frozen foods (below -18o C); temperature monitoring (business procedures).</p> <p>Handling deliveries, checking quantity and quality, checking against orders and delivery notes; correct storage of items: refrigerated food, frozen food, dry food and checking temperatures; date marking; stock rotation</p>
		2.2	Describe effective procedures for food storage including separation, temperature control, stock control	
		2.3	Outline the importance of effective procedures for food preparation including cleaning and disinfection of work areas and equipment	<p>The importance of avoiding food contamination, customer satisfaction, business reputation, health and safety. Minimising bacterial spread; minimising viral spread; work surfaces (porous, non-porous); equipment, e.g. knives, cutting boards, utensils, electrical equipment; reporting problems. Use of correct manufacturer's and business cleaning procedures, dilutions, storage of cleaning products and disinfectants; using correct cleaning chemicals and materials; washing; wiping; sanitising; sterilising; checking for cleanliness and good hygiene; checking for safety; cleaning schedules; washing of meat, washing and peeling of fruits and vegetables</p>
		2.4	Describe effective procedures for food preparation including cleaning and disinfection of work areas and equipment	
		2.5	Outline the importance of effective food handling procedures for cooking, chilling and reheating food	
				<p>The importance of avoiding food contamination, customer satisfaction, business reputation, health and safety. Cooking: minimising bacterial activity, applying correct cooking temperatures and cooking times for different foods;</p> <p>Holding food before serving; cooling cooked food not for immediate</p>

	2.6	Describe effective food handling procedures for cooking, chilling and reheating food	consumption; freezing cooked food not for immediate consumption. Chilling: minimising bacterial activity, holding at appropriate temperatures, monitoring duration of chilling process. Reheating: applying appropriate temperatures
	2.7	Outline the importance of effective food handling procedures for serving, holding and transporting food	The importance of avoiding food contamination, customer satisfaction, business reputation, health and safety. Holding and Serving: applying correct holding temperatures, keeping different types of food separate surfaces and utensils used for displaying and serving food clean and hygienic. Transporting: minimising transportation times, temperature controls
	2.8	Describe effective food handling procedures for serving, holding and transporting food	
	2.9	Describe the actions that should be taken when a potential hazard is identified, and own role in doing so	Identification of the hazard: quality issues, labelling, etc.; withdraw foods from sale, recall foods already sold; reporting procedure: where the potential hazard has occurred, i.e. in preparation, storage, distribution or transport; level of risk: reporting procedures, informing line managers, reporting to authorities; procedures in own workplace (where applicable).
	2.10	Outline types of waste, effective procedures for handling waste and the importance of doing so	Non-food waste, e.g. packaging, disposal of equipment. Food waste: food spoilage; recognition of unsafe food (sight, smell, temperature); reporting procedures (line manager, supplier); use-by dates, checking for insect/pest damage, blown cans, broken bottle seals; disposal of unsafe food (returning to supplier, informing environmental health officers)
	2.11	Outline common pests and signs of infestation, how to prevent pests, and the importance of doing so	Pest control: checking for problems and infestation; rodents; insects; Importance of reducing contamination, business reputation, customer service, health and safety

4.3 Understanding and Maintaining Food Safety in a Manufacturing Environment

Unit	GLH	Assessment	TQT	Credits	Unit Reference	
Understanding and Maintaining Food Safety in a Manufacturing Environment	9	1	N/A	1	Level 2	K/508/0610
	Assessment Model:		This unit is internally assessed via a portfolio of evidence.			

Unit Title			Unit Number
Understanding and Maintaining Food Safety in a Manufacturing Environment			K/508/0610
Learning Outcome - The learner will:	Assessment Criterion - The learner can:	Guidance:	
1 Understand risks to food safety	1.1 Outline legal and regulatory requirements for food safety, the importance of compliance, record keeping and the role of enforcement officers	Requirements for training, requirements of the facilities, requirements for food handlers to report personal illness, reporting to line managers, duties of food businesses, awareness of the law regarding food safety systems, informing environmental health, enforcement officers and their powers, role of record keeping.	
	1.2 Outline common food safety hazards, their types, implications, and the importance of identifying them quickly	Food hazards: microbial, bacteria, cross-contamination; chemical: cleaning materials, insecticides, rodent poison; biological: bacteria, yeasts, moulds; physical: hair, insects, machinery parts, packaging, dirt from kitchen or premises; allergens: nuts, gluten, dairy products, shellfish; why these should be identified quickly	
	1.3 Describe the types, symptoms and causes of food safety illnesses and the vehicles of contamination and cross-contamination	Food illnesses: food poisoning, salmonella, E-coli, botulism, listeria; common symptoms: nausea, vomiting, abdominal cramps and diarrhoea Vehicles: hands, cloths and equipment, hand contact surfaces, food contact surfaces, contamination routes of bacteria, toxins.	
	1.4 Describe how safe and unsafe behaviour, including personal hygiene can affect the safety of food	Personal hygiene and behaviour: chewing gum; smoking; washing and drying hands before handling food; clean personal equipment; personal presentation: uniform, hair, hair tied up and back and covered,	

		1.5	Outline the importance of risk assessments, effective food safety practices, monitoring, personal hygiene and behaviour for food safety	<p>appropriate footwear, no jewellery or watches; hygiene and freshness (discrete use of cosmetics, short fingernails, no nail varnish, clean hands); care when coughing or sneezing; reporting cuts and wounds, covering of cuts and wounds with appropriate dressings; reporting personal illness to supervisors.</p> <p>Importance of reducing the spread of germs; preventing cross-contamination; business reputation, customer service, health and safety.</p>
2	Understand how to control risks to food safety	2.1	Outline the importance of effective procedures for food storage including separation, temperature control, stock control	<p>Prevention of cross-contamination; keeping food for future use; chilling/freezing, wrapping, storage times, defrosting, use-by dates; when to dispose of unused food; Temperature controls: hot food (above 63o C); chilled food (below 5o C); frozen foods (below -18o C); temperature monitoring (business procedures).</p> <p>Handling deliveries, checking quantity and quality, checking against orders and delivery notes; correct storage of items: refrigerated food, frozen food, dry food and checking temperatures; date marking; stock rotation</p> <p>Storage of food items separately from any potential contaminants, including cleaning chemicals, machinery oil, lubricants etc.</p> <p>Factory and warehouse ventilation systems well designed and in good repair.</p>
		2.2	Describe effective procedures for food storage including separation, temperature control, stock control	
		2.3	Outline the importance of effective procedures for food preparation and processing including cleaning and disinfection of work areas and equipment	<p>The importance of avoiding food contamination, customer satisfaction, business reputation, health and safety. Minimising bacterial spread; minimising viral spread; work surfaces (porous, non-porous); equipment, e.g. knives, cutting boards, utensils, electrical equipment; reporting problems. Use of correct manufacturer's and business cleaning procedures, dilutions, storage of cleaning products and disinfectants; using correct cleaning chemicals and materials; washing; wiping; sanitising; sterilising; checking for cleanliness and good hygiene; checking for safety; cleaning schedules; washing of meat, washing and peeling of fruits and vegetables</p> <p>Storage of food items separately from any potential contaminants, including cleaning chemicals, machinery oil, lubricants etc.</p> <p>Factory and warehouse ventilation systems well designed and in good repair.</p>
		2.4	Describe effective procedures for food preparation and processing including cleaning and disinfection of work areas and equipment	

	2.5	Outline the importance of effective food handling procedures for packing, handling, and transporting food	<p>The importance of avoiding food contamination, customer satisfaction, business reputation, health and safety. Holding and Serving: applying correct holding temperatures, keeping different types of food separate surfaces and utensils used for displaying and serving food clean and hygienic. Transporting: minimising transportation times, temperature controls</p> <p>Storage of food items separately from any potential contaminants, including cleaning chemicals, machinery oil, lubricants etc.</p> <p>Factory and warehouse ventilation systems well designed and in good repair.</p> <p>Identification of the hazard: quality issues, labelling, etc.; withdraw foods from sale, recall foods already sold; reporting procedure: where the potential hazard has occurred, i.e. in preparation, storage, distribution or transport; level of risk: reporting procedures, informing line managers, reporting to authorities; procedures in own workplace (where applicable).</p> <p>Non-food waste, e.g. packaging, disposal of equipment. Food waste: food spoilage; recognition of unsafe food (sight, smell, temperature); reporting procedures (line manager, supplier); use-by dates, checking for insect/pest damage, blown cans, broken bottle seals; disposal of unsafe food (returning to supplier, informing environmental health officers)</p> <p>Pest control: checking for problems and infestation; rodents; insects; Importance of reducing contamination, business reputation, customer service, health and safety</p> <p>Signs of spoilage including touch, smell, appearance of different food items in wholesome and spoiled condition. The need to report spoiled food items to a supervisor or manager. Procedures for effective disposal of spoiled food items – in lined containers, out of food preparation and storage areas.</p>
	2.6	Describe effective food handling procedures for packing, handling, and transporting food	
	2.7	Describe the actions that should be taken when a potential hazard is identified, and own role in doing so	
	2.8	Outline types of waste, effective procedures for handling waste and the importance of doing so	
	2.9	Outline common pests and signs of infestation, how to prevent pests, and the importance of doing so	
	2.10	Outline effective procedures for dealing with food spoilage, including recognition, reporting and disposal, and the importance of doing so	

Appendix 1: Sampling Strategy: Information for Centres

When planning and carrying out internal verification activities, it is important that the internal verification team work to a sound verification sampling strategy to ensure that standardisation of assessment decisions takes place.

A Centre's sampling strategy involves reviewing the quality of assessor's judgements, which will include reviewing Candidate work.

The Candidate work may be sampled before the Candidate has completed the full qualification, for example by sampling one or two units as the Candidate completes them.

The internal verifier should check the planning, review and feedback is given to Candidates by the assessor, including the accuracy of the application of any mark schemes, guidance and overall assessment decisions.

The internal verifier will therefore be able to evaluate the quality and consistency of the assessor's assessment decisions and be able to identify any problems at an early stage. It will highlight individual assessor training and development needs which in turn can inform the programme of CPD for the assessment team as a whole.

The internal verifier must plan verification activities as outlined below.

Sampling

Sampling should enable the internal verifier to evaluate how assessors have reached their decisions. The internal verifier must be able to follow clear documentation which clearly shows that assessors have checked that the evidence presented meets the rules of evidence.

Evidence must be confirmed by assessors as 'CRAVES'

- **Current:** the work is relevant at the time of the assessment
- **Reliable:** the work is consistent with that produced by other learners
- **Authentic:** the work is the Candidate's own work
- **Valid:** the work is relevant and appropriate to the subject being assessed and is at the required level
- **Evaluated:** Where the learner has not been assessed as competent, the deficiencies have been clearly and accurately identified via feedback to the learner resulting in improvements in knowledge or competency leading to the award
- **Sufficient:** the work covers the expected learning outcomes and any range statements as specified in the criteria or requirements in the assessment strategy.

What do moderators need to consider when planning the sample?

Work from every Candidate must be sampled and verifiers should consider the following when considering the volume of work per Candidate that they should sample:

- The Candidates' ethnic origin, age and gender to ensure a representative range is sampled
- The Assessors' experience and qualifications, workload and their occupational competence. For example, if assessors are qualified and experienced it may not be necessary to look at more than one or two units per Candidate. If assessors have less than 12 months' experience, are new to the Centre or a particular qualification or perhaps have not assessed for a length of time, the internal verifier will need to sample substantially more of their decisions for the first 6 - 12 months
- The full range of assessment methods used for any one qualification, for example observation, witness testimony, professional discussion, reflective accounts, questioning, assignments, products, RPL, simulation, etc.
- Previous feedback to assessors regarding good practice and/or involved highlighting development needs, for example If the IV has a particular concern regarding the assessment decisions of a particular assessor
- Whether any changes have been implemented relating to the assessment of the qualification or its units, for example the awarding organisation makes amendments to the qualification specification, or instances where industry practice or legislation has changed
- The range of locations where assessments have taken place
- The sampling process must not be determined by any rule of thumb such as '10%.'

Sampling Plan

The Internal Verifier must develop a sampling plan at the beginning of the Candidate's (or cohort's) programme and record, on the plan, which units/assessment methods they plan to sample, and when.

Copies of sampling plans should be made available to other verifiers and the assessment team, and sampling carried out according to the plan. Where variations are made, these should be recorded on the plan.

Completing a Sample Record

Verifiers should record the verification activities on a Sample Record. As a minimum, this record must indicate the assessor's decision, the content of the sample, the verifier's decision and relevant feedback to the assessor.

Where verifiers agree with the assessment decisions, certification claims can go ahead. Where verifiers do not agree with the assessment decisions, full feedback must be given to the assessor, with action points agreed which relate to the assessor's areas for improvement.

Sampling must take place before any certification claims are made by the Centre and all records, including those of standardisation meetings, feedback to assessors and CPD activity should be made available to the External Moderator upon request.

Appendix 2: Glossary of Terms

Appeal: a request for a review of a decision.

Assessor: a member of staff at the centre employed for the purpose of making internal assessment decisions.

Centre: an institution or organisation, usually a school, college, training provider or employer which is approved by Gatehouse Awards to deliver the training, preparation and delivery of the assessment for a qualification.

Comment - an idea, suggestion or opinion on how Gatehouse Awards could improve its services.

Complaint - a formal expression of dissatisfaction made by a member of Gatehouse Awards staff, Candidate, Centre Representative or a member of the public who has reason to raise a complaint regarding the service received from, or conduct of, Gatehouse Awards as an Awarding Organisation or one of its Approved Centres.

Compliment - positive feedback about a service provided by Gatehouse Awards.

Controlled Assessment – an internal assessment, where the assessment materials are set either internally or externally, where Candidates are usually supervised by their teachers and elements of the assessment can be taken at flexible times, and internally assessed and moderated.

Controlled Examinations: examinations which are externally set and externally marked by the awarding organisation, and are conducted in accordance with *Regulations for Conducting Controlled Examinations*.

CRAVES – the principles of quality assurance in relation to the assessment of candidates' work, which stipulate that the work assessed must be Current, Reliable, Authentic, Valid, Evaluated and Sufficient.

Examinations Officer: a person who is employed by the Centre to be the single point of contact for the awarding organisation with regards to all aspects of the delivery and administration of examinations.

Head of Centre: a person who is employed by the Centre to be the single point of contact and accountability for all aspects of quality assurance with regards to the delivery of examinations.

Marker: a person who is employed by the awarding organisation and who marks the completed scripts or recordings of learners across a range of Centres approved by the awarding organisation. Also referred to as an **Examiner**.

Moderation – the process by which assessment across and within Centres is checked in order to ensure standardisation of results for Candidates.

Examiner: a person who is employed by the awarding organisation and who marks the completed assessment materials or recordings of learners across a range of Centres approved by the awarding organisation. Also referred to as a **Marker**.

External Verifier / Moderator - a person who is employed by the awarding organisation and is responsible for assuring the quality and consistency of assessment across Centres.

Gatehouse Awards appointed Examination Observer: a professional person engaged by Gatehouse Awards to attend Centres when controlled examination session has been booked for the purposes of ensuring that the examination is delivered in line with all relevant regulations and requirements.

Gatehouse Awards Representative: An individual or Organisation, or employee of such an organisation, contracted by Gatehouse Awards to represent Gatehouse Awards in specific locations outside the UK.

Instructions (or rubric): an explanation given on the front cover of the question paper in order to guide the learner e.g. in terms of the number of questions to answer, the time allowed or the marks allocated for each task.

Interlocutor: a person who is employed by the Centre to administer the spoken components of any controlled examinations. This term is usually used in the context of language assessments.

Interlocutor script: script provided for the members of staff delivering spoken examination components which should be adhered to unless otherwise indicated.

Internal Verifier/ Moderator – a member of staff employed by the centre who is responsible for monitoring the work of all assessors involved with the qualification, to ensure that they are applying the assessment criteria for the competency of skills consistently throughout all assessment activities, and that the evidence presented meets the requirements of CRAVES .

Invigilator: a person who is employed by the Centre to supervise learners whilst they undertake written elements of the controlled examinations.

Learner (or Candidate): a person who is registered with the awarding organisation to undertake a qualification and to be assessed for that qualification.

UK Centre: An approved Gatehouse Awards Centre, based in the United Kingdom (England, Northern Ireland, Scotland and Wales)

Maladministration – is a sub-category of malpractice which relates directly to the administration of Gatehouse Awards qualifications, but which has not been a deliberate act to attempt to subvert the integrity or security of the assessment process or the qualification as a whole.

Malpractice – a deliberate act by a staff member, Candidate or Centre which has, or may have, an adverse effect on the assessment process, the award of the qualification or the integrity or security of any examination or qualification made available by Gatehouse Awards.

Marking (or assessing): an activity which is undertaken by the Gatehouse Awards subject specialists to check the learners' answers to the test questions against the mark scheme in order to produce an overall mark or result.

Moderation: the process by which assessment decisions made by either centre’s internal assessment staff, or awarding organisations’ assessment staff (markers) are checked in order to ensure standardisation of results for learners.

Overseas Centre: An approved Gatehouse Awards Centre, located outside of the United Kingdom.

Reasonable adjustment - arrangements made prior to assessment which help to reduce the effect of a disability or difficulty that may place the Candidate at a significant disadvantage during the assessment process.

Scripts: the question papers completed by the learners. These may be referred to as **completed tests, completed question papers or completed assessment materials**.

Special consideration – a consideration applied during or after an examination when unforeseen circumstances may prevent the Candidate from attending or completing their examination, such as temporary illness, bereavement or disruption to examination.

Tasks: these form the parts of the tests and are the sections of the question papers which are answered by the learner.

Tests: the question papers which are provided by the awarding organisation to the Centre for the learners to undertake. These may also be referred to as **unit tests, examinations or assessment materials**.

Tutor (or teacher, trainer, teaching staff): a person(s) who is (are) employed by the Centre to teach the learners in preparation for the tests.

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