Regulated Qualifications (RQF)



VQA Level 2 Award in Food Safety in Catering (RQF)

Qualification Number: 601/2512/3
Version 11.1

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Summary of changes

The following table provides a summary of the changes that have been made to the qualification specification since the publication of the previous version.

Version number	Summary of changes
11.1	Minor updates made to details relating to assessment.

Introduction

Welcome to VQA

VQA is an Awarding Organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual) in England and CCEA Regulation in Northern Ireland.

VQA offers qualifications which are regulated by Ofqual and, in some cases, by CCEA Regulation. All regulated VQA qualifications sit on the Regulated Qualifications Framework (RQF) and are listed on the Register of Regulated Qualifications.

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications. Please visit our website for news of our new and coming soon developments.

Centre Recognition

To offer a VQA qualification, a centre must be recognised by VQA.

The VQA centre recognition process requires a centre to have in place a number of policies and procedures to protect the learners undertaking a VQA qualification and the integrity of VQA's qualifications. These policies and procedures will also support a recognised centre's quality systems and help support the centre to meet the qualification approval criteria.

Recognised centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have sufficient resources, including; suitably qualified and occupationally competent staff to deliver, assess and quality assure the qualification and access to appropriate support in the form of specialist resources. Qualification approval must be confirmed before any assessment of learners takes place.

Qualification Specifications

Each qualification VQA offers is supported by a specification that includes all the information required by a centre to deliver the qualification. Information in the specification includes unit information, learning outcomes, and how the qualification is assessed.

The aim of the qualification specification is to guide a centre through the process of delivering the qualification.

Please read it alongside the VQA Centre Handbook. Details of VQA's procedures and policies can be found on our website.

Qualification specifications can also be found on our website. If you have any further questions, please contact VQA.

Centres must ensure they are using the most recent version of the qualification specification for planning and delivery purposes.

Reproduction of this document

Centres may reproduce the qualification specification for internal use only but are not permitted to make any changes or manipulate the content in any form.

Centres must ensure they use the most up-to-date pdf version of the specification.

Use of VQA Logo, Name and Qualifications

VQA is a professional organisation and the use of its name and logo is restricted. VQA's name may only be used by recognised centres to promote VQA qualifications. Recognised centres may use the logo for promotional materials such as corporate/business letterheads, pages of the centre's website relating to VQA qualifications, printed brochures, leaflets, or exhibition stands.

When using VQA's logo, there must be no changes or amendments made to it, in terms of colour, size, border or shading. The logo must only be used in a way that easily identifies it as VQA's logo. Any representation of VQA's logo must be a true representation of the logo.

It is the responsibility of the centre to monitor the use and marketing of VQA's logos and qualifications on their own materials as well as on those of any re-sellers or third parties they may use. VQA must be made aware of centre relationships with re-sellers of VQA qualifications. VQA must be made aware of any additional websites where the centre intends to use VQA's name and/or logo. If this information is changed, VQA should be notified immediately. VQA is required to monitor centres' websites and materials to ensure that learners are not being misled.

If a centre ceases to be/surrenders recognition as a VQA centre, it must immediately discontinue the use of VQA's logo, name, and qualifications from all websites and documents.

The Qualification

The VQA Level 2 Award in Food Safety in Catering (RQF) is regulated by Ofqual.

Qualification Purpose

The VQA Level 2 Award in Food Safety in Catering (RQF) provides learners with the opportunity to develop skills, knowledge and understanding of the importance of good personal and workplace hygiene. It allows learners to take responsibility for food safety in a catering environment. They will also understand how to keep food safe from contamination.

This qualification is intended for learners who want to undertake training or further develop knowledge and/or skills in this subject area. The objectives of the qualification include; preparing learners to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding and preparing learners for employment and supporting a role in the workplace.

Entry Requirements

There are no specific entry requirements however learners should have a minimum of level one in literacy and numeracy or equivalent.

The qualification is available to learners pre-16+ years of age at certification.

Progression

Successful learners can progress to other qualifications such as:

- Level 3 Award in Supervising Food Safety in Catering or further qualifications and apprenticeships in hospitality and catering.

Learners must achieve the mandatory unit.

Mandatory unit

Title	Unit ref.	Credits	Level	Guided learning hours
Food Safety in Catering	H/502/0132	1	2	9

Guided Learning Hours

These hours are made up of all contact time, guidance, or supervision of a learner by a lecturer, supervisor, tutor, trainer, or other appropriate provider of education or training.

GLH for this qualification is 9 hours.

Directed Study Requirements

Learners are expected to study and complete aspects of their assessment portfolio in their own time. This additional time is expected to be approximately 1 hour over the cycle of the programme.

Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

Total Qualification Time is comprised of GLH and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment which takes place as directed by, but not under the supervision of, a lecturer, supervisor or tutor. The credit value for a qualification, where given, is determined by TQT, as one credit corresponds to 10 hours of learning.

The total Qualification Time for this qualification is 10 hours.

Assessment

The qualification is assessed via multiple choice questions that are externally set and marked by VQA.

The learner must score 21 out of 30 to achieve a Pass.

The learner will have 60 minutes to complete the multiple choice questions.

It is essential that all learners are assessed in English unless the qualification specification specifically states that another language may be accepted. This ruling also applies to all learner evidence presented for external quality assurance purposes.

- **Assessment requirements** are conditions of assessment that must be met by learners when undertaking their assessments to achieve the unit or meet a particular assessment criterion.
- **Assessment guidance** are areas that could be covered by learners in their assessments to achieve the unit or particular assessment criteria but are not mandatory.
- **Useful Websites** are resources that could be used by centres for the delivery of the qualification and by learners to support them with the completion of the unit.

Course Delivery

Pre-Course Information

All learners should be given appropriate pre-course information regarding any VQA qualifications. The information should explain the qualification, the fee, the form of the assessment and any entry requirements or resources needed to undertake the qualification.

Initial Assessment

Centres should ensure that any learner registered on a VQA qualification undertakes some form of initial assessment. The initial assessment should be used to inform a teacher/trainer of the level of the learner's current knowledge and/or skills and any additional specific support requirements the learner may need.

The initial assessment can be undertaken by a teacher/trainer in any form suitable for the qualification to be undertaken by the learner/s. It is the centre's responsibility to make available forms of initial assessment that are valid, applicable, and relevant to VQA qualifications.

Teaching resources

All teaching materials and additional resources used to support the delivery of this qualification must be age-appropriate. Centres must ensure when developing or sourcing delivery materials that careful consideration is given to the safeguarding and wellbeing of their learners in line with the centre's policies and procedures.

Learner Registration

Once approved to offer a qualification, centres must follow VQA's procedures for registering learners. Learner registration is at the discretion of the centre and in line with equality legislation and health and safety requirements.

Centres must register learners before any assessment can take place.

Tutor, Assessor and Internal Quality Assurer Requirements

All members of staff involved with the qualification (assessing or IQA) will need to be occupationally competent in the subject area being delivered. This could be evidenced by a combination of:

- A higher level qualification in the same subject area as the qualification approval request
- Experience of the delivery/assessment/IQA of the qualification requested
- Work experience in the subject area of the qualification.

Staff members will also be expected to have a working knowledge of the requirements of the qualification and a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance. They are also expected to undertake continuous professional development (CPD) to ensure they remain up to date with work practices and developments associated with the qualifications they assessor or quality assure.

Tutor

Tutors or trainers who deliver a VQA qualification must possess a teaching qualification appropriate for the level of qualification they deliver. This can include:

- Further and Adult Education Teacher's Certificate
- Cert Ed/PGCE/Bed/MEd
- PTLLS/CTLLS/DTLLS
- Level 3 Award/Level 4 Certificate/Level 5 Diploma in Education and Training.

Assessor

Staff who assess a VQA qualification must possess an assessing qualification appropriate for the level of qualification they are delivering or be working towards a relevant qualification and have their assessment decisions countersigned by a qualified assessor. This can include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Award in Understanding the Principles and Practices of Assessment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 or D32/D33.

Specific requirements for assessors may be indicated in the assessment strategy/principles identified in individual unit specifications.

Internal Quality Assurer

Centre staff who undertake the role of an Internal Quality Assurer (IQA) for VQA qualifications must possess or be working towards a relevant qualification and have their quality assurance decisions countersigned by a qualified internal quality assurer. This could include:

- 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
- V1 qualification (internal quality assurance of the assessment process)
- D34 qualification (internally verify NVQ assessments and processes).

It is best practice that those who quality assure qualifications also hold one of the assessing qualifications outlined above. IQAs must follow the principles set out in Learning and Development NOS 11 - Internally monitor and maintain the quality of assessment.

External Quality Assurance

External Quality Assurance will be undertaken by VQA to ensure that centres are satisfying VQA quality assurance compliance with the requirements associated with their VQA recognised centre status and formal written agreement. This will consist of physical activities and remote reviews.

Useful Websites

- Office of Qualifications and Examinations Regulation
- Register of Regulated Qualifications

For further details regarding approval and funding eligibility please refer to the following websites:

- Education & Skills Funding Agency for public funding information for 14+ learners in England
- Learning Aim Reference Service (LARS)

Units of Assessment

Title:		**Food safety in catering**	
Unit reference number:		H/502/0132	
Level:		2	
Guided learning hours:		9	
Credit value:		1	
Learning outcomes The learner will:		**Assessment criteria The learner can:**	
1.	Understand how individuals can take personal responsibility for food safety.	1.1	Outline the importance of food safety procedures, risk assessment, safe food handling and behaviour.
		1.2	Describe how to report food safety hazards.
		1.3	Outline the legal responsibilities of food handlers and food business operators.
2.	Understand the importance of keeping him/herself clean and hygienic.	2.1	Explain the importance of personal hygiene in food safety including its role in reducing the risk of contamination.
		2.2	Describe effective personal hygiene practices, for example, protective clothing, hand washing, personal illnesses, cuts and wounds.
3.	Understand the importance of keeping the work areas clean and hygienic.	3.1	Explain how to keep the work area and equipment clean and tidy to include cleaning and disinfection methods, safe use and storage of cleaning chemicals and materials, and waste disposal.
		3.2	State how workflow, work surfaces and equipment can reduce contamination risks and aid cleaning.
		3.3	Outline the importance of pest control.
4.	Understand the importance of keeping food safe.	4.1	State the sources and risks to food safety from contamination and cross contamination to include microbial, chemical, physical and allergenic hazards.
		4.2	Explain how to deal with food spoilage including recognition, reporting and disposal.
		4.3	Describe safe food handling practices and procedures for storing, preparing, cooking, chilling, reheating, holding, serving and transporting food.
		4.4	Explain the importance of temperature controls when storing, preparing, cooking, chilling, reheating, holding, serving and transporting food.
		4.5	Describe stock control procedures including deliveries, storage, date marking and stock rotation.
Assessment requirements: N/A			

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