

Level 2 Award in Food Safety for Retail (Refresher)

How to deliver

This qualification is aimed at food handlers in retail, who have previously achieved the Level 2 Award in Food Safety for Retail, to remind them of their responsibilities towards food safety, keep their knowledge up-to-date and become aware of any changes in legislation.

In order to enrol for a refresher qualification, candidates must provide evidence of having previously undertaken and passed a Level 2 Award in Food Safety for Retail, which may be from any QCA/Ofqual accredited awarding body. Candidates who have previously undertaken and passed a Level 2 Award in Food Safety for Retail with another QCA/Ofqual accredited awarding body must provide the centre with an original certificate.

Candidates who have previously undertaken and passed a CIEH Level 2 Award in Food Safety for Retail can either provide the centre with an original certificate or, if the centre delivered the initial training, the centre can provide a copy of the batch result list issued to the centre at the time of certification. If candidates are not able to produce a copy of their original CIEH certificate, the centre may apply for a replacement certificate (see 'Procedure for the management of certificates' in the *Procedures 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 examinationserviceteam@cieh.org. A replacement certificate or batch results list must be secured before the candidate undertakes refresher training.

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

- their personal responsibility for food safety
- the importance of keeping themselves clean and hygienic
- how working areas are kept clean and hygienic
- the importance of keeping food safe.

The training time to cover the syllabus is at least three 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 activity-based workbooks 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: First principles*, for reference and the trainer must be available (telephone or email) to answer candidates' questions as they work through the activity-based workbook. Trainers should allow candidates approximately two hours to complete the activity-based workbook.

On completion of the workbook, candidates must then attend the centre for an hour-long group discussion session, to go through the workbook, 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 2 Award in Food Safety for Retail.

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 30 multiple choice questions to be completed in one hour under examination conditions (see 'Procedure for Examination and Assessment' in the *Procedures 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 results list with the answer information sheets (AISs) and summary sheet. Results will not be processed without evidence of prior successful completion of the Level 2 Award in Food Safety for Retail.

Candidates who achieve 20 or more correct answers will pass the examination and receive a certificate. The results for the CIEH Level 2 Award in Food Safety for Retail (Refresher) take approximately two weeks to process. Certificates will be sent directly to the centre where the training was delivered.

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



Customer Services

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