Level 2 Award in Food Safety in Catering (7150)

Qualification Handbook
500/5186/6 Level 2

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Qualification Handbook

Version and date	Change detail	Section
3.0	Amend cooking temperature to 75˚C for safe food handling practices	Unit 202 page 15
3.1 September 2017	Added TQT details	Introduction and Structure
	Deleted QCF	Throughout
3.2 December 2022	Removed cover image	Cover
3.3 January 2023	All references to the Level 3 qualification removed, including unit 302	Throughout
	Amended registration and certification date information	Section 1: Introduction to the qualification
	Removed section 1.3 (references to fast-track approval and L3 assessment pack)	Section 1.3: 'Qualification Support Materials'
	Removed fast-track approval references	Section 2: Centre requirements
	Removed references to 'GOLA', added references to 'Evolve'	Assessment
	Range for 'allergens' updated in unit 202, outcome 4	Unit 202
	Removed 'Key/Essential Skills' section	Appendix 1
	Removed reference to NQF framework and APL	Appendix 1
	Updated 'Sources of general information' section	Appendix 2
	Removed 'QCF' reference	Footer

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1   Introduction to the qualification

This document contains the information that centres need to offer the following qualification:

Qualification title and level	Level 2 Award in Food Safety in Catering
City & Guilds qualification number	7150-92
Ofqual accreditation number	500/5186/6
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

These qualifications cover all aspects of food hygiene and safety which enable candidates to identify problem areas and to recommend solutions. The qualification is firmly based on the Level two and three National Occupational Standards developed by People 1st, the Sector Skills Council for the hospitality industry.

The qualification at Level 2 will provide candidates with knowledge of the parameters of basic food safety practices as relevant to the catering industry. Achievement of the qualification at level 2 will enable learners to identify how to make changes to catering practices in order to improve the safety of the catering service as a whole.

1.1   Qualification structure

To achieve the Level 2 Award in food safety in catering learners must achieve 1 credit from the mandatory unit.

The diagram below illustrates the unit titles, the credit value of each unit which will be awarded to candidates successfully completing the required unit

Accreditation unit reference	City & Guilds unit number	Unit title	Mandatory/ optional for full qualification	Credit value	Excluded combination of units (if any)
H/502/0132	202	Food Safety in Catering	Mandatory	1	n/a

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 2 Award in Food Safety in Catering	9	10

1.2 Opportunities for progression

On completion of these qualifications candidates may progress into employment or to the following City & Guilds qualifications:

- Level 1/2/3 Diplomas in Professional Cookery
- Level 1/2/3 NVQ in Hospitality
- Level 3 Diploma in Hospitality Supervision and Leadership (NVQ)

2 Centre requirements

This section outlines any resources that Centres will need in place to offer the qualifications including qualification-specific requirements for Centre staff.

2.1 Resource requirements

Human resources

Staff delivering and quality assuring these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:
- be technically competent in the area for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but must never internally verify their own assessments.

Assessors and internal verifiers

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for the qualifications.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

2.2 Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

There are no formal entry requirements for candidates undertaking these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Age restrictions

There are no age limits attached to candidates undertaking these qualifications unless this is a legal requirement of the process or the environment.

3   Units

Availability of units

The following is a list of the learning outcomes for each unit. For the complete set of units including the assessment criteria, go to **www.cityandguilds.com**.

Structure of units

The units in these qualifications are written in a standard format and comprise the following:
- City & Guilds reference number
- title
- level
- credit value
- unit aim
- relationship to NOS, other qualifications and frameworks
- endorsement by a sector or other appropriate body
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria
- notes for guidance.

Summary of units

City & Guilds unit number	Title	Unit number	Credits
202	Food Safety in Catering	H/502/0132	1

Unit 202   Food safety in catering

Level: 2

Credit value: 1

Unit aim

This unit will provide candidates with knowledge of the parameters of basic food safety practice as relevant to the catering industry. Achievement of the unit at level 2 will enable learners to identify how to make changes to catering practice in order to improve the safety of the catering service as a whole.

This unit provides candidates with a range of food safety skills directly relevant to the catering and hospitality industry.

Learning outcomes

There are **four** learning outcomes to this unit. The candidate will:
1. understand how individuals can take personal responsibility for food safety
2. understand the importance of keeping him/herself clean and hygienic
3. understand the importance of keeping the work areas clean and hygienic
4. understand the importance of keeping food safe.

Guided learning hours

It is recommended that **9** hours should be allocated for this unit. This may be on a full-time or part-time basis.

Details of the relationship between the unit and relevant national occupational standards

These qualifications are based on NOS which have been developed by the SSC People1st. Titles are as follows:

• Level 2 NVQ in Hospitality.

Endorsement of the unit by a sector or other appropriate body

This unit is endorsed by People1st, the sector skills council for Hospitality, Leisure, Travel and Tourism.

Assessment

This unit will be assessed by:

• a multiple choice online test covering underpinning knowledge.

Unit 202   Food safety in catering

Outcome 1   understand how individuals can take personal responsibility for food safety

Assessment criteria

Underpinning knowledge
The learner can:

1. outline the **importance** of **food safety procedures**, **risk assessment**, **safe food handling** and **behaviour**

2. describe how to report **food safety hazards**

3. outline the **legal responsibilities** of food handlers and food business operators.

Range

Importance
Potential to harm people (customers, colleagues, any other people), legislative requirements (personal responsibilities), risk to business (legal action, reputation), risk to self (legal action)

Food safety procedures
Receiving deliveries (farm to fork), storage, preparation, holding of prepared food, sickness procedures (reporting), accident reporting, difference between detergents, disinfectants, sanitizer, sterilization

Risk assessment
Recognition of the likelihood of a hazard occurring

Safe food handling
Use of 'best practice' in the handling of food, to ensure the production of safe food

Behaviour
Behaviours relating to working with food, good level of personal hygiene, effect of poor personal hygiene on risk in food preparation (washing hands after coughing, sneezing, touching face, nose blowing, touching raw food waste products, cleaning materials, toilet breaks, smoking breaks), taking care over food, awareness of and reporting of unacceptable behaviours

Food safety hazards
Physical, biological, chemical, allergenic

Legal responsibilities
Food handlers – personal hygiene, illness (reporting, appropriate time away from food – 48 hours after last symptoms), understanding of food poisoning (anything which when ingested will cause harm), understanding of food hygiene (steps taken to prevent food poisoning)

Food business operators – appropriate food hygiene practices, requirement of food businesses to be registered with local authorities, compliance with EHO

Unit 202   Food safety in catering

Outcome 2   understand the importance of keeping him/herself clean and hygienic

Assessment criteria

Underpinning knowledge
The learner can:

1. explain the **importance of personal hygiene** in food safety including its role in reducing the risk of contamination

2. describe effective personal hygiene **practices**, for example, **protective clothing, hand washing, personal illnesses**, **cuts and wounds**.

Range

Importance of personal hygiene
Prevention of the transmission of pathogenic bacteria (in particular staphylococcus aureus) /objectionable matter from an individual into the food chain, routes and vehicles to avoid cross contamination

Practices
Protective clothing – use of appropriate clothing (own clothing not to be used in the food environment, work clothing not to be worn out of workplace, no external pockets, durable, fit for purpose, easy to clean, should cover all outdoor clothing, appropriate use of gloves, hair nets, light coloured clothing), not wearing jewellery, substances that can taint food (strong perfume, aftershave, deodorant, nail varnish), aware of appropriate behaviour in a food environments, short, clean nails, no nail biting, no smoking in the food environment, no smoking in work clothing, appropriate practice when dealing with contact dermatitis

Hand washing
Transmission of bacteria, correct hand washing procedures and equipment (soap, water, drying facilities, brushes), importance of hand washing after handling of raw food, separate sink for hand washing

Personal illnesses
Reporting of illnesses (diarrhoea, vomiting, colds, sore throats, congested eyes, skin infections, stomach upsets, suspected food poisoning), reporting close/prolonged contact with persons with the above symptoms, eg family members, friends

Cuts and wounds
Reporting cuts and wounds, understanding the difference between septic cuts and wounds and uninfected cuts and wounds, appropriate use of detectible waterproof dressings (eg blue plasters)

Unit 202　　　Food safety in catering

Outcome 3　　　understand the importance of keeping the work areas clean and hygienic

Assessment criteria

Underpinning knowledge

The learner can:

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**

2. **state how work flow, work surfaces and equipment can reduce contamination risks and aid cleaning**

3. outline the **importance of pest control**.

Range

Work area and equipment

Food handling area and all equipment associated with it, hand touch points (eg door handles), food preparation surfaces

Cleaning and disinfection methods

Work area – clean as you go, low risk and high risk areas in food preparation environments, work surfaces, correct cleaning procedures to prevent contamination, traditional stages of cleaning (pre-clean, main clean, rinse, disinfect, rinse, dry), 'clean, rinse, sanitise' method. Double-sink washing up, pre-clean, main clean using detergent, second sink to disinfect water above 82C. Single use cloths or colour-coded cloths

Equipment – cleaning in place (static equipment eg beer lines, ice machines, dishwashers), move out and clean behind equipment which is easy to take apart

Safe use and storage of cleaning chemicals and materials

Chemicals – COSHH, lockable storage away from foods (restricted access) storage in original containers, labelling, dilution, mixing of chemicals, manufacturers' instructions, PPE, avoiding chemical contamination/cross-contamination (eg over-spray), appropriate cleaning and disposal of chemical spillages, safety data sheets

Materials – appropriate storage areas away from food, avoiding prolonged soaking of materials, single use and colour-coded cloths

Waste disposal

Regular disposal, no over-night storage, use of bin bags, waste containers kept clean and in good condition, clean as you go, separating food and general waste eg glass policy, external waste storage (covered waste container, impervious surface, away from direct sunlight, kept clean and tidy to avoid odours and so as not to attract pests)

How work flow, work surfaces and equipment can reduce contamination risks and aid cleaning

Work flow – clear separation between low and high risk areas (dirty areas, eg storage and food preparation and cooking areas, clean areas, eg final preparation and service areas), good visibility

Work surfaces – smooth, impervious, non tainting, easily cleaned, no crevasses, resistant to corrosion, fit for purpose (eg for commercial use)

Equipment – easy to take apart, in good state of repair, installed as to allow adequate cleaning of surrounding areas, easily cleaned, impervious, non-tainting , resistant to corrosion, fit for purpose

Importance of pest control

Legislative requirements, to avoid contamination (pathogenic bacteria, spoilage bacteria), to avoid spread of disease, loss of reputation and profit, to prevent drop in staff morale, to avoid damage, wastage of food

Pests – rodents, cockroaches, insects, stored products insects, domestic pets, birds, wild cats

Signs of pest infestation – droppings, smell, smear marks, pupae/egg cases, larvae, damaged/gnawed packaging and food spillages, infrastructure holes

Unit 202 Food safety in catering
Outcome 4 understand the importance of keeping food safe

Assessment criteria

Underpinning knowledge
The learner can:

1. state the **sources and risks to food safety** from contamination and cross-contamination to include microbial, chemical, physical and allergenic hazards

2. explain **how to deal with food spoilage** including recognition, reporting and disposal

3. describe **safe food handling practices and procedures** for storing, preparing, cooking, chilling, reheating, holding, serving and transporting food

4. explain the **importance of temperature controls** when storing, preparing, cooking, chilling, reheating, holding, serving and transporting food

5. describe **stock control procedures** including deliveries, storage, date marking and stock rotation.

Range

Sources and risks to food safety
High risk groups – pregnant, young, old, sick (those with a weakened immune system)

Microbial – pathogens (salmonella, staphylococcus aureus, clostridium perfringens, bacillus cereus, clostridium botulinum, e-coli), food-borne diseases (campylobacter enteritis, bacillary dysentery, typhoid/paratyphoid, listeria), spoilage organisms (moulds, yeasts), harmless organisms, viruses, toxins

Chemical – cleaning chemicals/materials, pesticides (eg rodenticides, insecticides)

Physical – mercury, plasters, equipment (nuts, bolts), bits of clothing or PPE, flaking paint, glass

Allergenic – nuts, wheat, dairy, gluten, fish/shellfish, plants/fungi, green sprouting potatoes, celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soya, sulphur dioxide and any other potentially allergic food stuff/substance

How to deal with food spoilage
Recognition – visual (mould, colour), smell, texture

Reporting – to supervisor/line manager

Disposal – clearly labelled ('Not for human consumption'), separated from general waste, disposed of away from food storage areas/kitchen

Safe food handling practices and procedures / Importance of temperature controls
To meet 'due diligence' criteria, EHO requirements

Temperatures checked with a clean, sanitized probe; temperature logs for fridges and freezers, and serving cabinets

Danger zone for food = 5C – 63C, responsibility to ensure food is heated through danger zone as quickly as possible, or chilled through danger zone as quickly as possible

Preparing – defrosting at bottom of fridge overnight, or in thawing cabinet (best practice), core temperature not to go above 8C; held outside of correct storage temperature for as little time as possible

Cooking – cooked to 75°C or higher unless this is detrimental to the quality of the food, cooking to appropriate temperature to kill spores.

Chilling – food must be chilled below 8C within 90 minutes of cooking to avoid multiplication of bacteria (danger zone)

Reheating – best practice is to reheat above 75C core temp for two minutes, reheat once only, best practice in Scotland is reheat above 82C core temp for two minutes, reheat once only

Holding – correct temperature (core temp of 8C or lower for cold food, 63C or higher for hot food)

Serving – served at appropriate temperature (cold = below 8C, hot = above 63C)

Transporting – transported in vehicle specifically designed for the purpose, and at the correct temperature (ie whether for frozen, chilled, cold or hot)

Stock control procedures

Deliveries – food should be probed for correct temperature at point of delivery, food should be stored within 15 minutes of receipt, checked against delivery note, check of use by/sell by dates, check of quality

Storage – labelling (ie clarity of what commodity is), off floor, suitable dry conditions, pest proof, raw food stored separately (eg in separate fridges, or at the bottom of a fridge also containing cooked food to avoid drip contamination), correct temperature (best practice is to set fridges between 1C and 5C to ensure 8C core temperature for chilled; -18C core temp for frozen), dry goods may be stored at ambient temperature

Date marking – labelling (ie storage date / use by date / best before date)

Stock rotation – effective stock rotation (FIFO – first in, first out)

4 Assessment

4.1 Summary of assessment methods

Unit No.	Title	Assessment Method	Where to obtain assessment materials
202	Food safety in catering	City & Guilds Evolve Online multiple-choice test	N/A
		The assessment covers all of the knowledge outcomes.	Examinations provided on Evolve. Code 202
			Examination is also available in the **paper-based** version. Please use the following results entry unit numbers:
			620 – for Scotland only
			820 – for England and Northern Ireland
			7150 Assessment pack available to download from **www.cityandguilds.com**

4.2 Test specifications

The test specification for unit 202 is below:

Test :   Unit 202
Duration: 1 hour

Outcome	Approx.% weightings
1 understand how individuals can take personal responsibility for food safety	13
2 understand the importance of keeping him/herself clean and hygienic	10
3 understand the importance of keeping the work areas clean and hygienic	22
4 understand the importance of keeping food safe	55

4.3 Accreditation of prior learning and experience (APEL)

Accreditation of Prior Learning (APL) and Accreditation of Prior Experience and Learning (APEL) recognise the contribution a person's previous experience could contribute to a qualification. APL is not allowed for this qualification.

5   Course design and delivery
5.1   Initial assessment and induction

Centres will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

The initial assessment should identify:

* any specific training needs the candidate has, and the support and guidance they may require when working towards their qualification. This is sometimes referred to as diagnostic testing.
* any units the candidate has already completed, or credit they have accumulated which is relevant to the qualification they are about to begin.

City & Guilds recommends that centres provide an induction programme to ensure the candidate fully understands the requirements of the qualification's they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

Further guidance about initial assessment and induction, are available on the City & Guilds website, www.cityandguilds.com.

5   Course design and delivery

5.2   Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification's before designing a course programme.

Centres may design course programmes of study in any way which:
- best meets the needs and capabilities of their candidates
- satisfies the requirements of the qualification's.

In particular, staff should consider the skills and knowledge related to the national occupational standards.

City & Guilds recommends that centres address the wider curriculum, where appropriate, when designing and delivering the course. Centres should also consider links to the National Occupational Standards, Key/Core Skills and other related qualifications. Relationship tables are provided in Appendix 1 Relationships to other qualifications to assist centres with the design and delivery of the qualification.

Centres may wish to include topics as part of the course programme which will not be assessed through the qualification's

Appendix 1   Relationships to other qualifications

Links to other qualifications and frameworks

City & Guilds has identified the connections to other qualifications. This mapping is provided as guidance and suggests areas of overlap and commonality between the qualifications. It does not imply that candidates completing units in one qualification are automatically covering all of the content of the qualifications listed in the mapping.

Centres are responsible for checking the different requirements of all qualifications they are delivering and ensuring that candidates meet requirements of all units/qualifications.

These qualifications have connections to the:

- Level 2/3 N/SVQ in hospitality

Appendix 2   Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the *Centre Document Library* on *www.cityandguilds.com* or click on the links below:

Quality Assurance Standards: Centre Handbook

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Quality Assurance Standards: Centre Assessment

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements - When and how applications need to be made to City & Guilds provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The *Centre Document Library* also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice

Useful contacts

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