

## Unit 306: Monitoring and supervision of food safety

### Sample scheme of work

---

This sample scheme of work covers both classroom and workshop-based learning for Unit 306. It is based on 2–3 hours per session for 12 sessions. It is an example only of a possible scheme of work and is based on theory and practical within an FE centre but can be amended to suit all learning facilities with the necessary adjustments to meet individual learners' needs.

Unit 306 is designed as a stand-alone unit and should be used in conjunction with the standards set for the qualification to ensure full coverage of the learning requirements.

**You can use the sample scheme of work as it is, adjust it or extract content to create a scheme of work to suit your delivery needs. It can also be adjusted by adding theory and practical workshops to support learners who have/need additional learning time.**

Reference is made within the scheme of work to **worksheets, activities and PowerPoint presentations** (in **black bold**) that are available on SmartScreen.co.uk for tutors to use with learners. Any other resources listed are not provided on SmartScreen but provide

guidance for the tutor as to others they may produce. Delivery timings are given; however, these can be amended to suit the group. The content of presentations, discussions, explanations etc are left to the professionalism of the course tutor.

Centres should also incorporate the following themes, where appropriate, as strands running through each of the sections within the qualification. Although they are not specifically referred to in the section content section, City & Guilds regards these as essential in the teaching of the qualification:

- health and safety considerations, in particular the need to impress upon learners the fact that they must preserve the health and safety of others as well as themselves
- Core skills (mathematics, reading, writing, speaking and listening)
- extension tasks and differentiation, inclusion, entitlement and equality issues
- spiritual, moral, social and cultural issues
- environmental education
- use of information learning technology (ILT).

## Unit 306: Monitoring food safety and supervision

### Sample scheme of work

Course/qualification: \_\_\_\_\_ Tutor's name: \_\_\_\_\_

Number of sessions: 12 Delivery hours: 30 Venue: \_\_\_\_\_ Group: \_\_\_\_\_

<p><b>Aims</b></p> <ul style="list-style-type: none"> <li>To provide learners who aspire to the role of supervisor with the skills to supervise and monitor a food safety management system based on the principles of HACCP within their area of responsibility.</li> <li>To understand the procedures and methods of monitoring food safety practices and record keeping within a professional kitchen.</li> </ul>	<p><b>Learning outcomes</b></p> <p>To enable learners to:</p> <ul style="list-style-type: none"> <li>understand the role of the supervisor in ensuring compliance with food safety legislation</li> <li>understand the application and monitoring of food safety practices</li> <li>understand how to implement food safety management procedures.</li> </ul>
--	---

Session	Objectives/learning outcomes The learner will:	Activities and resources	Assessment
1  3 hours	<p><b>Learning outcome 1: Understand the role of the supervisor in ensuring compliance with food safety legislation</b></p> <p>1.1 Describe food safety management procedures</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>Carry out icebreaker <b>Activity 1</b> to identify the 7 key areas of a HACCP food management system.</li> <li>Tutor to present PowerPoint presentation 1.</li> <li>Describe why a food management system is important in a professional kitchen.</li> <li>Learners to carry out <b>Activity 2</b>.</li> </ul>	<p>Tutor observation</p> <p>Question and answer</p> <p><b>Activity 1</b></p>

Session	Objectives/learning outcomes <b>The learner will:</b>	Activities and resources	Assessment
	1.2 Summarise the importance of food safety management system	<ul style="list-style-type: none"> <li>• Show <i>Safer food, better business</i> Food Standards Agency videos on YouTube: <a href="http://www.youtube.com/playlist?list=PLLTCta7yiY-i9cQqXigCHnkd08Pn7SnC">www.youtube.com/playlist?list=PLLTCta7yiY-i9cQqXigCHnkd08Pn7SnC</a></li> <li>• Recap learning.</li> <li>• Set <b>Worksheet 1</b> as homework and <b>Activity 3</b> as a stretch task.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <b>PowerPoint presentation 1</b></li> <li>• <b>Activity 1</b></li> <li>• <b>Activity 2</b></li> <li>• <b>Activity 3</b></li> <li>• <b>Worksheet 1</b></li> </ul>	<p><b>Activity 2</b></p> <p><b>Worksheet 1</b></p> <p><b>Activity 3</b></p>
2  3 hours	<p><b>Learning outcome 1: understand the role of the supervisor in ensuring compliance with food safety legislation.</b></p> <p>1.3 Explain the responsibilities of employers and employees in respect of food safety legislation and procedures for compliance</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Set Activity 4 as an icebreaker.</li> <li>• Tutor to present <b>PowerPoint presentation 2</b> to cover responsibilities of employers and employees in respect of food safety legislation and procedures for compliance.</li> <li>• Set <b>Activity 5</b>: Learners to design a food safety induction course for new members of staff working in the kitchen.</li> <li>• Lesson recap.</li> <li>• Show <i>Safer food, better business</i> Food Standards Agency videos on YouTube: <a href="http://www.youtube.com/playlist?list=PLLTCta7yiY-i9cQqXigCHnkd08Pn7SnC">www.youtube.com/playlist?list=PLLTCta7yiY-i9cQqXigCHnkd08Pn7SnC</a></li> <li>• Set <b>Worksheet 2</b> as homework and <b>Activity 6</b> as a stretch exercise.</li> </ul>	<p>Tutor observation</p> <p>Question and answer</p> <p><b>Activity 5</b></p> <p><b>Worksheet 2</b></p> <p><b>Activity 6</b></p>

Session	Objectives/learning outcomes The learner will:	Activities and resources	Assessment
		<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• PowerPoint presentation 2</li> <li>• Activity 5</li> <li>• Activity 6</li> <li>• Worksheet 2</li> </ul>	
3 2 hours	<p><b>Learning outcome 1: understand the role of the supervisor in ensuring compliance with food safety legislation.</b></p> <p>1.4 Explain the key role of a supervisor in the monitoring of food safety</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Icebreaker <b>Activity 7</b>.</li> <li>• Present <b>PowerPoint presentation 3</b>.</li> <li>• Set class <b>Activity 8</b>.</li> <li>• Recap lesson.</li> <li>• Set <b>Worksheet 3</b> for homework and <b>Activity 9</b> as a stretch activity.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• PowerPoint presentation 3</li> <li>• Worksheet 3</li> <li>• Activity 7</li> <li>• Activity 8</li> <li>• Activity 9</li> </ul>	<p>Tutor observation</p> <p>Question and answer</p> <p><b>Activity 7</b></p> <p><b>Activity 8</b></p> <p><b>Worksheet 3</b></p> <p><b>Activity 9</b></p>
4 2 hours	<p><b>Learning outcome 1: understand the role of the supervisor in ensuring compliance with food safety legislation.</b></p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Present <b>PowerPoint presentation 4</b>. Discuss how food safety is enforced by the authorities.</li> <li>• Learners to complete <b>Activities 10 and 11</b>.</li> </ul>	<p>Tutor observation</p> <p>Question and answer</p>

Session	Objectives/learning outcomes <b>The learner will:</b>	Activities and resources	Assessment
	1.5 State the ways in which legislation is enforced	<ul style="list-style-type: none"> <li>Show <i>Safer food, better business</i> Food Standards Agency videos on YouTube: <a href="http://www.youtube.com/playlist?list=PLLTNCta7yiY-i9cQqXigCHnkd08Pn7SnC">www.youtube.com/playlist?list=PLLTNCta7yiY-i9cQqXigCHnkd08Pn7SnC</a></li> <li>Recap lesson.</li> <li>Set <b>Worksheet 4</b> as homework and <b>Activity 12</b> as a stretch activity.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><b>PowerPoint presentation 4</b></li> <li><b>Activity 10</b></li> <li><b>Worksheet 4</b></li> <li><b>Activity 11</b></li> <li><b>Activity 12</b></li> </ul>	<p><b>Activity 10</b></p> <p><b>Activity 11</b></p> <p><b>Activity 12</b></p> <p><b>Worksheet 4</b></p>
5  3 hours	<p><b>Learning outcome 2: Understand the application and monitoring of food safety practices</b></p> <p>2.1 Explain the importance of temperature control in a professional kitchen</p> <p>2.2 Describe the methods used to control safe temperatures of food</p> <p>2.3 Explain methods used to control contamination and cross contamination</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>Icebreaker <b>Activity 13</b>.</li> <li>Present <b>PowerPoint presentation 5</b> on control methods.</li> <li>Learners to complete <b>Activity 5</b> on hygiene checks.</li> <li>Show <i>Safer food, better business</i> Food Standards Agency videos on YouTube: <a href="http://www.youtube.com/playlist?list=PLLTNCta7yiY-i9cQqXigCHnkd08Pn7SnC">www.youtube.com/playlist?list=PLLTNCta7yiY-i9cQqXigCHnkd08Pn7SnC</a></li> <li>Recap lesson.</li> <li>Set <b>Worksheet 5</b> as homework and <b>Activity 15</b> as a stretch activity.</li> </ul>	<p>There should be a variety of assessment methods to include:</p> <p>Tutor observation</p> <p>Question and answer</p> <p>Group activity</p>

Session	Objectives/learning outcomes <b>The learner will:</b>	Activities and resources	Assessment
		<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• PowerPoint presentation 5</li> <li>• Activity 13</li> <li>• Worksheet 5</li> <li>• Activity 14</li> <li>• Activity 15</li> </ul>	<p><b>Activity 13</b></p> <p><b>Activity 14</b></p> <p><b>Activity 15</b></p> <p><b>Worksheet 5</b></p>
<p>6 3 hours</p>	<p><b>Learning outcome 2: Understand the application and monitoring of food safety practices</b></p> <p>2.5 Explain measures taken to ensure safe cleaning and disinfection</p> <p>2.6 Explain procedures for waste disposal</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Icebreaker <b>Activity 16</b>.</li> <li>• Present <b>PowerPoint presentation 6</b> on the six stages of cleaning process for cooking utensils.</li> <li>• Discuss different types of waste in a professional kitchen.</li> <li>• Explain how each of the different types of waste could be reduced or recycled.</li> <li>• Identify what items should be cleaned only or cleaned and disinfected daily.</li> <li>• Learners to complete <b>Activity 17</b> on waste.</li> <li>• Recap lesson.</li> <li>• Set <b>Worksheet 6</b> as homework and <b>Activity 18</b> as a stretch activity.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• PowerPoint presentation 6</li> <li>• Activity 6</li> <li>• Worksheet 6</li> <li>• Activity 6e</li> </ul>	<p>Tutor observation</p> <p>Question and answer</p> <p><b>Activity 16</b></p> <p><b>Activity 17</b></p> <p><b>Activity 18</b></p> <p><b>Worksheet 6</b></p>

Session	Objectives/learning outcomes The learner will:	Activities and resources	Assessment
7 2 hours	<p><b>Learning outcome 2: Understand the application and monitoring of food safety practices</b></p> <p>2.4 Explain the importance of good personal hygiene standards</p> <p>2.7 Outline requirements relating to the design of food premises and equipment</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Icebreaker <b>Activity 19</b></li> <li>• Present <b>PowerPoint presentation 7</b> on the importance of good personal hygiene and requirements for equipment.</li> <li>• Learners to complete <b>Activity 20</b>.</li> <li>• Show <i>Safer food, better business</i> Food Standards Agency videos on YouTube: <a href="http://www.youtube.com/playlist?list=PLLTCta7yiY-i9cQqXigCHnkd08Pn7SnC">www.youtube.com/playlist?list=PLLTCta7yiY-i9cQqXigCHnkd08Pn7SnC</a></li> <li>• Recap lesson.</li> <li>• Set <b>Worksheet 7</b> as homework and <b>Activity 21</b> as a stretch activity.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <b>PowerPoint presentation 7</b></li> <li>• <b>Activity 19</b></li> <li>• <b>Activity 20</b></li> <li>• <b>Activity 21</b></li> <li>• <b>Worksheet 7</b></li> </ul>	<p>Tutor observation</p> <p>Question and answer</p> <p><b>Activity 19</b></p> <p><b>Activity 20</b></p> <p><b>Activity 21</b></p> <p><b>Worksheet 7</b></p>
8 2 hours	<p><b>Learning outcome 2: Understand the application and monitoring of food safety practices</b></p> <p>2.8 Explain the importance of pest control</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Icebreaker <b>Activity 22</b>.</li> <li>• Present <b>PowerPoint presentation 8</b> and ask learners to complete <b>Activity 23</b> to give examples of pest control equipment and identify the three categories of pests and give an example of each.</li> </ul>	<p>Tutor observation</p> <p>Question and answer</p> <p><b>Activity 22</b></p>

Session	Objectives/learning outcomes <b>The learner will:</b>	Activities and resources	Assessment
	2.9 Describe the methods of pest control	<ul style="list-style-type: none"> <li>Show <i>Safer food, better business</i> Food Standards Agency videos on YouTube: <a href="http://www.youtube.com/playlist?list=PLLTCta7yiY-i9cQqXigCHnkd08Pn7SnC">www.youtube.com/playlist?list=PLLTCta7yiY-i9cQqXigCHnkd08Pn7SnC</a></li> <li>Recap lesson.</li> <li>Set <b>Worksheet 8</b> as homework and <b>Activity 24</b> as a stretch activity.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><b>PowerPoint presentation 8</b></li> <li><b>Activity 22</b></li> <li><b>Activity 23</b></li> <li><b>Activity 24</b></li> <li><b>Worksheet 8</b></li> </ul>	<p><b>Activity 23</b></p> <p><b>Activity 24</b></p> <p><b>Worksheet 8</b></p>
9  3 hours	<p><b>Learning outcome 3: Understand how to implement food safety management procedures</b></p> <p>3.1 Describe how microbial, chemical, physical and allergenic hazards pose a risk to food safety.</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>Icebreaker <b>Activity 25</b></li> <li>Present food safety pathogen risks using <b>PowerPoint presentation 9</b></li> <li>Learners to complete <b>Activity 26</b></li> <li>Recap lesson.</li> <li>Set <b>Worksheet 9</b> as homework and <b>Activity 27</b> as a stretch activity.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><b>PowerPoint presentation 9</b></li> <li><b>Activity 25</b></li> <li><b>Worksheet 9</b></li> <li><b>Activity 26</b></li> </ul>	<p>Tutor observation</p> <p>Question and answer</p> <p><b>Activity 25</b></p> <p><b>Activity 26</b></p> <p><b>Activity 27</b></p> <p><b>Worksheet 9</b></p>

Session	Objectives/learning outcomes The learner will:	Activities and resources	Assessment
		<ul style="list-style-type: none"> <li>• <b>Activity 27</b></li> </ul>	
10 3 hours	<p><b>Learning outcome 3: Understand how to implement food safety management procedures</b></p> <p>3.2 Explain the procedures for controlling food safety</p> <p>3.3 Define critical control points, critical limits and corrective actions</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Icebreaker <b>Activity 28</b></li> <li>• Present food safety pathogen risks using <b>PowerPoint presentation 10</b></li> <li>• Learners to complete <b>Activity 29</b></li> <li>• Recap lesson.</li> <li>• Set <b>Worksheet 10</b> as homework and <b>Activity 30</b> as a stretch activity.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• <b>PowerPoint presentation 10</b></li> <li>• <b>Activity 28</b></li> <li>• <b>Worksheet 10</b></li> <li>• <b>Activity 29</b></li> <li>• <b>Activity 30</b></li> </ul>	<p>Tutor observation</p> <p>Question and answer</p> <p><b>Activity 28</b></p> <p><b>Activity 29</b></p> <p><b>Activity 30</b></p> <p><b>Worksheet 10</b></p>
11 3 hours	<p><b>Learning outcome 3: Understand how to implement food safety management procedures</b></p> <p>3.4 Explain the requirements for monitoring and recording food safety procedures</p> <p>3.6 Explain the importance of monitoring and recording food safety procedures</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Icebreaker <b>Activity 31</b></li> <li>• Present monitoring using <b>PowerPoint presentation 11</b></li> <li>• Learners to complete <b>Activity 32</b></li> <li>• Recap lesson.</li> <li>• Set <b>Worksheet 11</b> as homework and <b>Activity 33</b> as a stretch activity.</li> </ul> <p><b>Resources:</b></p>	<p>Tutor observation</p> <p>Question and answer</p> <p><b>Activity 31</b></p> <p><b>Worksheet 11</b></p>

Session	Objectives/learning outcomes <b>The learner will:</b>	Activities and resources	Assessment
	3.7 Describe the methods of monitoring and recording food safety procedures	<ul style="list-style-type: none"> <li>• PowerPoint presentation 11</li> <li>• Activity 31</li> <li>• Worksheet 11</li> <li>• Activity 32</li> <li>• Activity 33</li> </ul>	<p>Activity 32</p> <p>Activity 33</p>
12 1 hour	<p><b>Learning outcome 3: Understand how to implement food safety management procedures</b></p> <p>3.5 State the food safety management records used within a food safety management system</p>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Icebreaker <b>Activity 34</b></li> <li>• Present food safety management procedures using <b>PowerPoint presentation 12</b></li> <li>• Learners to complete <b>Activity 35</b></li> <li>• Show <i>Safer food, better business</i> Food Standards Agency videos on YouTube: <a href="http://www.youtube.com/playlist?list=PLLTCta7yiY-i9cQqXiqCHnkd08Pn7SnC">www.youtube.com/playlist?list=PLLTCta7yiY-i9cQqXiqCHnkd08Pn7SnC</a></li> <li>• Recap lesson.</li> <li>• Set <b>Worksheet 12</b> as homework and <b>Activity 36</b> as a stretch activity.</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• PowerPoint presentation 12</li> <li>• Activity 34</li> <li>• Worksheet 12</li> <li>• Activity 35</li> <li>• Activity 36</li> </ul>	<p>Tutor observation</p> <p>Question and answer</p> <p><b>Activity 34</b></p> <p><b>Worksheet 12</b></p> <p><b>Activity 35</b></p> <p><b>Activity 36</b></p>