CIEH | Competency Development Portfolio and Professional Discussion **Overview**

This document gives an overview of the CIEH Competency Development Portfolio (CDP) and Professional Discussion (PD). Please also see the CDP Guidance for candidates and CDP Guidance for employers.

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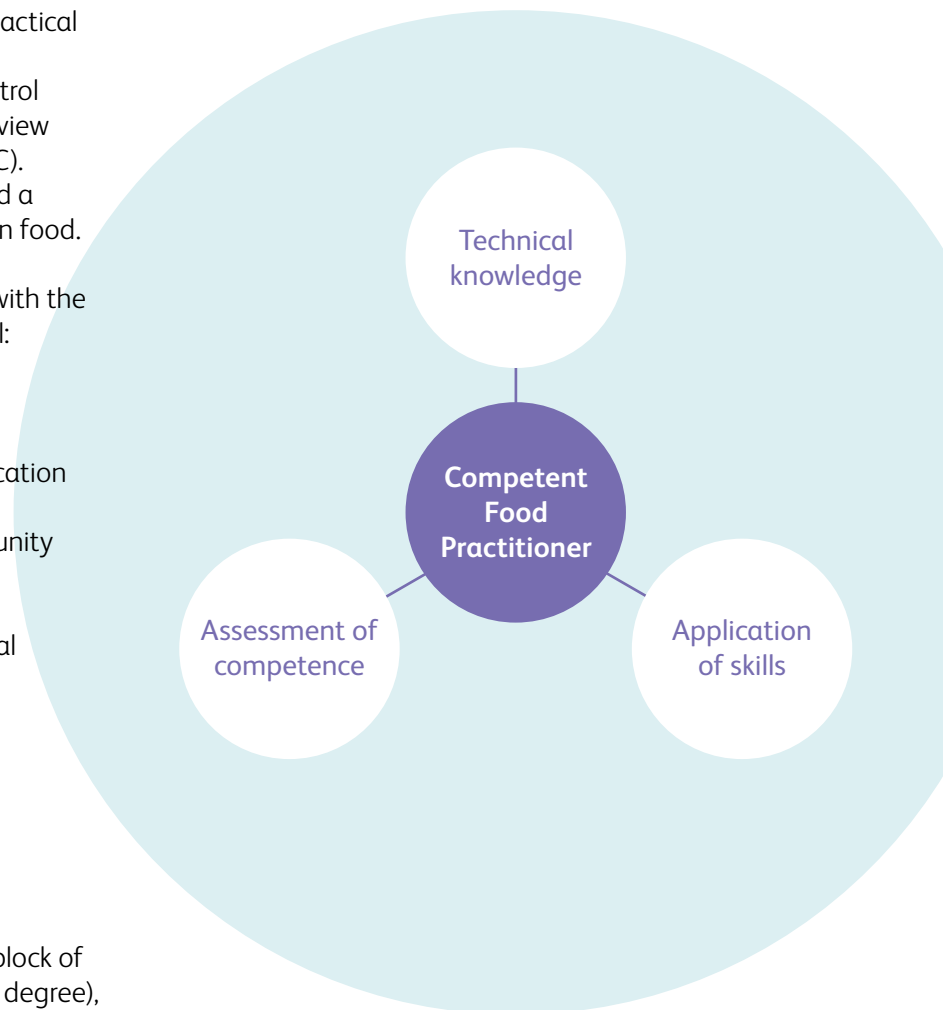**Environmental Health**

Introduction

The combined Competency Development Portfolio
(CDP) and Professional Discussion (PD) is the practical
assessment tool for the Advanced Professional
Certificate in Food Hygiene and Standards Control
(APC-Food) and replaces the logbook and interview
for the Higher Certificate in Food Control (HCFC).
It is also available to those who have completed a
CIEH accredited degree and wish to specialise in food.

The CDP has been developed in collaboration with the
Food Standards Agency and employers and will:

• Reduce the current assessment burden

• Enable progression from knowledge to application

• Enable a meaningful and purposeful opportunity
  for application of knowledge

• Update and improve the candidate's practical
  application

• Facilitate the assessment of competence in
  both the public and private sectors

• Provide a robust assessment based on the
  candidate's actual practical skills

The assessment dovetails with the knowledge block of
the CIEH Chartered Programme (an accredited degree),
the syllabi of the APC-Food and the existing HCFC.

Technical
knowledge

**Competent
Food
Practitioner**

Assessment of
competence

Application
of skills

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Portfolio structure

The CDP provides a record of the candidate's experience, detailing the attainment of key competencies necessary for providing assurance that food is safe and what it says it is.

The portfolio focuses on competency assessment through the capture of realistic everyday practice, rather than completing a list of mandatory isolated activities.

The CDP requires candidates to complete three case studies, two investigation reports and produce two short narratives. These should reflect on 'in-practice' experiences which demonstrate the required competencies.

Reflective practice is an important component of the write-ups, requiring candidates to think about what they did, what happened, and decide from that what they might do differently next time.

Candidates must be sponsored by an employer who will assign a 'supervisor'. The supervisor will assess and sign off competencies once they are confident the candidate has reached the 'Adept' level of competence. In local authorities, the supervisor must be an appropriate Lead or Authorised Officer. In a private or third sector setting, the candidate must hold the baseline qualification or equivalent for food hygiene and food standards as appropriate.

The assessment process relies on qualified professionals to determine whether candidates are ready to perform the role, based on the assessment of their performance in practice. Employers will be provided with guidance to enable them to effectively mentor candidates.

It may be the case that candidates are unable to demonstrate all the required competencies working in their employing organisation. In such cases candidates are expected to be proactive and seek opportunities in other organisations.

Candidates will be provided with guidance and templates which will assist them in demonstrating their competencies. The CDP, along with the signed Declaration of Authenticity, will be submitted to CIEH and form the basis for the Professional Discussion.

The Declaration of Authenticity can be found at the end of this document (Appendix 2).

The Professional Discussion

The Professional Discussion is the final assessment leading to attainment of the qualification.

Structure

Following submission of the CDP and signed Declaration of Authenticity to CIEH, candidates will be contacted by CIEH with the date and time of their Professional Discussion. The PD is a face to face oral assessment carried out by two assessors via teleconference. There are no written elements for the candidate to complete on the day.

Candidates will be required to present their CDP to the assessors emphasising where they have met the competency descriptors.

Following the candidate's presentation, the assessors will question the candidate and discuss the issues raised. Candidates should be able to demonstrate that they can expand on their reflections and show that their knowledge, practice-based skills and competencies are embedded.

It is recognised that attainment of the qualification marks the start of a professional journey and that competencies will be further refined as officers develop into their roles.

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CIEH pathways to qualification

The CDP-PD will facilitate several CIEH pathways to qualification.

Candidates who have completed the appropriate accredited programmes can undertake the CDP-PD to satisfy the practical element and end point assessment.

Award	Knowledge	Additional Knowledge	Practical Assessment	Practical Assessment
Higher Certificate in Food Control (HCFC)	Standalone HCFC academic course (includes Food Practical Exam)	None	Competency Development Portfolio	Professional Discussion
CIEH Accredited Degree Route to HCFC/ APC-Food	CIEH accredited degree (existing degrees will be HCFC, future accreditations will be APC-Food)	Food Practical Exam	Competency Development Portfolio	Professional Discussion
Advanced Professional Certificate in Food (APC-Food)	Academic course (APC-Food syllabus from accredited CIEH partner)	Food Practical Exam	Competency Development Portfolio	Professional Discussion

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The competencies

The activities evidenced in the CDP will enable candidates to demonstrate the competencies detailed in Appendix 1.

Timeframes

Candidates can enrol for the CDP while completing their academic programme, but they cannot apply to undertake the Professional Discussion until they have completed the academic element.

CIEH will provide candidates that enrol for the CDP with the necessary materials and assessment guidance. To enrol with CIEH, learners must have a sponsoring employer committed to supporting them. The manager or supervisor will act as a mentor and sign off the portfolio.

The minimum period of work-based practice required to complete the CDP is six months and commences from enrolment with CIEH.

Following enrolment, six months must elapse before candidates can submit the CDP. The CDP must be submitted no later than 18 months after enrolment.

Candidates must apply for the PD within 12 months of submitting their CDP.

Candidates should use the Candidates' Guidance document to complete the case studies. Employers are required to sign off the competencies once they are satisfied candidates have demonstrated they have been achieved at the appropriate level.

Submission of CDP

The application form can be found on the CIEH website.

When we receive this form, we will send you a link for you to upload your portfolio. We do not accept zipped files. Your files should be titled clearly, using no more than the 256 character standard.

Notify the CIEH Education unit of the submission via email education@cieh.org

Personal data should be redacted in line with the sponsoring organisation's policies and GDPR.

Marking scheme

The Professional Discussion will form 100% of the assessment. Assessors will focus on the evaluation of professional competence to determine the candidate's grade. Assessors can award a Distinction, Pass or Fail.

Assessment sessions

Professional Discussions will take place throughout the year. Application deadlines reflect the time required for assessors to be familiarised with the candidates' portfolios

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Failure and resubmission

If a candidate is awarded a Fail grade in the PD, they may in some cases be required to submit a new CDP with different cases and re-apply for the PD.

Appeals

Appeals will follow the process outlined in the CIEH Examination Regulations.

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Appendix 1

Competencies in Competency Development Portfolio (CDP)

The following tables show the competencies to be demonstrated by candidates completing the Competency Development Portfolio (CDP) and signed off by employers once they are satisfied the competency has been met.

Name of Practitioner:	CIEH membership number:

A. Inspections and audits

No.	Competency	Indicate where this competency is demonstrated (Case study and Section, include page numbers if applicable)
1	Plans effectively for inspection/audit, including consideration of primary authority as appropriate	
2	Assesses compliance with food hygiene legislation in a range of retail establishments	
3	Assesses compliance with food hygiene legislation in a range of catering establishments	
4	Assesses compliance with food hygiene legislation in a range of food manufacturing establishments, including those subject to approval under Reg. (EC) 853/2004	
5	Assesses compliance with food standards legislation in a range of food establishments	
6	Demonstrates the application and scope of primary and supplementary food legislation, (including relevant industry guides/ codes of practice) in assessing compliance, identifying contraventions and recommending good practice	
7	Identifies the hazards, evaluates the risks and determines suitable controls for the food, processing methods and food premises inspected	

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8	Evaluates the adequacy and efficacy of a food business' food safety management arrangements	
9	Audits food safety management systems based on HACCP	
10	Determines whether to take samples and justifies the rationale for sampling decisions	
11	Demonstrates the correct procedure for sampling food for microbiological examination	
12	Demonstrates the correct procedure for sampling food for analysis	
13	Interprets different forms of data e.g. sampling results, monitoring data	
14	Generates an accurate food hygiene intervention rating, based on inspection findings, to determine the nature and frequency of subsequent interventions	
15	Derives an accurate food hygiene rating which is justifiable and supported by available evidence	
16	Generates an accurate food standards intervention rating, based on inspection findings, to determine the nature and frequency of subsequent interventions	
17	Evaluates the range of enforcement options available and determines the most appropriate course of action to remedy non-compliance	
18	Produces appropriate correspondence/ reports/ schedules to inform businesses of the outcome of interventions, clearly differentiating between legal requirements and recommendations of good practice	
19	Represents organisation professionally to demonstrate stakeholder confidence in self, the organisation and consequently the profession	
20	Communicates effectively using appropriate modes of delivery	

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No.	Competency	
21	Records clear, accurate and timely information and maintains records that are GDPR compliant, retrievable and consistent with the Food Law Code of Practice and employer requirements	
22	Evaluates the impact of action taken and can discuss potential consequences of inaction	

B. Reactive investigations

No.	Competency	Indicate where this competency is demonstrated (Case study and Section, include page numbers if applicable)
1	Conducts food complaint investigations in accordance with employer's procedures, PACE and RIPA (where appropriate), demonstrating integrity, accountability and impartiality	
2	Demonstrates the application and scope of primary and supplementary food legislation, (including relevant industry guides/ codes of practice) in assessing compliance	
3	Determines whether to take samples and justifies the rationale for sampling decisions	
4	Determines whether the complaint constitutes a local food hazard, a serious localised food hazard or a non-localised food hazard	
5	Identifies when it is appropriate to engage with other agencies / stakeholders, and engages with stakeholders to achieve the most satisfactory outcomes (e.g. FSA, Primary Authority)	
6	Analyses information and determines the most appropriate course of action	
7	Manages expectations of consumers and other stakeholders, affording appropriate priority to the complaint whilst facilitating a timely conclusion to the investigation	
8	Manages issues of confidentiality, lack of anonymity and protection of personal information as appropriate	
9	Explains the outcome of investigations to relevant stakeholders using effective and appropriate communications	

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10	Records clear, accurate and timely information and maintains records that are GDPR compliant, retrievable and consistent with the Food Law Code of Practice and employer requirements	
11	Represents organisation professionally to demonstrate stakeholder confidence in self, the organisation and consequently the profession	
12	Describes the factors taken into account when determining the appropriate course of action, evaluates the impact of action taken and can discuss potential consequences of inaction	

C. Use of enforcement sanctions

No.	Competency	**Indicate where this competency is demonstrated** (Case study and Section, include page numbers if applicable)
1	Explains appropriate and proportionate use of enforcement sanctions commensurate to the type of activity, the role of Primary and Home Authorities and the relevant authority's Enforcement Policy	
2	Explains risk-based approach, and the hierarchy of enforcement	
3	Explains how to identify duty holders, including where there is a lack of information available, to ensure notices are properly served	
4	Produces legal notices in line with Food Law Code of Practice requirements e.g. identifying the regulation contravened, reason for contravention, works required to secure compliance (including works of equivalent effect) and appropriate timescales for compliance	
5	Explains how to ensure notices are properly served, and the right of appeal	

CDP DAF-02

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Appendix 2

Competencies in Competency Development Portfolio (CDP)

You must ensure that your Workplace Supervisor completes
and signs this form.

This form confirms that the requirements and elements
of Competency Development Portfolio are complete
and that you are practising competently.

Name of Practitioner:	
Telephone number:	
Email address:	

Workplace Supervisor name:	
Workplace Supervisor signature:	Date:

Employer name:	
Signed on behalf of the organisation:	Date:

Your CDP must include a front page with your name and CIEH membership number clearly showing.

Practitioner signature:	Date: