



www.highfieldinternational.com

Programme Specification

Level 3 Highfield - Manager in Charge Programme

Version 1.0 December 2018

Contents

Introduction.....	3
Key facts	3
Programme overview	3
Entry requirements	3
Guidance on delivery.....	3
Programme Structure	4
HMIC assessment and certification	5
HMIC Period of validity of certification.....	5
Centre requirements.....	6
Geographical Coverage	6
Tutor requirements	6
Reasonable Adjustments and Special Considerations.....	7
ID requirements.....	7
Progression.....	7
Useful websites.....	7
Recommended training materials	7
Appendix 1	8
Appendix 2.....	8
ANNEX 1 - Highfield Manager in Charge - Certificate Renewal Policy	9
ANNEX 2 - Highfield Certificate of Excellence in Managing Food Safety Policy.....	10

Level 3 Highfield - Manager in Charge Programme

Introduction

This specification is designed to outline all you need to know to complete the Highfield Manager in Charge Programme. If you have any further questions, please contact your centre manager.

Key facts

Guided Learning Hours:	42 hours
Assessment Method:	Multiple-choice examination

Programme overview

This Highfield programme is intended for food businesses who are committed to food safety and are looking to employ and train their food handlers and managers, to achieve the highest food safety standards and support brand protection. It is based on good international practice and built on 7 years of successfully implementing a similar programme in the Middle East and Asia.

The programme delivers not only the essential skills for effective food safety, but also the principles of HACCP and food safety inspection and audits. The programme empowers the food safety managers to identify food safety issues, improve and enhance the food safety standards within the business. The business will be able to take responsibility for food safety without relying on consultants and enforcement officers to identify the problems, thereby saving money and time and reducing the risk of food poisoning and fines. Third party auditing will still be beneficial to independently confirm standards and compliance.

Important Note: Highfield recommends that you contact the relevant Government Department in the country that you want to deliver this programme, to ensure that local laws are being adhered to and that there are no additional approval requirements. It may be that you are required to register as a training provider within the country itself. Highfield approves centres, based on its own criteria but does not represent any other organisation or departments. Any Government or compulsory food safety training of food handlers will enhance the effectiveness of the programme.

Entry requirements

The learners for this programme must be employed as supervisors/managers or potential supervisors/managers.

Guidance on delivery

The recommended guided learner hours for this qualification are 42 hours.

Guided learning hours is the time an average learner is taught by means of lectures, tutorials, supervised study, and blended learning. The delivery of this programme may be adjusted in accordance with learners' needs and/or local circumstance.

Programme Structure

The programme structure includes the following qualifications:

- i. Level 3 Award in Food Safety in Catering (RQF) (3 days of training; but can be reduced to 2 days if the Level 3 Food Safety Quiz book is completed by the learner before attending the course)
- ii. Level 3 Award in Auditing and Inspection (RQF) (1 day of training)
- iii. Level 3 International Award in HACCP for Catering (1 day of training)
OR for learners in the UK – Level 3 Award in HACCP for Catering (RQF) (2 days of training)
- iv. Level 3 Award in Food Allergen Management in Catering (RQF) (1 day of training)

In order to cater to a range of prior learning or experience* that learners might already have in the food industry, the guided learning hours can be adjusted accordingly.

For Example: for learners who have a level 3 Food Safety qualification gained within the last three years and/or relevant experience/qualification*

A learner must attend a four-day training programme:

Day 1 – Highfield Level 3 Award in Auditing and Inspection (RQF)

Day 2 – Highfield Level 3 International Award in HACCP for Catering

Day 3 – Highfield Level 3 Award in Allergen Management in catering (RQF)

Day 4 – required to incorporate the roles and responsibilities of the MIC, local laws and legislation and codes of practice etc. Revision and assessments can be conducted during the rest of the day.

**Highfield reserves the right to confirm what will be considered as suitable relevant experience/qualification and whether the learners can avoid the need to attend the courses for the qualifications and attend the final day of MIC training and assessment.*

Important note: *Although the training days can be amended, the learner has to sit the exams for the all individual qualifications, in order to receive the qualification certificates.*

Highfield Manager in Charge - assessment and certification:

Irrespective of the route chosen, all learners are required to attend the assessment for all the four qualifications:

- i. **Level 3 Award in Food Safety in Catering (RQF)**
This qualification is assessed by multiple-choice examination. Learners must complete 45 questions within 90 minutes. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 60% (27/45). Learners will receive a Distinction if they score 80% (36/45).
- ii. **Level 3 Award in Auditing and Inspection (RQF)**

This qualification is assessed through a 30-question multiple-choice question examination. The duration of the examination is 60 minutes. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 60% (18/30). Learners will receive a Distinction if they score 80% (24/30).

iii. **Level 3 International Award in HACCP for Catering or Level 3 Award in HACCP for Catering (RQF)**

This qualification is assessed through a 30-question multiple-choice question examination. The duration of the examination is 60 minutes. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 60% (18/30). Learners will receive a Merit if they score 70% (21/30) and a Distinction at 80% (24/30).

iv. **Level 3 Award in Allergen Management in Catering (RQF)**

This qualification is assessed through a 30-question multiple-choice question examination. The duration of the examination is 60 minutes. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 60% (18/30). Learners will receive a Distinction if they score 80% (24/30).

Once learners have passed all the qualifications, they will receive the following certificates.

- i. Level 3 Award in Food Safety in Catering (RQF)
- ii. Level 3 Award in Auditing and Inspection (RQF)
- iii. Level 3 International Award in HACCP for Catering OR Level 3 Award in HACCP for Catering (RQF)
- iv. Level 3 Award in Allergen Management in Catering (RQF)
- v. Level 3 Highfield Manager in Charge Certificate*

Validity period and conditions for renewal of the HMIC certificate are detailed in **ANNEX 1*

Centre requirements

To effectively deliver this programme, centres must have access to the following resources:

- Classroom with suitable seating and desks; and
- A projector, if using a slide presentation (or similar).

Geographical Coverage

This is an international programme and can be delivered in any country. For delivery in the UK, the learner will need to complete the RQF HACCP qualification instead of the international qualification.

Tutor requirements

Highfield requires nominated trainers attend the HMIC Train the Trainer Course, prior to delivering the HMIC programme. In addition, nominated trainers are also required to hold a suitable qualification in the relevant subject area, a teaching qualification and/or have teaching experience.

Suitable subject area qualifications to deliver the food safety, HACCP, and allergens section of the programme include:

- Degree or DipHE in a related subject such as:
 - Food Science/technology
 - Environmental Health
 - Food Microbiology
 - or one that contains elements of these subjects
- HNC/D in a related subject (as outlined above);
- Level 4 qualification in Food Safety;
- Graduate Diploma in Food Science and Technology of the Institute of Food Science and Technology; or
- any other qualification and or experience deemed appropriate by Highfield.

Suitable subject area qualifications to deliver the auditing and inspection aspects of the programme include:

- Highfield Level 3 Award in Effective Auditing and Inspection (RQF) and practical experience of carrying out audits/inspections
- Lead Auditor and practical experience of carrying out audits/inspections
- Environmental Health Officer qualification or
- Any other qualification and/or experience deemed appropriate by Highfield

Suitable teaching qualifications include:

- Highfield Level 3 International Award in Delivering Training (IADT);
- Highfield Level 3 or 4 Award in Education and Training;
- Diploma or Certificate or Degree in Education;
- Proof of at least 30 hours of training in any subject; and
- Any other qualification and/or experience deemed appropriate by Highfield.

Highfield also recommends that nominated tutors can demonstrate relevant experience and knowledge in a work context and provide evidence of engagement with the subject field and continuing professional development.

Reasonable Adjustments and Special Considerations

Highfield has measures in place for learners who require additional support. Centres can allow 25% additional exam time for learners with English as a second language, when they sit the English exam. Centres must inform Highfield on the invigilation declaration document, of any learners who were allowed this additional time.

Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance on other adjustments.

https://www.highfieldqualifications.com/Assets/Files/Highfield_Reasonable_Adjustments_Policy.pdf

ID requirements

All learners should be instructed, prior to the course/assessment, when the learner registers and/or with any pre-course materials, to bring photographic identification to the assessment to be checked by the invigilator.

It is the responsibility of the Centre to have systems in place to ensure that the person taking an examination/assessment is indeed the person they are purporting to be. All Centres are therefore required to ensure that each learner's identification is checked before they can sit the examination/assessment and write the type of photo identification provided by each learner on the Learner List under "Identification Provided". HABC will accept the following as proof of a learners Identity:

- National identity card (e.g. Emirates ID card);
- Valid passport (any nationality);
- Signed photo card driving license;
- Valid warrant card issued by police, local authority or equivalent; or
- Other photographic ID card, e.g. employee ID card (must be current employer), student ID card, travel card.

For more information on learner ID requirements, please refer to the Highfield Examination and Invigilation Regulations within the Core Manual.

Progression

On successful completion of this programme, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield level 4 Award in Managing Food Safety in catering (RQF)
- Highfield level 4 Award in Food Safety Management for Manufacturing (RQF)
- Train to become a lead auditor.

Useful websites

- www.Highfieldproducts.com (Highfield Products)
- www.Highfieldqualifications.com (Highfield Qualifications)
- www.Highfieldinternational.com (Highfieldabc MEA)

Recommended training materials

- Effective Auditing & Inspection Skills Course Book. Griffith Chris, Highfield Products.
 - Level 3 Award in Effective Auditing and Inspection Skills PowerPoint. Sprenger Richard, Highfield Products.
 - Supervising Food Safety (Level 3), Sprenger Richard, Highfield Products.
 - L3 Supervising Food Safety PowerPoint. Sprenger Richard, Highfield Products.
 - Intermediate HACCP (Level 3), Wallace, Carole A. Highfield Products.
 - Level 3 HACCP Training Presentation, Sprenger, Richard A. Highfield Products
-

Appendix 1: Programme structure

To complete the **Highfield Level 3 Manager in Charge** programme, learners must complete the following qualifications and training:

Qual Reference	Qualification Title	Level
603/2087/4	Highfield Level 3 Award in Food Safety in catering (RQF) https://highfieldqualifications.com/qualifications/compliance/food-safety-qualifications	3
603/2606/2	Highfield Level 3 Award in Effective Auditing and Inspection (RQF) https://highfieldqualifications.com/qualifications/compliance/auditing	3
-NA-	Highfield Level 3 International Award in HACCP for Catering	3
603/1702/6	Highfield Level 3 Award in Allergen Management in Catering (RQF) https://highfieldqualifications.com/qualifications/compliance/fam/L3FAM	3

Appendix 2: Responsibilities of Manager in Charge Training that must be covered during the training

Learning Outcome	Indicative content
<i>The learner will</i>	<i>The learner can</i>
Understand the responsibilities of a Manager in Charge in ensuring Food Safety within the Business	<ul style="list-style-type: none"> • Identify the roles and responsibilities of an MIC to ensure food safety at all times • Be aware of the food safety regulations and the food code, in the region where their food business operates • Recognise the importance of staying up to date with changes in food science, food safety developments, customer requirements and local regulations and codes • Recognise the importance of continuous professional development as a certified Manager in Charge

ANNEX 1 – HIGHFIELD MANAGER IN CHARGE – CERTIFICATION RENEWAL POLICY

1. Highfield Manager in Charge certificate will be valid for **one** year only.
2. It can be renewed through Highfield for an agreed annual fee, if the MIC can provide evidence that they have:
 - 2.1 Undertaken 24 hours per annum of CPD. The possible ways of achieving the 24 hours of CPD could include:
 - membership and participation in the Highfield Food Safety Forum or any other relevant forum discussions
 - giving Tool box talks
 - writing published articles on food safety
 - obtaining additional relevant qualification including management qualifications
 - attending seminars and webinars
 - submitting report of investigation of food complaints
 - 2.2 carried out effective monthly food safety audits on their business
3. Documentary evidence of meeting the criteria 2.1, 2.2 **must** be sent to Highfield at the time of certificate renewal. The evidence must be submitted as a portfolio either electronically or by post. Highfield will directly or through a nominated third party audit the evidence submitted, in order to confirm renewal of the certification.
4. The audit will include measuring success within the business, where the HMIC is employed. The measure of success can be based on various factors such as:
 - Reduction in contributory factors of food safety concerns/issues/complaints
 - Possibly less wastage and safe energy use
 - Improved audit scores (internal and external)
 - Reduced/no fines
 - Improved hygiene rating
5. Where the HMIC has **not** met the criteria listed in 2.1, 2.2, a re-training along with re-assessment on the programme is mandatory.

ANNEX 2 – HIGHFIELD CERTIFICATE OF EXCELLENCE IN MANAGING FOOD SAFETY (FOR THE BUSINESS) – CERTIFICATION POLICY

1. Food Businesses who are committed to implementing high standards of food safety at their food premises and who meet the essential criteria listed in point 3, are awarded the HIGHFIELD CERTIFICATE OF EXCELLENCE IN MANAGING FOOD SAFETY.
2. This certificate of excellence provides public recognition of a commitment to achieving high standards of food safety/quality and customer trust/satisfaction through effective management and training.
3. A food business can apply for this certificate to Highfield which will be awarded upon payment of an annual fee and meeting the criteria listed below:
 - 3.1 The applicant business **must** have the required number of fully trained and certified HMICs on the premises listed on the application, at all times;
 - 3.2 The business **must** make suitable arrangements to implement corrective actions identified on the audit reports completed by their HMIC;
 - 3.3 The business **must** ensure that 50% of food handlers have a minimum of level 2 qualification/training on food safety; and 50% of the managers have a level 3 qualification/training on food safety.
4. Where a business has multiple premises/sites/outlets, separate applications must be made and each of these premises/sites/outlets will need to meet the criteria 3.1, 3.2 and 3.3;
5. The certificate is valid for **one** year only
6. Highfield will either directly or through a nominated third-party auditor, audit the premises to ensure the criteria are all met, during the period of the certification or for renewal of the certification.