

Level 3 Award in HACCP in Catering

How to deliver

Since 1 January 2006 the majority of food businesses are required to implement a documented food safety management system based on the Codex HACCP principles.

The CIEH Level 3 Award in HACCP in Catering is designed for proprietors, managers and supervisors of small and medium sized catering businesses.

It is strongly recommended that candidates for this qualification have a good basic understanding of food safety that equates to a recent Level 2 Award in Food Safety in Catering, whilst possessing the skills to complete a written assignment.

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

- the legal requirement for businesses to adopt a food safety management procedure based on the Codex HACCP principles
- the controls that need to be put in place to ensure the safety of food and how these should be monitored
- the seven basic principles of the HACCP system and how these can be equated to a food safety management system in a catering enterprise
- how food safety management tools can assist in implementing HACCP requirements in a catering environment.

The total guided learning hours for this qualification is 20 hours. Typically the syllabus content is covered in one day (approximately seven hours) and, then, the candidates spend the remaining time preparing their individual assignments under the guidance of the trainer.

The assessment

Candidates are assessed by an assignment that covers all the steps involved in preparing a food item or meal – from the purchase of the raw materials used to the point of sale or consumption by the consumer (for details of the requirements of the assignment see the Sample Candidate Assessment Record and Candidate Guidelines).

When the candidate has completed the assignment, he/she should make a copy of the assignment (to keep for his/her own records), complete the front page of the candidate assessment record (CAR), sign the authentication statement, bind the assignment using a staple, and place the assignment inside the CAR and hand all the documents to the trainer for marking. The trainer should check that the CAR has been completed correctly and countersign the authentication statement.

Marking the assignment

The trainer should:

- complete the assessment results sheet noting all of the CARs and assignments in the batch
- mark each assignment with reference to the marking guidance and note the marks for each of the performance criteria on the marking grid of the CAR
- note the total mark for each candidate on the assessment results sheet.

When all of the assignments in the batch have been assessed by the trainer, the statement at the bottom of the assessment results sheet should be signed.

Centres are advised to take a copy of the assessment results sheet and the associated CARs for their own records. The originals should be sent by special delivery to CIEH for moderation.

Results

Candidates who achieve 60 marks or above, will receive a pass certificate and those who achieve 80 marks or more will receive a merit certificate. Candidates who fail to achieve 60 marks will be formally referred by CIEH and given one further opportunity to resubmit their assignments within a period of six months. Referred candidates will only qualify for a pass certificate.

The results for the Level 3 Award in HACCP in Catering take approximately six weeks to process. Certificates will be sent directly to the centre where the training was delivered.

The CIEH has developed a training pack to help trainers deliver the programme in a structured way. It includes a course book and Trainers' Notes manual, including a CD containing a PowerPoint presentation.

To purchase the course book, training pack and/or CARs, please complete an order form. Orders for CARs for the CIEH Level 3 Award in HACCP in Catering should be made at least 14 days prior to the course commencing. An assessment results sheet will be sent with each CAR order.

Order forms and other resources for trainers are available on our website www.cieh.org/training.



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