



QA Level 2 Award in
**Food Safety
(Refresher) (RQF)**

Qualification Specification

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Key qualification information

Qualification Number	603/4311/4
Operational start date	01 April 2019
Guided learning hours (GLH):	3
Total qualification time (TQT):	4
Number of units:	1
Assessment methods:	<ul style="list-style-type: none"> Theory assessment/multiple choice question paper: 1 x 20 question paper (minimum score 14)

Qualsafe Awards

Not only is Qualsafe Awards (QA) one of the largest Awarding Organisations (AO) in the UK, we are also the biggest AO for First Aid qualifications, making us an extremely trusted and recognisable name that employers look for when selecting a training provider.

We are recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales and the Northern Ireland Council for the Curriculum, Examinations and Assessment (CCEA). This means we can offer Centres an extensive range of qualification suites including First Aid; Prehospital Care; Health and Safety; Food Safety; Fire Safety; Education and Training; Manual Handling; and Health and Social Care.

With a specialist team of subject matter experts on hand to support our Centres, including A&E Consultants, doctors, paramedics, nurses, physiotherapists and specialists in the other sectors, you can be confident that you are truly working with the industry experts.

Qualification overview

This qualification forms part of the QA Food Safety suite of qualifications. The qualification and learning outcomes are based on the recommendations of:

- National Occupational Standards (NOS) for food safety developed by People 1st
- Recommendations of good practice outlined by the Food Standards Agency

This QA qualification is:

- For people who have previously achieved a regulated Food Safety qualification at Level 2 or above.

This qualification should update Learners knowledge of the importance of food safety and maintaining good practice so that they are able to produce safe food.

This qualification specification provides information for Centres about the delivery of the QA Level 2 Award in Food Safety (Refresher) (RQF) and includes the unit information, assessment methods and quality assurance arrangements.

Objective

The objective of the qualification is to update Learners' knowledge of food safety including personal hygiene, safe food handling practices, storage, preparation and cooking.

Purpose

The purpose of this qualification is to refresh the food safety knowledge of people previously qualified in food safety.

Intended audience

This qualification is for anyone who would like to refresh their food safety knowledge.

Structure

This qualification contains 1 mandatory unit with a Total Qualification Time (TQT) of 4 hours. Full details of this unit are in *Appendix 1*.

Learners must complete all assessments in the unit successfully within the registration period to achieve the qualification. The maximum period to achieve this qualification, including any referrals is 4 weeks.

TQT is the total number of hours required for a Learner to achieve this qualification. It has 2 elements:

- Guided Learning Hours (GLH) is the time a Learner is being taught and assessed under the immediate guidance of a Trainer/Assessor, which for this qualification is 3 GLH (minimum), and
- The number of hours a Learner will reasonably be likely to spend in preparation and study, including assessment, as directed by, but not under the immediate guidance or supervision of a Trainer, e.g. pre-course reading, which for this qualification is 1 hour

Other units

No other units can be combined to count towards the QA Level 2 Award in Food Safety (Refresher) (RQF) qualification.

Recognition of Prior Learning (RPL)

RPL is not allowed for this qualification.

Entry requirements

Learners must be at least 14 years old on the first day of the training.

Learners must hold an Ofqual regulated Level 2 or above food safety qualification before undertaking this refresher training. Examples include:

- Level 2 Award in Food Safety in Catering/Retail/Manufacturing (QCF or RQF)
- Level 3 Award in Supervising Food Safety in Catering (QCF or RQF)
- Level 3 Award in Food Safety Supervision for Retail/Manufacturing (QCF or RQF)
- Level 3 Award in HACCP for Food Manufacturing (QCF or RQF)

Proof of the original qualification attainment must be evidenced to the Centre before the Learner is allowed to access the refresher training. Records of this evidence must be kept by the Centre for quality assurance purposes.

There are no other formal entry requirements but to benefit from the learning we advise that Learners have a minimum of Level 1 in literacy.

Progression

Some possible routes of progression are:

- Level 3 Award in Supervising Food Safety in Catering (RQF)
- Level 3 Award in Food Safety Supervision for Manufacturing (RQF)
- Level 3 Award in Food Safety Supervision for Retail (RQF)

Requalification requirements

We recommend you refresh your training every 3 years.

Qualification approval requirements

Quallsafe Awards requires the Centre:

- To have appropriate policies, systems and procedures in place
- To appoint suitable individuals from their personnel team to train, assess and quality assure their QA qualifications
- To have suitable and adequate venues, equipment and learning resources

In order to secure and maintain approval from QA, Centres need a minimum staffing requirement for each qualification suite they deliver, which for this qualification is:

One Trainer/Assessor	Responsible for the delivery and assessment of qualifications
One Internal Quality Assurer	Responsible for quality assuring the delivery, assessment and awarding of this qualification

Quallsafe Awards requires the Centre staff to read and understand QA's key policies and procedures, and to abide by their contents.

Trainers

All Trainers should have the skills, knowledge and experience to be able to teach and demonstrate the subject. Each Trainer must be approved by Quallsafe Awards and provide evidence of:

1. A relevant vocational qualification (see *Vocational qualifications* table)
2. A formal teaching/training qualification (see *Teaching qualifications* table)

Vocational Qualifications	
Ofqual Regulated Level 3 or above Food Safety qualification	Degree or Dip HE in a relevant subject such as Food Science and Nutrition or Food Technology
HNC/D in a related subject	Graduate Diploma in a relevant subject such as Food Science or Food Technology

Teaching Qualifications	
B.Ed, M.Ed	City and Guilds Teacher's Certificate or equivalent
PGCE, PCET, Cert Ed	Ofqual Regulated Level 3 Award and Level 4 Certificate in Education and Training
NVQ Level 3 in Learning and Development	PTTLS, CTTLS, DTLS
NVQ Level 4 in Learning and Development	Further Education Teacher's Certificate

(If relevant qualifications or experience do not appear on this list, please provide us with details as these alternatives could be acceptable.)

Trainers are expected to keep up to date with the subject area and provide evidence of continuing professional development (CPD).

Assessors

There is no requirement for a separate Assessor when delivering this qualification. Once Trainers have been approved to deliver the qualification, they can assess Learners.

It is best practice for Trainers to hold a formal (regulated) assessing qualification or attend relevant Assessor CPD training with an Awarding Organisation (AO). However, as a minimum, Trainers must follow the principles outlined in the current *National Occupational Standards for Learning and Development: Standard 9 – Assess learner achievement*. Centres must be able to prove this.

Internal Quality Assurers

All Internal Quality Assurers (IQAs) should have the skills, knowledge and experience to be able to carry out quality assurance activities. Each IQA must be approved by Qualsafe Awards and provide evidence of:

1. A relevant vocational qualification (see *Vocational qualifications* table above)
2. Holding (or be working towards) a formal IQA qualification (see *IQA qualifications table*) **or** have attended QA approved IQA training relevant to this qualification

IQA qualifications	
Level 4 Award In Understanding the Internal Quality Assurance of Assessment Processes and Practice	Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	Conduct the Internal Verification Process SCQF Level 8 (SQA Unit)
V1 Conduct Internal Quality Assurance of the Assessment Process or D34 Internally Verify the Assessment Process	Regulated Qualifications based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment
IQA Training based on the Learning and Development NOS 11 Internally Monitor and Maintain the Quality of Assessment e.g. QA Internal Quality Assurance CPD Training day	L&D Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment SCQF Level 8 (SQA Accredited)

As a minimum Centre staff who hold a formal assessing qualification and are committed to following the principles outlined in the current *National Occupational Standards for Learning and Development: Standard 11 – Internally monitor and maintain the quality of assessment* (Centres must be able to prove this through, for example, IQA experience) will be considered.

(If relevant qualifications or experience do not appear on this list, please provide us with details as these alternatives could be acceptable).

IQAs are expected to keep up to date with the subject area and provide evidence of continuing professional development (CPD).

Full details of the Centre’s requirements for internal quality assurance are in the *QA Centre Quality Assurance Guidance*.

Note: IQAs cannot quality assure a course for which they were the Trainer and/or Assessor.

Venue and equipment

Quality training involves using premises conducive to learning and it is a Centre’s responsibility to make sure all venues used for training and assessment purposes are suitable and adequate – whether these are hired or in-house training rooms. They must also comply with all current legislation.

In addition, it is important to use a wide range of equipment and learning resources to support delivery.

As a minimum, Centres must make sure their venues, equipment and other resources include:

Area:	Requirements:
Training venue	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: Size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise. The theory assessment space should allow Learners to sit at least 1 metre apart to prevent collusion.
Audio visual (AV) equipment and training aids	Sufficient AV equipment and training aids to facilitate learning using varying teaching methods.
Learning materials	Provide Learners with clear and accurate reference books/handouts covering the topics included in the qualification.

Note: Learners should sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment.

Course/Centre administration

Registering Learners

Register Learners with Qualsafe Awards in accordance with the guidance in the *QA Centre Handbook*.

Certification

After a Learner has completed an assessment, unit or qualification, whether they have passed or not, Centres must enter the details and assessment results on the Customer Portal at: www.qualsafeawards.org

Centres will be given login details and guidance on using the Customer Portal when they are approved to deliver a QA qualification.

The Learner receives a certificate on achieving this qualification.

The certificate date is the date the Learner achieves the unit.

Delivery and support

Learner to Trainer ratio

To maintain the quality of training and assessment, make sure the class ratio is no more than 16 Learners to 1 Trainer. The assessment space should allow Learners to sit at least 1 metre apart to prevent collusion during the theory/multiple choice question paper assessment. Never allow more Learners on the course than you can cater for during the assessment.

Note: While this ratio of 16 Learners to 1 Trainer is strongly recommended for the QA Level 2 Award in Food Safety (Refresher) (RQF) qualification, Centres may apply to QA to extend this ratio to 24 Learners to 1 Trainer if there are no practical assessments/skills tests. You must demonstrate that:

- Learners will not be disadvantaged
- The Trainer is experienced in this subject area with a low Trainer risk rating
- The venue has sufficient assessment space to allow Learners to sit at least 1 metre apart (to prevent collusion during the multiple choice question paper assessment)

All requests **must be approved** by Qualsafe Awards **before** any increase in Trainer/Learner ratio.

Note: You should never allow more Learners on the course than you can cater for during the assessment.

Delivery plan

Qualsafe Awards provides Centres with a complimentary course programme and detailed lesson plans, which are carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments.

Centres not using QA lesson plans, which are created and provided free, must submit their own delivery plan and have it approved by us **before** delivering this qualification. Note: Charges may apply. The delivery plan should:

- Include a course timetable and detailed lesson plans, clearly showing the required subjects and criteria/ learning outcomes are covered and the minimum 4 guided learning hours are met
- Be carefully designed to meet the objective of this qualification and the needs of Learners, making sure Learners are adequately prepared for the assessments
- Be emailed to: info@qualsafeawards.org

Learning materials

Centres should provide each Learner with suitable reference materials that cover the lesson plans and learning outcomes for this qualification. We recommend:

- *Level 2 Food Safety Made Easy* by Qualsafe.com

Centres can choose alternative books or other learning materials but these **must be approved** by Qualsafe Awards prior to use.

Ongoing support

Qualsafe Awards Centres should provide appropriate levels of support to Learners throughout the qualification. The purpose of the support is to:

- Assess knowledge and competence in relation to learning outcomes and the detailed assessment criteria of the unit within the qualification, see *Appendix 1*
- Give Learners feedback on their progress and how they might be able to improve

Formative assessment methods during the learning process should be used in order to modify teaching and learning activities as appropriate, with the aim of improving Learner attainment.

Assessment

Methods

Qualsafe Awards has devised assessment tools to make sure Learners are assessed against the required knowledge, skills and understanding, as detailed in the learning outcomes and assessment criteria shown in the *Appendix 1*. Centres should download all assessment papers from the Customer Portal in advance of the course. For each unit there is:

- Theory assessment/multiple choice question papers – there is 1 paper per unit for each Learner and Learners should answer all the questions under ‘examination’ conditions, see *QA Multiple Choice Question Paper Guidelines*:
 - Maximum time allowed is 30 minutes.
 - Minimum mark is 14 out of 20 to be considered for an overall ‘Pass’.

Note: Centres should download all assessment papers from the Customer Portal in advance of the course.

Access to assessment

Qualsafe Awards is committed to equality when designing the assessments for this qualification. Centres can make sure they do not unfairly exclude the assessment needs of a particular Learner by following the QA *Access to Assessment Policy* to determine whether it is appropriate to make a:

- Reasonable adjustment or
- Special consideration

When a reasonable adjustment is made or requested, e.g. written or theory assessment delivered verbally, Centres must complete a Reasonable Adjustment Form and send it to QA with any relevant supporting evidence. Centres should retain a copy of this form for their own records.

Learners may be eligible for special consideration if they have been affected by adverse circumstances beyond their control. A Special Consideration Request Form should be completed and sent to QA for consideration along with supporting evidence prior to implementation. Centres should retain a copy of this form for their own records.

Note: If you have any suggestions for improvements, please let us know.

Learners should be informed about Centre's and QA's appeals procedures and how they can access these.

Quality assurance

Centre internal quality assurance

The Centre is required to sample a reasonable amount of assessments as part of the quality assurance of the qualification. This standardisation of assessment across Learners and Trainers is to make sure there is fairness and consistency in assessment practices. The arrangements for this should be included in the Centre's approved internal quality assurance policy.

Centres must retain all Learner documents and records for a period of 3 years and make sure these are available for review by Qualsafe Awards or our representatives, e.g. External Quality Assurers (EQAs), on request.

Qualsafe Awards external quality assurance

Qualsafe Awards operates a system of ongoing monitoring, support and feedback for approved Centres across the United Kingdom.

QA employs a risk based model to decide the frequency of EQA visits and each approved Centre will receive at least 1 EQA visit within a 3 year cycle.

Further details of the Qualsafe Awards' external quality assurance programme are available in the QA *Centre Quality Assurance Guidance*.

Further information

Contact us

If you have any queries or comments we would be happy to help you, contact us:

Email: info@qualsafeawards.org

Tel: 0845 644 3305

Useful addresses and websites

- Qualsafe Awards, City View, 3 Wapping Road, Bradford, BD3 0ED
www.qualsafeawards.org/home
- Office of Qualifications and Examinations Regulation (Ofqual):
www.gov.uk/government/organisations/ofqual
- Scottish Qualifications Authority (SQA) Accreditation:
<http://accreditation.sqa.org.uk>
- Qualifications Wales:
www.qualificationswales.org
- Food Standards Agency:
www.food.gov.uk

Appendix 1 – Qualification Unit

The QA Level 2 Award in Food Safety (Refresher) (RQF) has 1 unit that Learners are required to complete in order to achieve the qualification.

Title:	Food Safety (Refresher)	
GLH:	3	
Level:	2	
Learning outcomes The Learner will:	Assessment criteria The Learner can:	Indicative content
1. Understand responsibilities of food handlers and food businesses	1.1 Identify responsibilities of food handlers	<ul style="list-style-type: none"> • Legal responsibilities – risk to business, risk to self • To maintain good levels of personal hygiene • To wear appropriate personal protective equipment • Reporting personal illnesses • Following organisational procedures • Reporting of food safety hazards
	1.2 Identify responsibilities of food businesses	<ul style="list-style-type: none"> • Legal responsibilities – risk to business including: reputational damage; types of notice; and consequences such as fines and prison sentence • Registering with local authority • Organisational procedures such as: record keeping; complying with temperature controls • Having an effective food safety management system
2. Understand how to maintain food safety	2.1 Recognise the different types of contamination	<ul style="list-style-type: none"> • Microbial contamination – bacteria, cross contamination • Chemical contamination – cleaning materials, insecticides, pest poison • Physical contamination – hair, insects, machinery parts, packaging, dirt • Allergenic hazards – 14 major allergens, the importance of controlling allergens
	2.2 Identify common causes of cross contamination	<ul style="list-style-type: none"> • Using same utensils for raw and ready to eat food • Storing raw and ready to eat foods together • Handling raw and ready to eat food without washing hands/equipment • Leaving food uncovered
	2.3 Identify how to keep the work area and equipment clean and tidy	<ul style="list-style-type: none"> • Cleaning and disinfection methods • Safe use and storage of cleaning materials • Waste disposal
	2.4 Identify ways to minimise pest infestation	<ul style="list-style-type: none"> • Bins with tight fitting lids • Remove waste packaging • Repair damaged drain covers, taps, pipework and door bases • Clear up food spillage • Rotate stock • Keep food in sealable containers • Fly screens • Position dustbins away from doors and windows • First In First Out rule (FIFO) • Reporting sightings to a supervisor



2.5 State common sources of food poisoning	<ul style="list-style-type: none"> • Raw meat • Raw poultry • Sewage • Humans • Insects • Soil
2.6 Identify people at higher risk from food poisoning	<ul style="list-style-type: none"> • Very young • Elderly • Those with low immunity • Pregnant or new mothers
2.7 Give examples of high risk foods	<ul style="list-style-type: none"> • Cold cooked meats • Cream cakes • Cold cooked rice • Sushi
2.8 Identify principles of Hazard Analysis and Critical Control Point (HACCP)	<p>There are 7 principles:</p> <ol style="list-style-type: none"> 1. Conduct a hazard analysis 2. Identify Critical Control Points (CCPs) 3. Set critical limits for each CCP 4. Set up checks for each CCP 5. Corrective action 6. Verification 7. Record keeping
2.9 Identify methods of maintaining personal hygiene standards	<ul style="list-style-type: none"> • Tasting food with a clean spoon every time • Hand washing – drying with disposable paper towels • Keeping hair covered • Covering cuts and wounds with a brightly coloured waterproof dressing • Reporting illness • Wearing protective clothing
2.10 Recognise safe temperatures for the different stages of food processing	<ul style="list-style-type: none"> • Minimum core temperature of: <ul style="list-style-type: none"> - Food processing stage: Cooking; Reheating - Food processing stage: Hot holding - Food processing stage: Refrigerated deliveries; Refrigerating and cold holding; Chilled display and cold stores - Food processing stage: Frozen deliveries; Deep freezing
2.11 State how to deal with food spoilage	<ul style="list-style-type: none"> • Recognition • Reporting • Disposal



2.12 Identify best practice for food storage and deliveries

- Dry stores:
 - Must be well lit, clean, cool, dry and well ventilated
 - Food stored off the floor
 - Ideally food stored on shelves
 - Stored in date order with FIFO rule applied
 - Stored in sealable containers
- Storage:
 - FIFO rule
 - Best before date
 - Use by date
- Deliveries:

Check:

 - Quality
 - Evidence of damage by pests
 - Evidence of damage due to food spoilage
 - Evidence of contamination
 - Items are well within date
 - Refrigerated or frozen foods are at the correct temperature

Reject any food not happy with and return to supplier



www.qualsafeawards.org

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Email: info@qualsafeawards.org