



Federal Ministry of Education



Regulatory Body



Sector Skills Council

NIGERIA SKILLS QUALIFICATION FRAMEWORK (NSQF)

NATIONAL OCCUPATIONAL STANDARDS (NOSS) FOR HOSPITALITY TRAVEL AND TOURISM SECTOR

FOOD SAFETY TRADE

MASTERCRAFT CADRE

FOOD SAFETY MASTERCRAFT

LEVEL 3

REVIEWED BY

HOSPITALITY & TOURISM SECTOR SKILLS COUNCIL OF NIGERIA (HTSSCN)

Federal Republic of Nigeria

27-28 AUGUST 2024

MEMBERS IN ATTENDANCE

LIST OF NOS REVIEWERS				
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19.	Muhammad Bilyaminu Musa	NSQF Regulatory Agency personnel	National Board for Technical Education (NBTE)	Observer
20.	Maryam Yusha'u Abubakar	NSQF Regulatory Agency personnel	National Board for Technical Education (NBTE)	Observer
21.	Elijah Dabak Sheleph	Trainer	NIHOTOUR/ HT Sector Skills Council Secretariat	Member
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GENERAL INFORMATION

1.0 GENERAL INFORMATION

1.1 The NSQ Framework

The Nigeria Skills Qualifications Framework (NSQF) was approved by the Federal Executive Council in April 2013. The framework is a learning outcome-based qualifications encompassing all education and training sectors and all forms of learning. It comprises about nine (9) levels, each being identified by a unique set of Level Descriptors. Each qualification has defined learning outcomes (LO), with each unit comprising the qualification mapped against the Level Descriptors. The Level Descriptors are in turn, classified into three separate strands (categories) covering Knowledge, Skills and Competence.

1.2 Context and Goals

The decision of the Hospitality and Tourism Sector Skills Council of Nigeria (HTSSCN) to review and develop new occupational trade standards based on the Nigeria Skills Qualifications Framework (NSQF) in Nigeria was driven by a number of challenges including:

- links and gaps between qualifications and the labour market is not strong
- lack of consistency in qualifications
- absence of a system for comparing qualifications to each other
- pathways of progression between qualifications is unclear
- value of qualifications to employers and learners is unclear
- update the original standards with new innovations in the occupational trade standards

1.3 Vision of the Occupational Trade Standards

The vision is for these challenges to be addressed through the development of a comprehensive NSQF that will cut across all sectors of education and training, irrespective of the nature or form of learning. The NSQF is envisaged to:

- provide a stronger basis for the understanding, comparison and recognition of national and foreign qualifications, thereby improving the understanding of employers, parents and learners of the value of qualifications
- provide fit-for-purpose qualifications that have stronger linkages with labour market and learner needs
- increase the accountability of education and training institutions towards maintaining high quality standards in their provisions
- improve the opportunities for mobility and progression of learners within and across higher education, vocational and general education sectors
- promote the concept of lifelong learning through the recognition of all types of learning: formal, non-formal and informal.

1.4 Aim of the Occupational Trade Standards

The standards are to produce learners with acquired skills and competence capable of carrying out hospitality, travel and tourism and trade operational tasks with stand alone occupational trade career path skills for both training standards and frameworks at levels accordingly.

1.5 Design, Level and Credit of the Occupational Trade Standard

The design and development of occupational trade standards are generally undertaken by the Hospitality and Tourism Sector Skills Council of Nigeria. The Council also has the responsibility for developing, maintaining and updating the standards. The awarding body classifies the qualifications, approves and monitors deliveries at centres and issues qualifications to competent learners.

1.6 Validation of Occupational Standards

All occupational standards placed on the NSQ are to be validated by the Council stakeholders to ensure that they are fit-for-purpose and meet validation standards and the needs of learners or the labour market. It also ensures that the validation standards, process and roles of validators are defined and transparent.

As a matter of policy, a Validation Panel of practising employers, professional experts and educators/trainers ensure that each occupational standards meet the Validation Standards which the regulatory body oversees. Panel members were selected in a transparent and objective manner and the Validation Panel only judge the validity of occupational standards using the Validation Standards published as provided in the NSQ Handbook. The Panel assigned a Validity Period of three (3) years for every valid standard.

1.7 Enabling Learners with Special Needs

As a matter of policy, the developed standards creates the environment that enables learners with special needs to be integrated into the education and training systems and recognizing their achievements on the NSQ. By these, the workplaces and centres to handle training must provide equal and suitable opportunities for the integration and access of learners with special needs and recognition of their achievements. Learners with special needs are to be provided with suitable support and resources, and ensure their integration and recognition of achievements.

1.8 Promoting Lifelong Learning

The Council pursuant to the NSQF guideline develop the occupational standards to promote Lifelong Learning which aims to recognize prior learning, and to further enhance progression pathways between education and training sectors. This is by developing a common understanding of Recognition of Prior Learning (RPL) in the context of the NSQ to be on equal terms with formal learning. With guidance, the training centre are to provide mechanisms for RPL in accordance with the NSQ education and training regulations.

1.9 Placement of Occupational trade standard on the NSQ

The occupational trade standards are developed in accordance with the NSQ process for 'Qualification Placement'. These are with the aim of ensuring that Training Provider/ roles and responsibilities in the 'Qualification Placement' process are clear, transparent and the arrangements for placing occupational trade standard on the NSQ.

1.10 Method of Assessment

As validated by the Council, the assessment tasks and activities are designed to ensure that individual learners have the opportunity to demonstrate their achievement of different learning outcomes. One way of ensuring this is directly linking the assessment to the learning outcomes, making the purpose of assessment clear and transparent, including to individual learners.

Assessment involves gathering, evaluating, analysing and judging evidence in order to decide whether a learner has achieved the predefined learning outcomes. It relies on a broad range of formative and summative assessment tools and processes the former providing an insight into learner progress while the latter is rather more formal and provides evidence for future credits and awards upon achieving competences on desired trade standards.

In the course of training, assessment often relies on the use of a number of tools and instruments. Assessment tools and instruments can include, but are not limited to:

- Case Studies
- Observed Practical Exercises
- Observed Performance at Work
- Role-play and/or other targeted Group Activity
- Oral, Audio and Visual Processes and Presentations
- Long-Answer Questions (reports, proposals for action, specialist articles)
- Short Answer Questions and Structured Questions for oral (Skills based and written for knowledge-based criteria)
- Selected-Response Items (e.g. multiple-choice).

Assessment processes is both fit-for-purpose, rigorous and fair, and should be aligned with the level and type of learning provided by the occupational trade standards for qualifications . With assessment practices managed and delivered across a broad range of education and training institutions, it is important to ensure that quality assurance mechanisms are in place with a view to ensuring that assessment is efficiently, effectively and consistently delivered, and that internal and external assessment moderation and verification processes exist.

1.12 Assessment/evidence requirements for Occupational Trade Standards

The general assessment method of generating evidences are as follows:-

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

SECTOR: HOSPITALITY TRAVEL AND TOURISM
OCCUPATIONAL TRADE: FOOD PRODUCTION AND SERVICE
CADRE: MASTERCRAFT
CAREER PATH: FOOD SAFETY OFFICER/ MASTERCRAFT
NSQ LEVEL: 3

TABLE OF STANDARDS AND CREDIT LOAD

S/N	UNIT TITLE	UNIT REFERENCE NUMBER	CREDIT VALUE	GUIDED LEARNING HOURS
MANDATORY UNIT				
1.	Maintain a safe, hygienic and secure working environment	HTTGP001L3	3	30
2.	Work Effectively as part of a Hospitality Team	HTTGP002L3	3	30
3.	Communication System in a Work environment	HTTGP003L3	1	10
OPTIONAL UNIT				
4	Monitor and Raise Food Safety Awareness In Food And Drink Operations	HTTFS001L3	2	20
5	Carry out food and beverage service	HTTFS002L3	3	30
6	Carry out Sales Of Food Or Drink Products By Offering Samples To Customers	HTTFS003L3	2	20
7	Prepare cold starters and salads Production	HTTFS004L3	3	30
8	Carry out Food Labeling In Food And Drink	HTTFS005L3	1	10
9	Prepare and Present Food For Cold Presentation	HTTFS006L3	3	30
10	Manage Food Safety In A Professional Kitchen	HTTFS007L3	3	30
11	Manage Compliance To Support Achieving Excellence In A Food Environment	HTTFS008L3	2	20
12	Ensure Food Safety When Storing, Preparing And Cooking Food	HTTFS009L3	4	40

13	Promote Organisational Compliance In A Food Business	HTTFS010L3	1	10
14	Display Food Products In A Retail Food Environment	HTTFS011L3	2	20
15	Observe Food Safety In Food And Drink Operations	HTTFS012L3	2	20
16	Develop And Promote A Food Safety Culture Within Food And Drink Operations	HTTFS013L3	2	20
17	Comply with Food safety policy and practice in food and drink operations	HTTFS014L3	1	10
18	Report On Food Safety Compliance In Food And Drink Operations	HTTFS015L3	2	20
19	Provide Food Safety Information For Consumers In Food And Drink Operations	HTTFS016L3	2	20
20	Control biological food hazards in food and drink operations	HTTFS017L3	2	20
21	Ensure Food Safety Practices Preparation And Serving Of Food and Drink	HTTFS018L3	2	20
22	Analyse food safety hazards and risks in food and drink operations	HTTFS019L3	3	30
23	Carry Out Risk Assessment And Determine Security Risks To The Food And Drink Organization	HTTFS020L3	3	30
24	Carry out off-site food delivery services	HTTFS021L3	3	30
25	Clean food and drink areas	HTTFS022L3	2	20
26	Determine shelf life for a food product	HTTFS023L3	2	20
27	Prepare and clear areas for food and beverage service	HTTFS024L3	2	20
28	Handle allergens in food technology	HTTFS025L3	1	10
29	Maintain workplace food safety in food and drink	HTTFS026L3	2	20

	operations			
30	Apply safe sources and supplies of raw materials and ingredients in food manufacture	HTTFS027L3	2	20
31	Maintain food safety when storing, preparing and cooking food	HOSFS028L3	3	30

***Acronyms:** **HTT**= Hospitality and Tourism Sector **GP**= General Practice **FS**= Food Safety**001**= Unit title **L3**= Level 3

UNIT 01 STANDARD: MAINTAIN A SAFE HYGIENIC AND SECURE WORKING ENVIRONMENT

Unit Reference Number: **HTTGP001L3**

NSQ level: **3**

Credit value: **3**

Guided learning hours: **30**

Unit Purpose: This unit is about personal hygiene, environment sanitation and ensuring own contribution to Security in the Work place. It focuses on the learner's ability to work under safe and hygienic conditions, preventing cross-contamination. More so, it provides the learner with a broad understanding of reviewing hazards

and hazard based procedures such that they are part of a team maintaining food safety. This unit is appropriate to a learner that directly prepares and cooks food.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 01: MAINTAIN A SAFE HYGIENIC AND SECURE WORKING ENVIRONMENT

LO (Learning outcome)	Criteria:-			Evidence Type			Evidence Ref Page number		
LO1 Maintain Personal Health and Hygiene	1.1	Wear Clean, Smart and appropriate Clothing							
	1.2	Keep hair neat and tidy and in line with your organization's Standard							
	1.3	Use jewelry, perfume and cosmetics allowed by organization							
	1.4	Get any cuts, grazes, burns treated by the appropriate person							
	1.5	Report illnesses and any infections promptly to the appropriate person							
LO2 Awareness of Health, safety and Environmental Security									
	2.1	State your responsibilities under the health and Safety act							
	2.2	State the general rules of hygiene that you should follow							
	2.3	State Clothing, footwear and headgear that should be worn at all times							
	2.4	State the importance of maintaining good personal hygiene							
LO3 Ability to control and report hazards in one's Workplace									
	3.1	Identify some hazards or potential hazards in your work Environment and act appropriately							
	3.2	Report any accidents or near accidents quickly and accurately to the right person							
	3.3	Follow health, hygiene and safety procedures while working							
	3.4	Practice emergency procedures correctly							
	3.5	Follow Security Procedures of the Organization 3.6 explain Government regulations on health and safety in your Industry (OHS Act 2012)							
LO4									

Comply with Health and Safety Regulations	4.1	Work in a healthy, safe and hygienic way									
	4.2	Obtain information about Health and safety in your work place									
	4.3	Observe Government regulations on health and safety in your Industry (OHS Act 2012)									

LO (Learning outcome)	Criteria:-	Evidence Type				Evidence Ref Page number	
4.4	Describe the types of hazards that can occur in your workplace and how to deal with them						
	4.5 Deal with personally and hazards that must be reported to someone else						
	4.6 Warn other people about hazards and why this is important						
	4.7 Explain why accidents and near accidents should be reported and who these should be reported to						
	4.8 Describe the type of emergencies that may happen in the Workplace and how to handle them						
	4.9 Identify first aid equipment and the registered first-aider in the workplace						
	4.10 State ways of lifting and handling items safely						
	4.11 State other ways of working safely that are relevant to your job and why these are important						
	4.12 Describe organisational emergency procedures, in particular fire, and how these should be followed						
	4.13 State the possible causes for fire in the workplace						
	4.14 Describe how to minimise the risk of fire						
	4.15 State where to find fire alarms and how to set them off						
	4.16 State why a fire should never be approached unless it is safe to do so						
	4.17 State the importance of following fire safety laws						
	4.18 Describe organisational security procedures and why these are important						
	4.19 State the correct procedures for dealing with customer property						
	4.20 . State the importance of reporting all usual/non-routine incidents to the appropriate person						

Learners Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)	Date:
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UNIT 02 STANDARD: WORK EFFECTIVELY AS PART OF A HOSPITALITY TEAM

Unit reference number: HTTGP002L3

NSQ level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose: This unit deals with fulfilling one's own roles when working in a team, that is the people working with you in your workplace, in such a way that one contributes to the team's effectiveness. 'Team' here includes your line manager or immediate supervisor as well as other people there working at the same level as the learner. The unit focuses on carrying out instructions accurately, working at a good pace so as not to slow down the work of others, communicating with the people you work with and receiving constructive feedback to improvement. This unit is appropriate for a person at a basic level of engagement in the Hospitality Industry.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 02: Work effectively as part of a Hospitality Team

LO (Learning outcome)		Criteria:-		Evidence Type				Evidence Ref Page number	
LO1 Plan and Organise own work	1.1	Ensure that one understands what is required for own work							
	1.2	Adhere to instructions accurately							
	1.3	Plan and organize place one's tasks in order of importance							
	1.4	Place everything needed for work within reach							
	1.5	Keep work areas clean and tidy							
	1.6	Keep waste to a minimum							
	1.7	Seek assistance if in need and from the relevant person							
	1.8	Provide work output in due time as agreed							
LO2 Work effectively with Members of own team									
	2.1	Assist team members when they ask							
	2.2	Ensure that any assistance given is within limits of own responsibilities							
	2.3	Manage time well in spite of assisting others							
	2.4	Ensure information transmitted to others in the team is timely							
	2.5	Maintain cordial working relations with team mates							
	2.6	Report any misunderstandings or incidences in relating with team mates to the relevant person							
	2.7	Communicate clearly and effectively with team members							
LO3 Develop own skills									
	3.1	Seek feedback on your work and be able to use the feedback constructively							
	3.2	Identify with appropriate persons what aspects of your work that are up to standard and what areas to improve							
	3.3	Agree on what you have to do to improve your work							
	3.4	Agree on a learning Plan with the appropriate person							
	3.5	Seek opportunities to review and develop your learning plan							
LO (Learning outcome)		Criteria:-		Evidence Type				Evidence Ref Page number	
LO 4 Knowledge of Work Management	4.1	State why it is important to understand what is required of you at work							
	4.2	Explain how you can organize your work to avoid distractions and use time effectively							

	4.3	State the benefits of being organized and having work tools close at work before starting jobs									
	4.4	Explain why it is important to clean up your work area while working									
	4.5	Explain why it is important to minimize waste									
	4.6	Explain in which cases you need to ask for help and who is the appropriate person(s) to ask									
LO 5 Importance of Team work	5.1	State the importance of working effectively with others in a team									
	5.2	List the persons who are part of your team and their roles									
	5.3	State what is required of your team in the Whole Organization and why									
	5.4	Explain how you can work cordially and avoid conflicts with another									
	5.5	Explain why work conflicts with another person should be reported to an authority									
	5.6	Explain in what cases you can assist others and when you cannot so as to complete own work in time									
	5.7	Explain why important information should be communicated to others in your team in good time									
	5.8	Explain how to communicate effectively and why									
LO 6 Importance of own Skills development	6.1	Explain why it is important to develop your own skills									
	6.2	Explain ways of getting feedback from own teammates and how to use it positively									
	6.3	Explain the importance of a learning plan in your own work and development									
	6.4	Explain why your learning plan should be improved frequently									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 03 STANDARD: COMMUNICATION SYSTEM IN A WORK ENVIRONMENT

Unit reference number: HTTGP003L3

NSQ level: 3

Credit value: 1

Guided learning hours: 10

Unit Purpose: This unit deals with basic communication that is effective and timely in such a way that one contributes to the team's effectiveness. It focuses on using words, body language and symbols to communicate with the people in own work place, identifying sources of information needed for an efficient work flow and passing on information clearly and effectively. This unit is appropriate for a learner at a basic level of engagement in the Hospitality Industry.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 03: Communication System in a Work Environment

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref Page number		
LO1 Use a Non-complex Communication System in a Work Environment	1.1	Use simple verbal means to pass on necessary information								
	1.2	Use non-verbal means to pass on necessary information								
	1.3	Interpret symbols and signs appropriately								
LO2 Develop the ability to identify the source of information in a Work Environment	2.1	Locate the Source of information in an Organization or Work Environment								
	2.2	Relate appropriately with the source of information								
	2.3	Use the various information flow systems in a work environment								
	2.4	Use information to avoid challenges in a Work situation								
	2.5	Report findings in accordance to procedure in a Work environment								
LO3										

Demonstrate the various use of means of communication in a work environment	3.1	Locate the various communication equipment in the Work environment									
	3.2	Use effectively the various communication equipment in a work environment									
	3.3	Pass information effectively to the right personnel									
	3.4	Pass information effectively using symbols, signs and codes									
	3.5	Follow instructions in line with ethics of the work environment except where doing so is likely to jeopardize the intended purpose.									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 04 STANDARD: MONITOR AND RAISE FOOD SAFETY AWARENESS IN FOOD AND DRINK OPERATIONS

Unit reference number: HTTFS001L3

NSQ level: 3

Credit value: 2

Guided learning hours: 20

Unit Purpose: This standard is about the skills needed to monitor and raise awareness of food safety issues in food and drink operations. It involves reporting any potential food safety hazards and contributing to improvements to food safety procedures. It is also essential to maintaining the quality of the final product. Learner need to be able to raise awareness of food safety, recognise and take action on risks to food safety. Learner will be able to contribute to improving food safety. This standard is for work in food and drink operations or animal feed operations and your job requires you to enter the food manufacturing or processing area.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 04:

LO (Learning outcome)	Criteria:-			Evidence Type				Evidence Ref Page number	
LO1 Raise awareness of food safety	1.1	inform team members of required standards relating to personal hygiene, product contamination, cross-contamination, spoilage, spillage or infestation							
	1.2	highlight signs and training material that emphasise safe working practices							
	1.3	monitor and inform team members of any amendments in standard operating procedures that may be required in response to work priorities							
	1.4	Monitor and clarify the application of standard operating procedures when team members require guidance							
LO2 Monitor, Recognise and take action on risks to food safety	2.1	identify and make note of indicators which suggest that food safety has been breached							
	2.2	take appropriate immediate action to reduce the impact of the risk							
	2.3	apply signs or labels to ensure that any potentially contaminated food is not re-							

	used								
2.4	inform relevant senior and technical staff of the potential food safety risk								
2.5	pass on accurate details of the nature of the potential food safety risk								
LO3 Contribute to improving food safety									
3.1	actively co-operate with and contribute to relevant control and audit activities								
3.2	examine audit report findings which impact directly on the work areas or processes in own area of responsibility								
3.3	identify areas in standard operating procedures where technical improvements can be made to working practices								
3.4	communicate suggestions relating to potential standard operating procedures to relevant technical staff								

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 05 STANDARD: CARRY OUT FOOD AND BEVERAGE SERVICE

Unit reference number: HTTFSOO2L3
NSQ level: 3
Credit value: 3
Guided learning hours: 30

Unit Purpose:

This standard is about providing and supervising food service to customers with an excellent food and beverage service experience. It covers greeting and seating customers, providing customers with information to enhance their visit, the service and appealing display of food and beverages and the maintenance of a welcoming service area. This standard focuses on the technical knowledge and skills required to provide a food and beverage service; however it should be assessed in the wider context of safe and hygienic working practices

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria
Written Question & Answer (WQA) for knowledge-based criteria
Witnesses Testimony (WT)
Assignment (ASS)
Personal Statement (PS)
Reflective/Learning Journal (LJ)
Work Product [(WP)
Recognition of Prior Learning (RPL)

Unit 05:

LO (Learning outcome)		Criteria:-		Evidence Type			Evidence Ref Page number	
LO1 Arrange and supervise food service to customers	1.1	Plan and organize food service						
	1.2	Ensure compliance with						
	1.3	Maintain basic food safety in catering						
	1.4	Maintain food safety in a hospitality environment						
	1.5	Provide basic advice on allergens to customers						
	1.6	Minimise the risk of allergens to customers						
LO2 Greet customers and take orders	2.1	Acknowledge your customers on arrival and help with their requirements in line with your workplace service style						
	2.2	Ensure your customers have the correct menu to choose from						
	2.3	Provide your customers with information which enhances their experience, answering questions and promoting your company's products and services						
	2.4	Identify your customers' orders correctly and process them efficiently						
LO3 Serve customers								
	3.1	Serve your customers with the correct quality items, at the correct temperature and according to your workplace service style and standards						
	3.2	Provide your customers with appropriate, clean and undamaged service items, condiments and accompaniments						
LO4 Maintain the customer service area								
	4.1	Clear the customer area of soiled, used or unused service items at appropriate times according to your workplace service style and standard						
	4.2	Ensure the customer area is kept						

	appealing and welcoming to customers according to your workplace standard										
4.3	Restock, replenish, store and display food and beverage items when necessary during the service										
4.4	Keep the customer service area clean and tidy and free from rubbish and food debris										

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 06 STANDARD: CARRY OUT SALES OF FOOD OR DRINK PRODUCTS BY OFFERING SAMPLES TO CUSTOMERS

Unit reference number:	HTTFSOO3L3
NSQ level:	3
Credit value:	2
Guided learning hours:	20
Unit Purpose:	

This standard is about supervising the offering of customers with samples of food or drink products to consume immediately, as a way of promoting sales. Emphasis is placed on the need to select suitable products and prepare and display them so that they look appealing. The need to actively encourage customers to sample and buy products and comply with food safety requirements when preparing, display and disposing of product samples are required.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria
Written Question & Answer (WQA) for knowledge-based criteria
Witnesses Testimony (WT)
Assignment (ASS)
Personal Statement (PS)
Reflective/Learning Journal (LJ)
Work Product [(WP)
Recognition of Prior Learning (RPL)

Unit 06:

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref Page number		
LO1 Prepare and supervise product samples for presentation	1.1	Spot suitable opportunities to promote sales by making samples available to customers								
	1.2	Select suitable products for sampling								
	1.3	Prepare of product samples in line with company procedures and standards for preparation and presentation								
LO2 Persuade and encourage customers to buy products	2.1	Ensure following of company procedures for giving customers information about potentially allergenic ingredients								
	2.2	Spot suitable opportunities to encourage individual customers to sample products								
	2.3	Ensure use of persuasive words and body language to encourage customers to sample and buy products								
LO3 Benefits of product	3.1	explain clearly to customers, when necessary, where they can buy the products sampled								
	3.2	monitor the freshness of samples on display and remove samples which no longer meet requirements for freshness								
	3.3	dispose of waste products in line with company and legal food safety requirements								
	3.4	follow company procedures and legal requirements for recording food disposals								

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 07 STANDARD: PREPARE COLD STARTERS AND SALADS PRODUCTION

Unit reference number: **HTTFS004L3**

NSQ level: **3**

Credit value: **3**

Guided learning hours: **30**

Unit Purpose:

This unit is about preparing and presenting cold products such as salads, bread products, pies, pâtés and cured meats. It also covers the supervision of holding of such foods to maintain effective food safety.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 07:

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref		
								Page number		
LO1 Prepare cold starters and salad.	1.1	Check the food products to make sure that they meet quality and quantity requirements								
	1.2	Supervise choice and use the right tools and equipment								
	1.3	Ensure preparation of food products using the correct preparation methods								
LO2 Ensure organisational Standards in texture, quality and storing										
	2.1	Make sure food products have the correct flavour, colour, texture and quantity								

maintained	2.2	Garnish and present the food products to meet organisational standards															
	2.3	Ensure safe storage of any prepared food products not for immediate consumption															
LO 3 Know how to prepare cold starters and produce salads		1. Explain how to make sure that the food products and garnish ingredients meet requirements 2. Mention what quality points to look for in the presentation of cooked, cured and prepared foods 3. Correct problems with the food products and garnish ingredients 4. Identify the correct tools and equipment to carry out the relevant preparation methods 5. Explain why it is important to use the correct tools, equipment and techniques 6. Describe how to prepare the food products and garnish ingredients for cold presentation 7. Describe how to produce basic dressings and cold sauces 8. State how to finish and garnish cold starters and salads 9. Explain how to identify when food products have the correct colour, flavour, texture and quantity 10. State why time and temperature are important when preparing cooked, cured and prepared food For presentation 11. Explain why cooked, cured and prepared foods should be stored at the required temperature before Presentation 12. Explain healthy eating options when preparing and presenting food for cold presentation															

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 08 STABDARD: LABEL FOOD AND DRINK

Unit Reference Number: **HTTFSOO5L3**

NSQ level: **3**

Credit value: **1**

Guided learning hours: **10**

Unit Purpose: This standard is about food labeling in food and drink. It is skilling in food labeling as it relates to both food safety information and legal requirements and perfecting. Emphasis is on supervising responsibility for the labeling of food and drink products, in terms of both controlling the processes used and the details included on the labeling itself. Learner will be able to control and support others with regard to the implementation of effective labeling processes.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 08:

LO (Learning outcome)		Criteria:-	Evidence Type					Evidence Ref	
								Page number	
LO 1 Apply regulatory practices in food labelling	1.1-3	1 Explain the purpose of food labelling in the food and drink sector 2 observe regulations in labelling requirements that control food and drink content and composition, including the implications associated with mislabelling 3 support monitor regulatory requirements through enforcement							

LO 2 Apply food labelling protocols	2.1-4	1 Explain labelling schemes and protocols that are used to inform the public of food nutritional content and how they differ 2 mention the the role of labelling in product traceability and control 3 assist employ the processes, facilities and equipment that are required to label food 4 support interpret specifications to obtain accurate food data for inclusion in labelling specifications										
LO 3 Apply food labelling policies	3.1-5	1 Develop, consult and agree labelling specifications 2. Arrange, implement and communicate labelling specifications 3. Identify and direct different ways food data is misrepresented by non-compliant labelling descriptions 4. observe the organisation laws and control of labelling processes 5.state the risks associated with labelling policies and practices										

Learners Signature:	Date:
AssessorsSignature:	Date:
IQASignature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 09 STANDARD: PREPARE AND PRESENT FOOD FOR COLD PRESENTATION

Unit Reference Number: **HTTFS006L3**

NSQ Level: **3**

Credit value: **3**

Guided learning hours: **30**

Unit Purpose:

This unit is about preparing and presenting cold products such as salads, bread products, pies, pâtés and cured meats. It also covers the holding and supervision of such foods to maintain effective food safety.

The food products covered include:

- bread products such as bread and rolls
- salads
- pre-prepared pies
- cooked meats
- fish
- pre-prepared terrines
- pre-prepared pâtés
- cured meats
- shellfish
- basic vinaigrette and cold sauces

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 09:

LO (Learning outcome)			Criteria:-						Evidence Type			Evidence Ref Page number		
LO1 Check, choose and prepare food with standard	1.1	check and supervise the food products and garnish ingredients to make sure that they meet requirements												
	1.2	ensure the choose and use tools and equipment correctly												

	1.3	supervise preparation of food products using the correct preparation methods									
LO2 Know how to maintain food quality requirements	2.1	Explain how to ensure food products have the correct flavour, colour, texture and quantity									
	2.2	Mention how to garnish and present the food products to meet requirements									
	2.3	Describe how to ensure safe storage of any prepared food products and garnish ingredients not for immediate consumption									
LO3 Maintain food quality requirements	2.1	ensure food products have the correct flavour, colour, texture and quantity									
	2.2	garnish and present the food products to meet requirements									
	2.3	ensure safe storage of any prepared food products and garnish ingredients not for immediate consumption									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 10 STANDARD: MANAGE FOOD SAFETY IN A PROFESSIONAL KITCHEN

Unit reference number:	HTTFS007L3
NSQ level:	3
Credit value:	3
Guided learning hours:	30

Unit Purpose:

This unit deals with understanding and skills in applying food safety regulations and the role of food safety audits in ensuring that food safety is maintained. This includes understanding the documentation that is required and the practical application of inspection and audit procedures to ensure that standards are being met. The understanding of the role of food safety management systems, such as HACCP (Hazard Analysis and Critical Control

Point) and how they can be effectively applied to ensure the safety of food is covered here. This standard is also recommended for senior Chef who have management responsibility for an operational team. Learner will be able to demonstrate understanding of food safety management in a professional kitchen

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 10:

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref Page number	
LO1 Maintain food safety legislation management	1.1	Ensure food safety management systems comply with up to date legislative Requirements							
	1.2	Allocate food safety management roles and responsibilities to staff							
	1.3	Allocate appropriate resources to ensure food safety management systems are effectively maintained							
LO2 Manage safety , risk, analyses and records									
	2.1	Train and brief staff on how to work safely and keep up to date, accurate training records							
	2.2	Analyse the risks to food safety from microbial, physical, chemical and allergenic hazards in an organisation							
	2.3	Communicate food safety management information to staff, visitors and suppliers							
	2.4	Implement controls required to manage food safety in line with organisational Requirements							
LO3 Monitor hazards and give feed backs for safety measures									
	3.1	Monitor and record food safety hazards and ensure appropriate corrective actions are taken							
	3.2	Monitor staff hygiene and compliance with procedures							
	3.3	Use reviews, staff feedback and audits to evaluate the effectiveness of food safety management procedures							

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 11 STANDARD: MANAGE COMPLIANCE TO SUPPORT ACHIEVING EXCELLENCE IN A FOOD ENVIRONMENT

Unit reference number:	HTTFS008L3
NSQ level:	3
Credit value:	2
Guided learning hours:	20

Unit Purpose:

Upon completion of this unit, the learner acquires the skills needed for you to manage organisational compliance to support achieving excellence in food and drink manufacture and/or supply operations. This unit is important to the manufacture, processing and supply of food and drink within the food supply chain, where for example food safety is a critical factor. Managing compliance is a vital process when implementing an achieving excellence strategy, when change and improvement practice can impact on compliance arrangements.

The learner and team or colleagues can comply with all relevant regulations that apply to manage area and provide information, data and related specifications to support compliance in your role. making recommendations for improving compliance in response to change which may impact on management responsibilities.

The need to comply with company policy for compliance, take responsibility for actions, and refer any issues outside of the limit of your authority to others. Worker in food and drink manufacture and/or supply operations involved in the management practice of compliance are suitable for this standard. This could be either as an autonomous and focused management role or as part of another food manufacturing/processing or supply role which includes some management responsibilities.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)
 Oral Question & Answer (OQA) for Skills based criteria
 Written Question & Answer (WQA) for knowledge-based criteria
 Witnesses Testimony (WT)
 Assignment (ASS)
 Personal Statement (PS)
 Reflective/Learning Journal (LJ)
 Work Product [(WP)]
 Recognition of Prior Learning (RPL)

Unit 11:

LO (Learning outcome)	Criteria:-		Evidence Type					Evidence Ref Page number	
Lo1 Manage compliance with regulations in the areas you are responsible for	1.1	Identify the relevant regulations which apply to your work area							
	1.2	Can access information about the regulations							
	1.3	Wear the relevant personal and protective clothing and equipment and ensure others do so							
	1.4	Follow all organisational procedures which apply to your work area and ensure others do so							
	1.5	Apply and promote safe working practices							
	1.6	Recognise and advise on control hazards							
	1.7	Receive reports and act on potential risks and hazards							
	1.8	Provide learning and guidance where individuals need support to meet compliance standards							
Lo2 Make recommendations and implement changes for improving compliance									
	2.1	Identify opportunities for improving compliance standards to meet organisational needs							
	2.2	Identify opportunities to improve compliance to the requirements of the food safety management system							
	2.3	Evaluate relevant information, data and resources to support potential improvements							
	2.4	Make valid changes for improving operational compliance within your limit of responsibility							

	2.5	Use relevant measures of plant effectiveness and improvement										
	2.6	To inform recommendations Refer any issues outside the limit of your authority to a responsible person										
	2.6	Check and confirm that your recommendations meet all workplace requirements										
Lo3 Obtain and provide feedback on compliance												
	3.1	Seek feedback on the value of your contribution to compliance										
	3.2	Check current compliance levels and targets										
	3.3	Provide feedback on your contribution to compliance to the relevant person										

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 12 STANDARD: ENSURE FOOD SAFETY WHEN STORING, PREPARING AND COOKING FOOD

Unit reference number: HTTFSOO9L3

NSQ level: 3

Credit value: 4

Guided learning hours: 40

Unit Purpose:

This unit provide learner with the competencies needed for preparing and cooking food safely, and focuses on the four main areas of control - cooking, cleaning, chilling and preventing cross-contamination, in addition to supplies being satisfactory. It provides staff with a broad understanding of reviewing hazards and hazard procedures such that they are part of a team maintaining food safety. This unit is appropriate to staff that directly prepare and cook food.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 12:

LO (Learning outcome)		Criteria:-		Evidence Type			Evidence Ref Page number	
LO1 Ensure Keeping clean and hygienic	1.1	ensure wearing of clean and hygienic clothes, appropriate to the jobs you are doing						
	1.2	ensure tieing of hair back and/or wear appropriate hair covering						
	1.3	ensure only wear jewellery and other accessories that do not cause food safety hazards						
	1.4	change your clothes when necessary						
	1.5	make sure hands are washed thoroughly at appropriate times P6 avoid unsafe behaviour that could contaminate the food you are working with						
	1.5	report any cuts, boils, grazes, illness and infections promptly to the appropriate person						
	1.7	ensure any cuts, boils, skin infections and grazes are treated and covered with an appropriate dressing						
LO2 Ensure working area are clean and hygienic								
	2.1	make sure surfaces and equipment are clean and in good condition						
	2.2	use clean and suitable cloths and equipment for wiping and cleaning between tasks						
	2.3	remove from use any surfaces and equipment that are damaged or have loose parts, and report them to the person responsible for food safety						
	2.4	dispose of waste promptly, hygienically and appropriately						
	2.5	identify, take appropriate action on and report to the appropriate person, any damage to walls, floors, ceilings, furniture and fittings						
		P14 identify, take appropriate action on and report to the appropriate person, any signs of pests						
LO3 Store food safely								
	3.1	check that food is undamaged, is at the appropriate temperature and within its						

	'use- by date' on delivery								
3.2	look at and retain any important labelling information								
3.3	prepare food for storage and put it in the correct storage area as quickly as necessary to maintain its safety								
3.4	make sure storage areas are clean, suitable and maintained at the correct temperature for the type of food								
3.5	store food so that cross contamination is prevented, e.g. keep raw and ready-to-eat food separate, keep commonly allergenic foods such as nuts in sealed containers								
3.6	follow stock rotation procedures								
3.7	safely dispose of food that is beyond its 'use-by date' keep necessary records up-to-date								
LO4 Prepare, cook and hold food safely									
	4.1	check food before and during operations for any hazards, and follow the correct procedures for dealing with these							
	4.2	follow your organisation's procedures for items that may cause allergic reactions							
	4.3	prevent cross-contamination, such as between raw foods, foods already cooking/reheating and ready-to-eat foods							
	4.4	use methods, times, temperatures and checks to make sure food is safe following operations							
	4.5	keep necessary records up-to-date							

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 13 STANDARD: PROMOTE ORGANISATIONAL COMPLIANCE IN A FOOD BUSINESS

Unit reference number: HTTFSO10L3

NSQ level: 3

Credit value: 1

Guided learning hours: 10

Unit Purpose:

This standard is to acquaint the learner with the skills needed for organisational compliance in a food business in food and drink manufacture and/or supply operations. Compliance is integral to the operation of a food business. Regulations cover the legal status of a food business and additional regulations cover areas such as food safety, environmental health and trading standards requirements, labelling, traceability and product recall. In addition organisations can choose to adhere to the requirements of organisations offering quality standards for food businesses including British Retail Consortium (BRC) and International Organisation for Standardisation (ISO). Compliance with internal organisational requirements and external customers and suppliers relating to standard operating procedures and quality specifications is an additional area of compliance in the day to day operation of a food business.

The learner will be able to promote the systems and procedures are in place to support compliance, communicate the importance of compliance and the consequences of non-compliance to the food business. Learner must also be able to monitor adherence to the systems and report and provide feedback to relevant people on the food business's ability to adhere to compliance requirements.

This standard is for those that work in food and drink manufacture and/or supply operations and are involved in ensuring organisational compliance in a food business.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 13: Promote Organisational Compliance In A Food Business

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref Page number		
LO1 Promote and Support systems and procedures	1.1	make available requirements of the regulations, codes of practice, organisational procedure or specification requiring compliance								
	1.2	ensure compliance to the systems and procedures with the regulatory or organisational requirements								
	1.3	communicate and promote compliance to relevant people the importance of adherence to compliance requirements								

		and the consequences of non-compliance									
	1.4	promote adherence to organisational systems and procedures are in place to support adherence to compliance									
LO2 Know how to Monitor, evaluate and report compliance	2.1	Explain how to keep up to date with the current requirements of the regulations, codes of practice or organisational standard operating procedures and quality specifications									
	2.2	Mention how to communicate changes to the relevant people									
	2.3	monitor and evaluate adherence to the requirements of the regulations									
	2.4	Explain how to provide feedback to relevant people on the ability of the organisation, area within an organisation, team or individual to adhere to compliance requirements									
	2.5	Describe how to monitor and report audit activity and the outcomes of audits									
	2.6	Mention how to make recommendations to support resolution of non-compliances									
LO 3 Monitor, evaluate and report compliance	3.1	keep up to date with the current requirements of the regulations, codes of practice or organisational standard operating procedures and quality specifications									
	3.2	communicate changes to the relevant people									
	3.3	monitor and evaluate adherence to the requirements of the regulations									
	3.4	provide feedback to relevant people on the ability of the organisation, area within an organisation, team or individual to adhere to compliance requirements									
	3.5	monitor and report audit activity and the outcomes of audits									
	3.6	make recommendations to support resolution of non-compliances									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit reference number: **HTTFS011L3**
NSQ level: **3**
Credit value: **2**
Guided learning hours: **20**

Unit Purpose:

Upon completion of this unit, the learner acquire the skills to display food products in food and drink manufacture and/or supply operations. Displaying food products in a retail food environment is important maintaining a product display. It is also important to producing a hygienic and quality product.

The learner will be able to prepare to supervise display of food & drink products. Learner will be able to label displays of food & drink products and arrange and maintain food & drink products for display.

This standard is for those who work in food and drink manufacture and/or supply operations and are involved in food retail, responsible for setting up, maintaining and dismantling product displays in a food & drink retail environment.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OOA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 14: Supervise Display Food Products In A Retail Food Environment

LO (Learning outcome)	Criteria:-			Evidence Type				Evidence Ref Page number	
LO1 Prepare to display food & drink products	1.1	comply with health, safety and hygiene requirements and wear the correct personal protective clothing and equipment throughout the process							
	1.2	check the display area, equipment and accessories are clean and take prompt action on finding any problems							
	1.3	assemble and check products and additional materials and prepare them for use							
	1.4	review the food & drink products available for display, estimate the quantities required and select those products which are most suitable with regard to shelf life, demand, appeal and promotional requirements							
	1.5	prepare the display to ensure maximum appeal and to comply with food safety requirements							
LO2 Label displays of food & drink products									
	2.1	confirm requirements for labelling of products with the relevant people							

	2.2	confirm label information is correct and conforms to legal and standard operational requirements, with the relevant people										
	2.3	position labels for products correctly										
	2.4	ensure that labels are legible, visible to customers, and securely positioned in the correct place										
LO3 Arrange and maintain food & drink products for display	4.1	check and take steps to ensure that the display area always meets the requirements of hygiene and food safety										
	4.2	transfer products safely to the display area according to instructions and specifications										
	4.3	arrange and promptly replace food & drink products and additional materials in a way this is attractive to customers and meets the requirements of hygiene and food safety										
	4.4	where product is not available, you reposition and reorganise the position of products and accessories to maintain presentation and to meet trading conditions										
	4.5	monitor displays according to instructions and specifications										
	4.6	carry out emergency cleaning procedures promptly when required										
	4.7	take prompt action to address any product or display related problem										
LO 4: Empty and clean the food & drink product display	5.1	withdraw products from the display according to instructions and store correctly										
	5.2	identify and select the appropriate cleaning materials for display equipment and accessories										
	5.3	safely store cleaning materials for further use										
	5.4	take prompt action to address any display, cleaning or product related problems										

Learners Signature:

Date:

Assessors Signature:

Date:

IQA Signature (if sampled)

Date:

EQA Signature (if sampled)

Date:

UNIT 15 STANDARD: OBSERVE FOOD SAFETY IN FOOD AND DRINK OPERATIONS

Unit reference number: HTTFSO12L3
NSQ level: 3
Credit value: 2

Guided learning hours: **20**

Unit Purpose:

This standard is about supervising food safety regulations and the role of food safety audits in ensuring that food safety is maintained. This includes the documentation required and the practical application of inspection and audit procedures to ensure that standards are being met. Learner gets to know the role of food safety management systems, such as HACCP (Hazard Analysis and Critical Control Point) and the use of threat analysis in food and drink operations and how they can be effectively applied to ensure the safety of food. This standard is for work in food and drink operations or animal feed operations and requires responsibility for food safety. Learner may have supervisory management responsibilities for an operational team.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 15:

LO (Learning outcome)		Criteria:-		Evidence Type				Evidence Ref Page number			
LO1 Support Assign responsibilities and control operations	1.1	Allocate roles and responsibilities for food safety management in food and drink operations									
	1.2	Implement controls to manage safe food sources and products in food and drink operations									
LO 2 Support apply basic 'HACCP' and 'TACCP' provisions to the organisation		1. mention the key requirements, including critical control points and critical limits of organisation's food safety management procedures 2. explain the role of food safety management systems in the protection of food 3. support apply basic 'HACCP' and 'TACCP' provisions to the organisation 4. mention the expected roles, responsibilities and levels of authority of members of a food safety management team 5. the impact that a positive safety culture can have on the effective operation of safe working practices									
LO 3 KNOW personal hygiene requirements		5. explain the capabilities and limitations of team members and the impact that this can have on food									

and their implementation		<p>safety</p> <p>6. mention the types of training and development activity that can be applied to address food safety related issues</p> <p>9. the differences between different levels of qualification and training in regards to food safety and what these indicate in regards to the skills and knowledge of individuals</p> <p>10. observe state personal hygiene requirements and their implementation</p>						
<p>LO 3</p> <p>Support apply preventive action in respect of controlling spread or increase in product contamination and cross-contamination</p>		<p>11. support in cleaning and maintenance of equipment and environment</p> <p>12. identify key plant and environmental conditions which may pose a threat to food safety during operation</p> <p>13. support correct methods for segregation, storage and disposal of waste and of damaged or contaminated products</p> <p>14. provide preventive action in respect of controlling spread or increase in product contamination and cross-contamination</p> <p>15. state sources and types of product contamination and cross-contamination, deterioration and spoilage and how to recognise them</p>						
<p>LO 5</p> <p>Support in monitoring and checking conformance to critical limits and implement them</p>		<p>16. support in monitoring and checking conformance to critical limits and implement them</p> <p>17. support apply approaches of standard operating procedures (SOPs) and specified working practices to food safety during operations</p> <p>18. explain the use of audits in monitoring compliance against SOPs</p> <p>19. corrective action in the event of non-conformance to critical limits</p> <p>20. support to assess additional support, information and advice requirements</p> <p>21. seek and provide where reliable and up to date information to help inform the implementation of food safety measures</p>						

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 16 STANDARD: DEVELOP AND PROMOTE A FOOD SAFETY CULTURE WITHIN FOOD AND DRINK OPERATIONS

Unit reference number: HTTFSO13L3
NSQ level: 3
Credit value: 2
Guided learning hours: 20

Unit Purpose:

This standard is to acquaint the learner the understanding of how organisational culture can impact on the safe manufacture of food and drink, and how a new, positive culture can be developed and promoted. It involves identifying positive and negative indicators of food safety culture and planning activities which can implement positive change. The learner gets to understand the impact that organisational culture can have upon the operation of a business and its impact on food safety. This standard is for work in food and drink operations or animal feed operations and the job for food safety management measures.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 16:

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref Page number	
LO1 Provide data for incorporation into food labels and consumer information	1.1	check that guidance provided conforms to relevant sector, national and international legislation related to food safety							
	1.2	provide information in a way which is clear to understand and highlights issues which are directly related to food safety							
	1.3	co-ordinate the provision of food safety information in conjunction with individuals and teams responsible for the design and production of food labelling and packaging							
	1.4	review proposed food labelling and draft data sheets to ensure they are accurate and in compliance with regulatory requirements							
	1.5								
LO2 Provide food safety information for colleagues and customers									
	2.1	allocate the roles, responsibilities and levels of authority in regards to the provision of consumer information							
	2.2	co-ordinate the regular review of food labelling with colleagues from operational, product development and packaging design teams							
	2.3	plan the communication of revised labelling with customers and other organisations within the supply chain							
	2.4	brief internal staff as to any changes in labelling requirements							

LO 3 know indicators which may indicate that a negative food safety culture is in place		Explain the legal, regulatory and ethical requirements that impact on the food safety culture Mention impact that a negative food safety culture can have on individuals and the performance of the organisation State indicators which may indicate that a negative food safety culture is in place Mention the organisation's current vision and strategy and how this may impact on the development and promotion of a food safety culture									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 17 STANDRAD: COMPLY WITH FOOD SAFETY POLICY AND PRACTICE IN FOOD AND DRINK OPERATIONS

Unit reference number: **HTTFSO14L3**

NSQ level: **3**

Credit value: **1**

Guided learning hours: **10**

Unit Purpose: This standard unit acquaint the learner with food safety policy and the methods of putting it into practice within your business. Learner need to know and understand how effective policies and procedures can be

developed and where up to date information to inform their development can be sought. This will include understanding the range of organisations and data sources that can be used when seeking information regarding food safety. This standard is for work in food and drink operations or animal feed operations and your job requires responsibility for managing food safety. Learner will have management responsibilities for an operational team.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 17: Comply with Food safety policy and practice in food and drink operations

LO (Learning outcome)	Criteria:-			Evidence Type			Evidence Ref Page number		
LO1 Ensure food safety policies and procedures	1.1	Apply policy and guidelines to manage food safety in manufacture							
	1.2	Apply working practices and procedures to manage food safety in food and drink operations							
	1.3	Record procedures to monitor food safety in food and drink operations							
LO 2 Apply relevant current legislation and statutory requirements for organisation's sector and product type	2.1	relevant current legislation and statutory requirements for organisation's sector and product type							
	2.2	access supporting information and expert advice							
	2.3	apply multidisciplinary approach to preparation of guidelines and systems							
	2.4	provide systematic approach to food safety management for the organisation							
	2.5	explain factors which impact on the safety of products from supply of raw materials to end consumer							

LO 3 Apply systematic approach to food safety management for the organisation	3.1 3.2 3.3	Apply systematic approach to food safety management for the organisation Mention factors which impact on the safety of products from supply of raw materials to end consumer the role of hygiene procedures within food safety management and associated directives Apply best practice within the relevant industry/sector and its application in context						
LO 4 conduct hazard analysis and risk assessment	4.1 4.2 4.3	observe key principles and components of hazard analysis systems including critical control points and critical limits conduct hazard analysis and risk assessment Apply roles and responsibilities of individuals in food safety management teams						
LO 5 Apply relevant evaluation procedures and best practice for verification and compliance of food safety procedures	5.1 5.2 5.3 5.4	Carry out minimum training provision requirements for staff relating to food safety Evaluation procedures and best practice for verification and compliance of food safety procedures Minimise risks to public health, their nature and severity apply processes for continuous improvement						

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 18 STANDARD: REPORT ON FOOD SAFETY COMPLIANCE IN FOOD AND DRINK OPERATIONS

Unit reference number:	HTTFSO15L3
NSQ level:	3
Credit value:	2
Guided learning hours:	20

Unit Purpose: This unit acquaint learner with internal audit skills of the food safety management procedures. It involves reporting on food safety management procedures to ensure that they comply with organisation's operational requirements. Learner need to be able to identify areas within the audit findings where improvements can be made and report findings and trends to the people in your organisation. This standard is for work in food and drink operations or animal feed operations job requires responsibilities for food safety, control and/or audit. Learner will have responsibilities for operational team.

Unit assessment requirements/evidence requirements

- Direct Observation (DO/OBS)
- Oral Question & Answer (OQA) for Skills based criteria
- Written Question & Answer (WQA) for knowledge-based criteria
- Witnesses Testimony (WT)
- Assignment (ASS)
- Personal Statement (PS)
- Reflective/Learning Journal (LJ)
- Work Product [(WP)]
- Recognition of Prior Learning (RPL)

Unit 18 : Report On Food Safety Compliance In Food And Drink Operations

LO (Learning outcome)		Criteria:-		Evidence Type			Evidence Ref Page number	
LO1 Report on compliance level identified through internal audits	1.1	specify the scope of the audit conducted, including areas and activities audited						
	1.2	evaluate the audit results against the organisation's quality and food safety system, relevant standards and best practice						
LO2 Identify food safety risks evidenced through the audit process								
	2.1	provide details of areas and activities where the food safety management system is working effectively						
	2.2	provide details of occurrences of non-compliance with the food safety management procedures and/or food safety standards						
	2.3	provide support evidence using data and documentation						
	2.4	identify the relative risks and impact of non-compliance to your organisation						
LO3 Develop a plan for corrective action								
	3.1	agree with colleagues and technical staff the corrective action required						
	3.2	develop a timescale for the implementation of actions to ensure compliance						
	3.3	brief staff on the immediate action required to manage potential food safety risks						
LO4 Record audit findings and details of restorative action								
	4.1	verify that preventative and corrective action is part of the auditing process						
	4.2	compile data to identify long term audit trends						
	4.3	circulate audit reports to key contacts according to organisational procedures						

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 19 STANDARD: PROVIDE FOOD SAFETY INFORMATION FOR CONSUMERS IN FOOD AND DRINK OPERATIONS

Unit reference number: HTTFSO16L3

NSQ level: 3

Credit value: 2

Guided learning hours: 20

Unit Purpose: This unit provides learner with the knowledge and skills of providing and supervising food safety information for consumers relating to the content of products. Learner need to be able to identify food related information that will be of interest to consumers and stakeholders and communicate it in an effective way. This standard is for work in food and drink operations or animal feed operations and job required to have responsibilities for managing food safety and/or providing product information. Learner have management responsibilities for an operational team.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)

Recognition of Prior Learning (RPL)

UniT 19:

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref Page number	
LO1 Provide data for incorporation into food labels and consumer information	1.1	ensure checks on guidance that conforms to relevant sector, national and international legislation related to food safety							
	1.2	provide information in a way which is clear to understand and highlights issues which are directly related to food safety							
	1.3	co-ordinate and supervise the provision of food safety information in conjunction with individuals and teams responsible for the design and production of food labelling and packaging							
	1.4	review proposed food labelling and draft data sheets to ensure they are accurate and in compliance with regulatory requirements							
	1.5								
LO2 Provide food safety information for colleagues and customers									
	2.1	review and allocate the roles, responsibilities and levels of authority in regards to the provision of consumer information							
	2.2	co-ordinate the regular review of food labelling with colleagues from operational, product development and packaging design teams							
	2.3	plan the communication of revised labelling with customers and other organisations within the supply chain							
	2.4	brief internal staff as to any changes in labelling requirements							
LO 3 Know data for incorporation into food labels and consumer information	1.1	Explain how to check on guidance that conforms to relevant sector, national and international legislation related to food safety							
	1.2	state information in a way which is clear to understand and highlights issues which are directly related to food safety							
	1.3	provide food safety information in conjunction with individuals and teams responsible for the design and production of food labelling and packaging							
	1.4	Describe proposed food labelling and draft data sheets to ensure they are accurate and in compliance with							

	regulatory requirements							
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Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 20 STANDARD: CONTROL BIOLOGICAL FOOD HAZARDS IN FOOD AND DRINK OPERATIONS

Unit reference number: HTTFSO17L3
NSQ level: 3
Credit value: 3
Guided learning hours: 30

Unit Purpose: This unit acquaint trainee with the principles of controlling biological food hazards in food and drink operations. This includes understanding the range and nature of biological food hazards that may present a risk in food and drink operations, how they can be controlled and the relevant processes that may be employed. Learner need to know and understand the types of pathogen that present a food safety risk if not controlled, the conditions they need to live and grow and the factors that can be utilised to control them. Learner also need to understand the principles of the range of food safety protection methods used and how they impact on food harming pathogens. This standard is for work in food and drink manufacture and/or supply operations and need a broad understanding of the science that impacts on the controls used to ensure that food and drink products are produced and distributed safely.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)
 Oral Question & Answer (OQA) for Skills based criteria
 Written Question & Answer (WQA) for knowledge-based criteria
 Witnesses Testimony (WT)
 Assignment (ASS)
 Personal Statement (PS)
 Reflective/Learning Journal (LJ)
 Work Product [(WP)
 Recognition of Prior Learning (RPL)

Unit 20 : Control biological food hazards in food and drink operations

LO (Learning outcome)		Criteria:-		Evidence Type			Evidence Ref Page number	
LO1 Analyse and produce action plan for operational control	1.1	Observe food safety at critical control points in food and drink Operations						
	1.2	Analyse food safety hazards and risks in food and drink operations						
	1.3	watch out for food safety hazards and risks in food and drink operations						
LO 2 Know the types of pathogen that present a food safety risk if not controlled, the conditions they need to live and grow		understanding the range and nature of biological food hazards that may present a risk in food and drink operations, how they can be controlled and the relevant processes that may be employed. Learner need to know and understand the types of pathogen that present a food safety risk if not controlled, the conditions they need to live and grow factors that can be utilised to control them. Learner also need to understand the principles of the range of food safety protection methods used and how they impact on food harming pathogens. This standard is for work in food and drink manufacture and/or supply operations and need a broad understanding of the science that impacts on the controls used to ensure that food and drink products are produced and distributed						
LO 3 Operate and identify different types of pathogen that present a food safety risk if not		Operate and identify the range and nature of biological food hazards that may present a risk in food and drink operations,						

<p>controlled, the conditions they need to live and grow</p>	<p>Apply control and the relevant processes that may be employed.</p> <p>Inspect and provide types of pathogen that present a food safety risk if not controlled</p> <p>Observe the conditions to live and grow factors that can be utilised to control them.</p> <p>Inspect and identify the biological food hazards that may present a risk in food and drink operations,</p> <p>how they can be controlled and the relevant processes that may be employed.</p> <p>Spot types of pathogen that present a food safety risk if not controlled and the conditions they need to live and grow the factors that can be utilised to control them.</p> <p>Apply the ranges of food safety protection methods used and present impact on food harming pathogens.</p>								
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Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 21 STANDARD: ENSURE FOOD SAFETY PRACTICES ARE FOLLOWED IN THE PREPARATION AND SERVING OF FOOD AND DRINK

Unit reference number: HTTFS018L3

NSQ level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose: This unit provides the learner with the competence required to ensure that appropriate food safety practices and procedures are followed in the preparation and serving of food and drink. This standard is for hospitality team leaders, first line managers, supervisors, head waiters, cooks and chefs,

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 21:

LO (Learning outcome)		Criteria:-	Evidence Type				Evidence Ref Page number	
LO1 Apply hygiene and safety practices and procedures	1.1	Ensure that relevant information about food safety procedures and are interpreting responsibilities correctly						
	1.2	Ensure that good hygiene practices are in place						

	1.3	Carry out own responsibilities for the implementation of food safety procedures									
	1.4	Provide feedback to the person responsible for organisation's food safety procedures on effectiveness									
LO2 Know how to Identify and report safety problem for review	2.1	Explain how to Alert of possibility of food safety hazards in area of responsibility									
	2.2	mention indicators of potential sources of food safety hazards									
	2.3	State food safety hazards and appropriate control measures									
	2.4	Explain how to report any new potential food safety hazards for review and evaluation of food safety procedures to the person responsible									
LO 3 Identify and report safety problem for review	3.1	Alert of possibility of food safety hazards in area of responsibility									
	3.2	Identify indicators of potential sources of food safety hazards									
	3.3	Identify food safety hazards and appropriate control measures									
	3.4	Report any new potential food safety hazards for review and evaluation of food safety procedures to the person responsible									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 22 STANDARD: ANALYSE FOOD SAFETY HAZARDS AND RISKS IN FOOD AND DRINK OPERATIONS

Unit reference number: **HTTFS019L3**

NSQ level: **3**

Credit value: **3**

Guided learning hours: **30**

Unit Purpose: This standard is about identifying and analysing hazards and risks to food safety. It involves identifying and assessing critical control points and control points, and providing preventative and corrective actions for these hazards and risks. Trainee will need to be able to identify working practices and physical conditions which represent a food hazard. Learner will also be able to implement recommendations and action to rectify and reduce hazards. This standard is for work in food and drink operations or animal feed operations and your job requires you to have responsibilities for food safety and/or health and safety. trainee may have responsibilities for managing an operational team

Unit assessment requirements/evidence requirements

Unit 22: Analyse Food Safety Hazards And Risks In Food And Drink Operations

LO (Learning outcome)	Criteria:-			Evidence Type				Evidence Ref			
LO1 Identify and analyse food hazards	1.1	assess the likely occurrence of hazards in respect of each product, or group of products, at each process step									
	1.2	assess the likely food hazards present at each stage of production									
	1.3	identify the conditions which influence the presence, severity and extent of hazards									
	1.4	analyse the presence, production or persistence of toxins, chemicals, foreign bodies, bacteria and spores in foods for human consumption									
LO2											

Investigate the impact of hazards in the manufacturing process	2.1	analyse the degree, extent and severity of risks resulting from presence of hazards									
	2.2	identify the potential impact of hazards on the safety of food and drink products									
	2.3	Mention the potential impact of hazards on the safety of food and drink products									
LO3 Implement methods to control hazards and risks											
	3.1	specify the points at which hazards must be controlled or eliminated									
	3.2	specify acceptable and unacceptable levels of hazards and risks within working practices and standard operating procedures									
	3.3	specify within standards operating procedures the corrective actions to be taken when control has been lost at critical control points									
	3.4	provide an analysis of data and seek appropriate advice from multidisciplinary personnel to support analysis results									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 23 STANDARD: CARRY OUT RISK ASSESSMENT AND DETERMINE SECURITY RISKS TO THE FOOD AND DRINK ORGANISATION

Unit reference number: **HTTFS020L3**

NSQ level: **3**

Credit value: **3**

Guided learning hours: **30**

Unit Purpose:

This standard is about determining the security risks to the organisation and its assets by carrying out a risk assessment. This standard looks at identifying and evaluating the organisations assets and operations to determine the risks. The standards is for those involved in the food and drink operations that carry out risk assessment to determine potential security risks

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 23:

LO (Learning outcome)	Criteria:-			Evidence Type				Evidence Ref Page number			
LO1 Identify and evaluate the risk associated with food and drinks	1.1	gather and collate relevant information from different sources to identify and evaluate organisations assets									
	1.2	analyse information to evaluate assets									
	1.3	determine the potential impact on the organisation through the loss of identified assets									
	1.4	take account of critical requirements									

		that could impact on security									
	1.5										
LO2 Know the threats to food safety and its legislation											
	2.1	prioritise the value of identified assets against agreed specifications									
	2.2	identify and evaluate threats and vulnerabilities to the organisations assets and security arrangements, including threats to food safety and legislation									
	2.3	categorise threats and possible methods of attack on assets and food safety and security									
	2.4	determine risk matrix to the organisations assets									
	2.5	establish levels of risk and tolerance to the organisation based on analysis and evaluation of threats and vulnerabilities									
LO3 Implement the control points of the threats											
	3.1	inform the organisation promptly of situations where there are imminent risks to assets and food safety									
	3.2	produce reports detailing risks and security options									
	3.3	complete relevant documentation accurately									
	3.4	maintain security and confidentiality of information									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 24 STANDARD: CARRY OUT OFF-SITE FOOD DELIVERY SERVICES

Unit reference number: HTTFS021L3

NSQ level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose:

This unit is about the planning, preparation and co-ordination required to provide an efficient off-site food delivery service.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 24:

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref Page number		
LO1 Identify the food processing procedures	1.1	make sure staff follow agreed procedures for the processing of food orders								
	1.2	make sure food safety practices for processing and delivery of food orders are followed at all times								
	1.3	control packaging and containers and monitor delivery times to make sure that food is maintained in line with relevant legislation and quality control procedures								

LO2												
Implement the food processing procedures	2.1	plan, prioritise and co-ordinate activities to ensure an efficient delivery service which meets customer expectations										
	2.2	make sure that staff have the information, knowledge and skills required to deliver food in line with the required standard of service										
	2.3	deal with problems which arise in order to minimise disruption to the service										
LO3												
Establish a feedback mechanism with customers	3.1	implement your contingency plans when food items and delivery times fail to reach required standards										
	3.2	communicate with customers to investigate or update on problems that occur with food orders										
	3.3	register information relevant to off-site food delivery according to your organisation's procedures										

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 25 STANDARD: CLEAN FOOD AND DRINK AREAS

Unit reference number: **HTTFS022L3**

NSQ level: **3**

Credit value: **2**

Guided learning hours: **20**

Unit Purpose:

This unit is about the supervision of staff who are cleaning food areas including kitchens, food service areas, food manufacturing premises, food production or food retailing. Food preparation, service and retail areas pose a high risk to public health if they are not cleaned properly. It is important to ensure staff observe and maintain high standards of personal, including hand, hygiene throughout the cleaning process. It is also important to ensure that the business' food safety management procedures are followed. In food areas, there will be in-place equipment, it is therefore also important to ensure that staff take the correct precautions with regard to personal protective equipment and the handling and safe isolation of food production equipment.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

UNIT 25:

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref		
								Page number		
LO1 Ensure awareness of cleaning location and use of equipment	1.1	ensure staff are aware of the location of cleaning specification in the business' food safety management procedures								
	1.2	advise staff of the level of personal hygiene required, how to maintain this and types of health conditions which should be reported								
	1.3	ensure that staff are using the correct equipment, cleaning agents and PPE for								

		the specific cleaning operation									
	1.4	ensure staff are aware of procedures for the isolation, disassembly, cleaning and reassembly of equipment.									
	1.5										
LO2 Assess cleaning, disposal and feedbacks	2.1	assess the cleaning which is being undertaken against the business' food safety management procedures									
	2.2	ensure that waste and slurry has been disposed of properly									
	2.3	act appropriately on problems reported to you by your staff									
LO3 Check food area condition and give feedback	3.1	check that staff have left the food area in a condition which is suitable for use and that equipment has been stored correctly									
	3.2	where signs of pest infestation have been identified ensure appropriate action has been taken									
	3.3	provide feedback to the person responsible for the organisation's food safety management procedures on any problems									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 26 STANDARD: DETERMINE SHELF LIFE FOR A FOOD PRODUCT

Unit reference number: HTTFSO23L3
NSQ level: 3
Credit value: 2
Guided learning hours: 20

Unit Purpose:

This standard is about the skills needed for you to determine shelf life for a food product. Shelf life determination is essential in ensuring compliance with food safety regulations and the continued supply of good quality food to a Nigeria and global market. The quality of a food product must be maintained from initial production through storage, distribution and sale through to consumption. The extension of the life of a food product through processing, packaging and the use of additives enables food to be kept safe for longer periods of time. The shelf life of a product is therefore essential knowledge if a product is to be safe, of good quality and adhere to regulatory requirements. Trainee must be able to plan the shelf life determination and liaise with relevant colleagues the requirements of the shelf life test. Learner must be able to gather and evaluate results, determine a shelf life for the product and provide feedback to colleagues on suggested improvements to the shelf life determination process. This standard is for work in food and drink manufacture and/or supply operations and are involved in determining shelf life for a food product.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)
Oral Question & Answer (OQA) for Skills based criteria
Written Question & Answer (WQA) for knowledge-based criteria
Witnesses Testimony (WT)
Assignment (ASS)
Personal Statement (PS)
Reflective/Learning Journal (LJ)
Work Product [(WP)
Recognition of Prior Learning (RPL)

Unit 26: Determine shelf life for a food product

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref Page number		
LO1 Plan activities	1.1	source organisational requirements for shelf life determination								
	1.2	liaise with relevant people to source specific customer requirements								
	1.3	use historical data, knowledge and information within and external to the								

	food business to determine an approximate shelf life										
1.4	confirm the shelf life protocol with relevant people internal and external to the food business										
1.5	ensure sufficient product, facilities, storage and additional requirements of the shelf life are available for the duration of the process										
	P6 communicate to relevant people specific requirements of the shelf life determination										
LO2 Carry out testing											
2.1	source and label all food products adhering to organisational shelf life requirements										
2.2	store in correct conditions adhering to organisational shelf life requirements										
2.3	ensure the correct number of food products are sampled and tested at accurate times and intervals										
LO3 Evaluate results											
3.1	gather together the results of all testing carried out on the food products during the shelf life determination										
3.2	evaluate all results to determine a shelf life for the product										
3.3	communicate final evaluation and make recommendations to relevant people reference the shelf life of the food product										
3.4	provide feedback to colleagues on the shelf life process including suggestions for improvements										

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 27 STANDARD: PREPARE AND CLEAR AREAS FOR FOOD AND BEVERAGE SERVICE

Unit reference number: HTTFSO24L3

NSQ level: 3

Credit value: 2

Guided learning hours: 20

Unit Purpose:

This standard is about how you prepare the food service area ready for your customers and clear it down at the end of the service. This includes preparing the equipment such as trolleys and fridges, service items such as crockery and trays and ensuring that the food service area is set up correctly prior to service. The standard concludes with the efficient clearing of the food service and dining areas and correct storage of equipment and condiments. This standard focuses on the technical knowledge and skills required to prepare and clear areas for food and beverage service; however it should be assessed in the wider context of safe and hygienic working practices. Learner should have skills on Maintain basic food safety in catering; Maintain food safety in a hospitality environment; Provide basic advice on allergens to customers; Minimise the risk of allergens to customers; When you have completed this standard you will be able to demonstrate your understanding of and your ability to; Prepare and clear areas food and beverage service.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

UNIT 27:

LO (Learning outcome)		Criteria:-			Evidence Type			Evidence Ref		
								Page number		
LO1 Prepare and clear areas and equipment for food and beverage service	1.1	Check that the food service area is clean, undamaged and ready for use according to your workplace standard								
	1.2	Check that the service equipment is clean, undamaged, where it should be and switched on ready for use								
	1.3	Check that you have sufficient supply of service items clean, undamaged, ready for use and stored appropriately								
	1.4	Prepare condiments and accompaniments and store								

		appropriately ready for service									
	1.5	Display food items according to your workplace standard in a way that will promote sales and appeal to your customers									
LO2 Prepare customer areas for food and beverage service											
	2.1	Check that the customer areas are clean, undamaged and set up according to your workplace standard									
	2.2	Check that service items are clean, undamaged and placed ready for customers									
	2.3	Check that menus and promotional items are clean, correct, current and ready for customers' use									
	2.4	Check the customer area is appealing and welcoming to customers according to your workplace standard									
LO3 Clear customer and service areas after food and beverage service											
	3.1	Check that service items, food items, condiments and accompaniments are assembled for cleaning or reusable items are stored according to your workplace standard and food hygiene regulations									
	3.2	Dispose of rubbish and waste food appropriately									
	3.3	Check that all service equipment is clean, turned off and stored away correctly									
	3.4	Check that the service area is clean and ready for the continuing service									
	3.5	Check that customer areas and furniture is clean, tidy and ready for the continuing service									

Learners Signature: Assessors Signature: IQA Signature (if sampled)	Date: Date: Date:
EQA Signature (if sampled)	Date:

UNIT 28 STANDARD: HANDLE ALLERGENS IN FOOD TECHNOLOGY

Unit reference number: HTTFSO25L3

NSQ level: 3

Credit value: 1

Guided learning hours: 10

Unit Purpose:

This standard requires a broad understanding of the types of common allergens and how they react on the human body and immune system. You will know how allergens should be handled in the food manufacturing process and regulation necessary to avoid cross contamination of food types. Authentication of ingredients will also be key.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product [(WP)]

Recognition of Prior Learning (RPL)

Unit 28:

LO (Learning outcome)	Criteria:-		Evidence Type				Evidence Ref Page number	
LO1 Demonstrate know of allergens in food technology	1.1	Explain the process control of production in food manufacture						
	1.2	State how recipe formulation must take into account allergens						
	1.3	Explain the relevant legal and regulatory requirements that control food manufacture and supply, including HACCP, TACCP, VACCP						

LO 2 Apply legal and regulatory requirements that control food manufacture supply, including HACCP, TACCP, VACCP	2.1	Apply relevant food safety and hygiene regulations in relation to allergens in food technology							
	2.2	observe relevant legal and regulatory requirements that control food manufacture and supply, including HACCP, TACCP, VACCP							
	2.3	Identify and explain the different types of allergens in food manufacturing including peanuts, milk, eggs, tree nuts, fish, shellfish, soy, and wheat							
LO 3 Authenticate ingredients and their origins		Apply the current requirements for labelling and packaging used on prepacked foods Handle common reactions on the body's immune system to specific foods, including mild and very serious reactions difference between food intolerance and a food allergy the need to authenticate ingredients and their origins and manage the company risk strategy							

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 29 STANDARD: MAINTAIN WORKPLACE FOOD SAFETY IN FOOD AND DRINK OPERATIONS

Unit reference number: HTTFS026L3
NSQ level: 3
Credit value: 2
Guided learning hours: 20

Unit Purpose:

This standard is about the knowledge needed to maintain workplace food safety in food and drink operations. It is important to know how personal hygiene and behaviour affects food safety in the workplace and why food needs to be kept at specified temperatures and how to ensure this. It is also essential to maintaining the quality of the final product. You will need to know and understand the importance of minimising the risks of product contamination, cross-contamination and food poisoning, pests and infestation, storage and disposal of waste. This standard is for you if you work in food and drink operations and your job requires you to enter the food manufacturing or processing area.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)
Oral Question & Answer (OQA) for Skills based criteria
Written Question & Answer (WQA) for knowledge-based criteria
Witnesses Testimony (WT)
Assignment (ASS)
Personal Statement (PS)
Reflective/Learning Journal (LJ)
Work Product [(WP)
Recognition of Prior Learning (RPL)

Unit 29:

LO (Learning outcome)	Criteria:-	Evidence Type	Evidence Ref Page number
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LO1 know food safety standards	1.1 Explain how to maintain workplace food safety standards in food and drink Operations 1.2 State how personal hygiene and behaviour affects the safety of food produced by the organisation 1.3 Mention the diseases that are required to be reported in accordance with legislation 1.4 Explain why it is important to treat and cover cuts, boils, skin infections and grazes and how to do so 1.5 Describe how food handling practices affect food safety in the workplace	
LO 2 Observe food safety standards	2.1 Apply personal hygiene and behaviour affects the safety of food produced by the organisation 2.2 Report identified diseases in accordance with legislation 2.3 Treat and cover cuts, boils, skin infections and grazes and how to do so 2.4 Handle food practices that affect food safety in the workplace 2.5 Apply required methods and frequency of cleaning and maintenance of equipment, surfaces and environment affects food safety in the workplace	
LO 3 Handle pest related matters	3.1 Mention the main types of pests and infestation that may pose a risk to the organisation 3.2 Treat pest infestations that occur with signs that indicate that an infestation has taken place 3.3 Prevent pest infestation 3.4 Treat different types of product contamination and cross-contamination that occur 3.5 Prevent or minimise the risk of cross contamination during all stages of the manufacturing process	

LO 4 Treat food poisoning	4.1 4.2 4.3 4.4 4.4	Treat different types of food poisoning and how food poisoning organisms can contaminate food Spot symptoms of food poisoning Mention the factors that enable the growth of food poisoning organisms Keep food at specified temperatures Explain causes of food spoilage, how to recognise it and what to do if food spoilage is discovered									

Learners Signature: Assessors Signature: IQA Signature (if sampled)	Date: Date: Date:
EQA Signature (if sampled)	Date:

UNIT 30 STANDARD: APPLY SAFE SOURCES AND SUPPLIES OF RAW MATERIALS AND INGREDIENTS IN FOOD MANUFACTURE

Unit reference number: **HTTFS027L3**

NSQ level: **3**

Credit value: **2**

Guided learning hours: **20**

Unit Purpose:

This unit is about understanding and applying specifications for safe sources and supply of raw materials and ingredients for food and drink. It also involves controlling and monitoring that supply. This unit is for work in food and drink operations or animal feed operations and job requires responsibilities for procurement, supplies or stores. Learner may have safety officer responsibilities as a team leader.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product (WP)

Recognition of Prior Learning (RPL)

Unit 30

LO (Learning outcome)	Criteria:-	Evidence Type	Evidence Ref Page number
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LO 1 Apply specifications for safe sources and supply of raw materials and ingredients for food and drink	1.1 Develop specifications for safe sources and supply of raw materials and ingredients in food manufacture 1.2 Control and monitor safe supply of raw materials and ingredients in food manufacture Apply specifications for safe sources and supply of raw materials and ingredients for food and drink. Control and monitor supply. work in food and drink operations or animal feed operations and job requires responsibilities for procurement, supplies or stores.										
LO 2 Apply the policies, guidelines and legislation relating to sources and supply of raw materials, relevant to workplace and products	2.1 Apply the policies, guidelines and legislation relating to sources and supply of raw materials, relevant to workplace and products 2.2 Apply organisation's supplier assurance guidelines, policies, audit requirements, 2.3 Identify the types and sources of relevant raw materials and ingredients 2.4 Apply the agreed criteria for acceptance and non-acceptance of supplies required for products										
LO 3 Apply range of relevant checks to ensure food safety assurance of supplies	3.1 Apply critical control points for transport, receipt and acceptance of supplies 3.2 Control and apply sampling methods appropriate to type and source of supply and how they are applied 3.3 Identify and Apply the potential methods, sources and types of product contamination, how to identify them and relevant corrective action 3.4 Adopt range of relevant checks to ensure food safety assurance of supplies										

LO 4 Apply relevant requirements to meet certification of food safety conformity	4.1	Apply the record systems and requirements for audit of supply									
	4.2	Apply the relevant requirements for certificates of conformity									
	4.3	Adopt the relevant requirements for traceability purposes									
	4.4	Take corrective actions to receive a supply of non-conforming products or raw materials									

Learners Signature: Assessors Signature: IQA Signature (if sampled)	Date: Date: Date:
EQA Signature (if sampled)	Date:

UNIT 31 STANDARD: MAINTAIN FOOD SAFETY WHEN STORING, PREPARING AND COOKING FOOD

Unit reference number: HTTFS028L3

QCF level: 3

Credit value: 3

Guided learning hours: 30

Unit Purpose: This unit is about personal hygiene, environment sanitation and ensuring own contribution to Security in the Work place. It focuses on the learner's ability to work under safe and hygienic conditions, preventing cross-contamination. More so, it provides the learner with a broad understanding of reviewing hazards and hazard based procedures such that they are part of a team maintaining food safety. This unit is appropriate to a learner that directly prepares and cooks food.

Unit assessment requirements/evidence requirements

Direct Observation (DO/OBS)

Oral Question & Answer (OQA) for Skills based criteria

Written Question & Answer (WQA) for knowledge-based criteria

Witnesses Testimony (WT)

Assignment (ASS)

Personal Statement (PS)

Reflective/Learning Journal (LJ)

Work Product (WP)

Recognition of Prior Learning (RPL)

Unit 31: Maintain food safety when storing, preparing and cooking food

LO (Learning outcome)	Criteria:-	Evidence Type	Evidence Ref
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							Page number	
LO1 Maintain Personal Hygiene and Cleanliness	1.1	Wear clean and hygienic clothes suitable for the tasks to be carried out						
	1.2	Put on appropriate hair covering						
	1.3	Wear only safe jewellery and other accessories, to avoid food safety hazards						
	1.4	Change clothes when necessary						
	1.5	Wash hands thoroughly whenever it is required						
	1.6	Avoid unsafe acts that may contaminate food						
	1.7	Report any cuts, boils, grazes, illness and infections to the right personnel promptly						
	1.8	Ensure that any cuts, boils, skin infections and grazes are treated and covered appropriately						
LO2 Observe Personal Hygiene								
	2.1	Explain why clean and hygienic clothes must be worn						
	2.2	Observe hair covering						
	2.3	Enumerate the different types of protective clothes that are appropriate for different jobs in storage, preparation and cooking food						
	2.4	Explain the food safety hazards that jewellery and accessories can cause						
	2.5	Clothes should be changed and when						
	2.6	Wash hands at specific instances in Food Preparation Units						
	2.7	Wash hands safely						
	2.8	Handle food when a person has open injuries						
	2.9	State what to do if anyone has an open wound						
	2.10	Report illnesses and infections promptly						

LO (Learning outcome)	Criteria:-		Evidence Type				Evidence Ref Page number	
	2.11	State why it is even more important to report stomach illnesses						
	2.12	Explain why it is important to avoid doing certain things that can contaminate food while handling it						
LO 3: Work Environment Hygiene	3.1	Ensure that surfaces and equipment are clean and in good condition						
	3.2	Use appropriate cloth that is clean for wiping and cleaning and cleaning equipment as you work						

3.3	Discard any surfaces and equipment that are damaged or that have any lose parts								
3.4	Report damaged surfaces, walls, ceilings, furniture, fittings and equipment to the appropriate Personnel								
3.5	Ensure that waste is disposed promptly, hygienically and suitably								
3.6	Identify, take appropriate action on any damage to walls, floors, ceilings, furniture and fittings								
3.7	Identify and act appropriately on any signs of pests								
3.8	Explain why surfaces and equipment must be clean, hygienic and suitable for the intended use before commencing a new task								
3.9	Describe how to sanitize surfaces and work tools before use								
3.10	State why it is important to use only clean and suitable cloths when cleaning before tasks								
3.11	Explain why surfaces, parts of the work place and equipment that are damaged or have loose parts constitute food safety hazards								
3.12	State the types of damage to be alert for								
3.13	Enumerate types of damaged surfaces or equipment that can cause food safety hazards								
3.14	Describe how to deal with damaged surfaces and equipment								

LO (Learning outcome)	Criteria:-			Evidence Type			Evidence Ref Page number		
LO 4 Storing Food Safely	3.15	State the importance of clearing and disposing of waste promptly and safely							
	3.16	Describe how to dispose of waste safely							
	3.17	State the types of pests that could be found in catering Establishments							
	3.18	Describe the signs that signify the presence of pests							
LO 4 Storing Food Safely	4.1	Check the freshness, temperature and expiry date of food item							
	4.2	Look for any important information on the label and leave it intact							
	4.3	Carry out any necessary action to prepare food for storage							
	4.4	21. Place food in appropriate storage place or equipment without temperature change							

	4.5	Ensure that storage areas for different types of food items are clean, suitable and at the right temperature									
	4.6	Prevent contamination while storing food									
	4.7	Follow appropriate stock usage procedures									
	4.8	Dispose of any expired foods safely									
	4.9	Keep all required records up-to-date									
	4.10	Explain why it is important to ensure that food items are safe on delivery									
	4.11	State why food should be prepared before storage									
	4.12	Explain why food must be put in the correct storage area									
	4.13	Enumerate the food storage temperatures									
	4.14	Explain the importance of keeping storage areas clean and tidy									
	4.15	State how to check that food is stored at the correct temperature K39.									
	4.16	Explain why any expired food must be thrown away and not used									

LO (Learning outcome)	Criteria:-			Evidence Type			Evidence Ref Page number		
LO 5 Food Safety in Preparing, Cooking and Holding	4.17	Explain why it is important to keep raw and ready-to-eat food apart							
	4.18	List types of raw and ready-to-eat foods							
	4.19	Explain why it is important to have a stock usage policy that rotates stock							
LO 5 Food Safety in Preparing, Cooking and Holding	5.1	Inspect food before and during preparation and cooking for any hazards							
	5.2	Follow correct procedures for dealing with food hazards							
	5.3	Handle different types of food safely to prevent cross-contamination between them							
	5.4	Keep all required records updated							
	5.5	Follow laid down procedures for items that can cause allergic reactions							
	5.6	Use appropriate methods, times and temperatures in order to maintain food safety							
	5.7	Describe how to check that food is safe while holding and serving							
	5.8	State why and when it is necessary to defrost foods before cooking							
	5.9	Explain what to do on discovering any food safety hazards							

5.10	State why thorough cooking and reheating methods should be used										
5.11	Explain how to check that food is thoroughly cooked or safely reheated										
5.12	Explain why it is important to ensure that food is at the right temperature during holding and before service										
5.13	Describe how to safely and thoroughly defrost food										
5.14	Enumerate how to recognize conditions leading to safety hazards										
5.15	State why it is important to know the foods that can cause allergic reactions										
5.16	Outline the procedure to follow in handling food that can cause allergic reactions										

LO (Learning outcome)	Criteria:-	Evidence Type					Evidence Ref Page number		
LO 6 Maintaining Food Safety	5.17	Explain what to do if a customer asks if a particular dish is free from a certain food allergen							
	5.18	Describe how a raw food can contaminate a ready to eat food and how this can be avoided							
	5.19	State the right cooking and re-heating temperatures and times for foods one is working with							
	5.20	Enumerate the types of foods that may need to be frozen or stored cold because they are not to be consumed immediately							
	5.21	Describe how to store food safely when it is not for immediate consumption							
LO 6 Maintaining Food Safety	6.1	Enumerate how to operate a food safety management system							
	6.2	Explain the concept of hazards to food safety in Catering operations							
	6.3	Explain why it is important to control food safety hazards in order to reduce or eliminate risks							
	6.4	State what may happen if hazards are not controlled							
	6.5	List the types of hazards that may occur in a catering operation							
	6.6	Enumerate how to control hazards by cooking, chilling, cleaning and the avoiding cross-contamination							
	6.7	Explain why monitoring is important							
	6.8	List the key stages in the monitoring process							
	6.9	State why it is important to know what							

	to do when things go wrong										
6.10	Explain why there are some hazards more important than others										
6.11	State the appropriate personnel to report to if there are food safety hazards										

Learners Signature: Assessors Signature: IQA Signature (if sampled)	Date: Date: Date:
EQA Signature (if sampled)	Date: