

Level 3 Award in HACCP for Food Manufacturing

How to deliver

The CIEH Level 3 Award in HACCP for Food Manufacturing is designed for managers and supervisory staff responsible for the development of a food safety management system based on the Codex principles of HACCP in a food manufacturing setting. This qualification may also be beneficial for those responsible for implementing, contributing or reviewing HACCP systems.

Under the Food Hygiene (England) Regulations 2006 and EC Regulation 852/2004 there is a duty placed on food business operators to put in place, implement and maintain a permanent procedure or procedures based on the Codex principles of HACCP:

- identifying any hazards that must be prevented, eliminated or reduced to acceptable levels
- identifying the critical control points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels
- establishing critical limits at critical control points which separate acceptability from unacceptability for the prevention, elimination or reduction of identified hazards
- establishing and implementing effective monitoring procedures at critical control points
- establishing corrective actions when monitoring indicates that a critical control point is not under control
- establishing procedures, which shall be carried out regularly, to verify that the HACCP system is working effectively
- establishing documents and records commensurate with the nature and size of the food business to demonstrate the effective application of the HACCP system.

Those involved in either the implementation, maintenance or review of HACCP systems must have an in-depth understanding of the manufacturing process covered by it, whilst possessing background knowledge of food safety that is sufficient to devise or identify effective food safety control systems. It is, therefore, recommended that candidates have suitable food safety and manufacturing process knowledge, whilst possessing analytical and written skills commensurate with assessment by assignment.

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 a whole food process and involves the composition and rationalisation of a HACCP plan (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 for Food Manufacturing take approximately six weeks to process. Certificates will be sent directly to the centre where the training was delivered.

The CIEH is developing a training pack to help trainers deliver the programme in a structured way. It will include 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 for Food Manufacturing 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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