



CIEH Level 3 Award in Supervising Food Safety in Catering (Refresher)

How to deliver

This qualification is aimed at anyone working in a supervisory position where food is prepared, cooked and served who has **previously achieved a Level 3 Award in Supervising Food Safety in Catering**. It is relevant to all catering operations and is intended to remind candidates of their responsibilities towards supervising food safety and to keep their knowledge up to date.

In order to enrol for this refresher qualification, candidates must provide evidence of having previously undertaken and passed a Level 3 Award in Supervising Food Safety in Catering, which may be from any Ofqual-accredited awarding body.

If candidates have previously undertaken and passed a CIEH Level 3 Award in Supervising Food Safety in Catering, they should provide the centre with an original certificate. Alternatively, if the centre delivered the initial training it can instead provide a copy of the batch result list issued to it at the time of certification.

If candidates are not able to supply their original CIEH certificate, the centre may apply for a replacement certificate (see 'Procedure for the management of certificates' in the *Procedure Manual* for details). If the centre no longer has a copy of the batch result list, it may request one by sending an email to examinationservicesteam@cieh.org. A replacement certificate or batch result list must be secured before the candidate undertakes refresher training.

Candidates who have previously undertaken and passed a Level 3 Award in Supervising Food Safety in Catering with another Ofqual-accredited awarding body must provide the centre with an original certificate, a copy of which must be sent to the CIEH with the candidates' completed answer information sheets (AISs).

Successful completion of the training programme and assessment will enable candidates to understand:

- the role of the supervisor in ensuring compliance with food safety legislation
- the application and monitoring of good food safety practice
- how to implement food safety management procedures
- the role of the supervisor in food safety management procedures.

The training time to cover the syllabus is at least eight hours. The time taken to deliver the programme does not include coffee/tea/lunch breaks or mock examinations. Trainers can choose to develop their own training programme with reference to the syllabus to deliver the necessary content or can deliver the training by blended learning using an activity-based workbook developed by the CIEH.

The activity-based workbook focuses specifically on the four areas of the syllabus and can be completed by candidates at a distance. Candidates may find it useful to refer also to the CIEH course book *Food Safety for Supervisors*, and the trainer must be available (via telephone or email) to answer candidates' questions as they work through the activities. Trainers should allow candidates approximately six hours to complete the workbook.

On completion of the workbook, candidates must then attend the centre for a two-hour group discussion session, to go through their answers and discuss any issues that have arisen, and for the trainer to provide updates on food safety policy and practice that may have occurred since the candidates first achieved the Level 3 Award in Supervising Food Safety in Catering. In order to assist trainers, the CIEH has produced a corresponding answer book, which provides detailed responses to all the questions in the workbook.

Candidates participating in the blended learning programme must complete the activity-based workbook and take part in the group discussion to be eligible to take the examination.

The candidates are assessed by an examination paper consisting of 60 multiple-choice questions to be completed in two hours under examination conditions (see 'Procedure for Examination and Assessment' in the *Procedure Manual* for full details on examination administration).

When submitting results for the refresher qualification, the centre must send copies of all the candidates' original certificates and/or relevant batch result lists with the answer information sheets (AISs) and summary sheet.

Results will not be processed without evidence of prior successful completion of the Level 3 Award in Supervising Food Safety in Catering.

Candidates who achieve 40–50 correct answers will pass the examination and receive a certificate. Those who achieve more than 50 correct answers will receive a merit certificate. The results for the CIEH Level 3 Award in Supervising Food Safety in Catering (Refresher) take approximately two weeks to process. Certificates will be sent directly to the centre where the training was delivered.

To purchase the activity-based workbooks, corresponding answer book and/or examination papers, please complete an order form. Order forms and other resources for trainers are available on the CIEH website www.cieh.org/training.



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