



## **National Unit specification: general information**

**Unit title:** Food Safety Logistics: Supervision

**Unit code:** FA54 12

**Superclass:** NH

**Publication date:** October 2010

**Source:** Scottish Qualifications Authority

**Version:** 01

### **Summary**

This may be delivered as part of a National Group Award or as a free-standing Unit. The Unit is intended who wish develop knowledge and understanding of supervisory roles in the context of food safety. The Unit will start by looking at the supervisor's role and responsibilities for food safety. This will include record keeping, ensuring controls are working, as well as identifying and meeting staff training/development needs.

The Unit will cover the need for supervisors to keep accurate and complete records of checks carried out in accordance with food safety management procedures and to implement corrective action where checks show that control measures have failed. Candidates will also learn the process of reporting any procedures that do not comply with the control measures to the appropriate person.

The Unit will further cover the role of the supervisor in seeking expert advice and support for matters that he/she is not able to deal with and to participate in recommendations for improvements to the food management procedures.

Finally the Unit will cover effective communication to ensure that the supervisor can inform relevant personnel of the food safety management procedures and to monitor how food safety management procedures work in practice to ensure that food safety legislation is being followed.

### **Outcomes**

- 1 Describe the roles and responsibilities of a supervisor in relation to food safety.
- 2 Describe the supervisory record keeping processes and seeking expert advice.
- 3 Describe the communication processes in relation to the food safety management procedures.

## National Unit specification: general information (cont)

**Unit title:** Food Safety Logistics: Supervision

### Recommended entry

While entry is at the discretion of the centre, candidates would normally be expected to have relevant experience or attained the following Units:

- ◆ *Food Safety Logistics: Personal Hygiene and Storage, and either*
- ◆ *Food Safety Logistics: Delivery, Loading and Unloading or*
- ◆ *Food Safety Logistics: Maintain Safety During Transport*

### Credit points and level

1 National Unit credit at SCQF level 6: (6 SCQF credit points at SCQF level 6\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

### Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the support notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill component in this Unit.

## **National Unit specification: statement of standards**

### **Unit title: Food Safety Logistics: Supervision**

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

#### **Outcome 1**

Describe the roles and responsibilities of a supervisor in relation to food safety.

##### **Performance Criteria**

- (a) Describe the roles of the supervisor in relation to food safety responsibilities.
- (b) Describe the process of identifying and meeting staff training and development needs.
- (c) Describe the supervisor's responsibilities for ensuring operational controls are completed in accordance with food safety management procedures.

#### **Outcome 2**

Describe the supervisory record keeping processes and seeking expert advice.

##### **Performance Criteria**

- (a) Describe the process for ensuring that accurate and complete records are kept in accordance with food safety management procedures.
- (b) Describe the steps that would be taken if corrective action is required due to the failure of any control measures.
- (c) Describe the steps that would be taken to seek expert advice on safety issues beyond the responsibility of the supervisor.

#### **Outcome 3**

Describe the communication processes in relation to the food safety management procedures.

##### **Performance Criteria**

- (a) Describe how the supervisor would communicate the key requirements of food safety management procedures to appropriate colleagues.
- (b) Describe the process of recommending adjustments to food safety management procedures in line with changes in organisational needs.

## **National Unit specification: statement of standards (cont)**

**Unit title:** Food Safety Logistics: Supervision

### **Evidence Requirements for this Unit**

Performance evidence and written/oral recorded evidence, which covers all the Outcomes and Performance Criteria, is required.

This assessment will take place in closed-book controlled conditions, unless otherwise stated. Where the candidate answers orally, the assessor must complete an assessor checklist.

All three Outcomes can be assessed as an integrated piece of work or individually.

Where appropriate, evidence may also be derived from practical activity undertaken by the candidate. For example, the production of a training needs analysis for staff and resulting training plan, records and/or charts relating to food safety and documentation relating to improvement of food safety within the candidate's organisation.

## **National Unit specification: support notes**

### **Unit title:** Food Safety Logistics: Supervision

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

This Unit is intended for candidates who wish to develop knowledge and understanding of supervisory roles and responsibilities for those working in a food safety logistics environment.

**Outcome 1** introduces the candidates to the roles of a supervisor and responsibilities for staff in general terms and this, along with the other two Outcomes, will look more specifically at the roles and responsibilities of a supervisor in a food logistics environment.

The first specific area will deal with food safety hazards and the supervisor's responsibility for ensuring that staff have knowledge and understanding on how to avoid hazards, through their actions, and should any hazards be identified how they will be dealt with. For this and other functions associated with food safety, candidates will have knowledge of how the supervisor will allocate food safety responsibilities and also how he/she will supervise these responsibilities.

Candidates will need to have knowledge and understanding of how to identify staff training needs and subsequently arrange for training to take place based on food safety responsibilities.

Candidates also require knowledge and understanding of the procedures for ensuring that all specified operational controls are completed in accordance with food safety management and will therefore be required to have knowledge of control measures and critical control points especially the HACCP principles.

Candidates should develop an understanding of the supervisor's responsibility for ensuring that critical points are adhered to in terms of their organisation's food safety management procedures.

## National Unit specification: support notes (cont)

### Unit title: Food Safety Logistics: Supervision

**Outcome 2** looks at record keeping in terms of food safety and how and a supervisor would seek advice if it was felt necessary. Again much of this will centre on the organisation's food safety management procedures.

The first requirement will be for candidates to understand the records of checks that must be completed. Candidates must also be able to understand the importance of keeping these records completely and accurately. If for any reason the control measures failed, the supervisor will have a responsibility for ensuring that appropriate action is taken. In some instances a tolerance may be given on critical control points and candidates must be fully aware of any impact this may have on food safety.

Candidates should know the type and frequency of checks that are required to control food safety and should be able to describe the records that need to be kept for controlling food safety and how these should be maintained.

Candidates will be able to describe reporting actions that should be implemented when any of the procedures do not comply with control measures and where a supervisor would seek expert advice and support if they are uncertain what action is required. This information and advice may come from a variety of sources including the supervisor's line manager or they may to seek advice externally, eg from environmental health officers or from other appropriate agencies.

**Outcome 3** looks at the communication processes in relation to food safety management procedures.

Candidates will be able to communicate the responsibilities staff have in their role for ensuring food safety. Not only would the supervisor need to know how to communicate these responsibilities but he/she would need to ascertain that the staff understood their responsibilities.

Supervisors will be required to understand the need for continuous improvement and the importance of implementing a continuous improvement programme for food safety. This in turn will involve the supervisor in following a process of recommending adjustments to food safety management procedures. In doing so they must ensure that any recommendations are in line with organisational needs. This may also involve the use of continuous improvement techniques such as 'Pareto' or 'Cause and Effect Analysis'.

Candidates will be able to describe the sources of information for a supervisor to gain knowledge of food safety legislation such as the Food Safety Act 1990 or recent appropriate legislation.

## **National Unit specification: support notes (cont)**

**Unit title:** Food Safety Logistics: Supervision

### **Guidance on learning and teaching approaches for this Unit**

This Unit may be delivered as part of a National Qualification Group Award or as a single free-standing Unit. Where it is being delivered as a Group Award it should be delivered as the final Unit of the Course.

The delivery of the content should be based on real situations regarding food safety and where candidates are not working in a food logistics environment (or are unemployed) they should either be given the opportunity to use realistic simulations or gain work placements appropriate to this Unit.

In addition practical sessions should be employed wherever possible. It should be possible for candidates to carry out a continuous improvement exercise using either a 'real' situation or by use of a suitable case study.

A range of delivery techniques should be employed, including group discussion, and candidates should be encouraged to draw on, and share, any experience they have. They should be encouraged to think about different types of situation related to the supervision of food safety issues.

Candidates should also be encouraged to investigate current industry standards and procedures and carry out some research on the Internet and other sources.

While there is a requirement for candidates to be assessed carrying out a practical task, the Unit should provide as many opportunities as possible to apply the knowledge and understanding in a 'real' situation. While it may not always be possible, candidates should be able to see firsthand the result of procedures that have not been adhered to. If it is not possible to provide this 'live', a relevant DVD/video, or similar, would be useful.

### **Opportunities for developing Core Skills**

Although there is no automatic certification of Core Skills or Core Skills components, there are opportunities in this Unit to develop the following Core Skills components:

#### **Communication at SCQF level 4**

Reading and Understanding — eg candidates will have to read and understand a range of documents, regulations and reports related to food safety and food safety management procedures.

Speaking and Listening — eg candidates will have to communicate requirements of food safety management procedures and to discuss/seek advice from senior colleagues when they are uncertain what action is required.

## National Unit specification: support notes (cont)

**Unit title:** Food Safety Logistics: Supervision

### Problem Solving at SCQF level 4

Investigating — eg candidates have to investigate problems related to food safety management procedures; hazards and those related to the implementation of a continuous improvement programme for food safety in an organisation

Planning and Solving — eg candidates have to make recommendations on adjustments to food safety management procedures, hazards etc

Checking and Evaluating — eg candidates have to ensure that any recommendations to food safety management procedures are in line with organisational needs; ensure that control measures and critical control points meet HACCP principles etc

### Working with Others at SCQF level 4

Working Co-operatively with Others — eg candidates could work in groups and/or work with colleagues and senior staff with regards to food safety management procedures, analysing training needs etc.

## Guidance on approaches to assessment for this Unit

### Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

All three Outcomes may be covered by one Integrated Instrument of Assessment. The assessment should provide the candidates with a number of scenarios for the given supervisory issues for which a number of questions will be asked. The assessment could consist of a number of restricted response questions and/or the assessor may wish to use Selected Response Questions which could contain multiple choice questions, multiple response questions, or a combination of both.

Where stated in the evidence requirements a practical assessment will also be used. This may be done by observation, in which case the assessor **must** record their findings on a record sheet containing the evidence requirements to be assessed. The assessor may also wish to follow up the practical assessment with oral questioning for set questions. Again the candidate's responses must be recorded.

## **National Unit specification: support notes (cont)**

**Unit title:** Food Safety Logistics: Supervision

### **Disabled candidates and/or those with additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)

## General information for candidates

### Unit title: Food Safety Logistics: Supervision

This Unit is intended for those who wish to develop knowledge and understanding of supervisory roles in the context of food safety.

You will start by looking at the supervisor's role and responsibilities for food safety. This will include record keeping, ensuring controls are working, as well as identifying and meeting staff training/development needs.

You will cover the need for supervisors to keep accurate and complete records of checks carried out in accordance with food safety management procedures and to implement corrective action where checks show that control measures have failed. You will also learn the process of reporting any procedures that do not comply with the control measures to the appropriate person. You will also cover the role of the supervisor in seeking expert advice and support for matters that he/she is not able to deal with, as well as participating in recommendations for improvements to the food management procedures.

Finally, you will cover effective communication to ensure that the supervisor can inform relevant personnel of the food safety management procedures and to monitor how food safety management procedures work in practice to ensure that food safety legislation is being followed.

There are three Outcomes in this Unit:

- ◆ Describe the roles and responsibilities of a supervisor in relation to food safety.
- ◆ Describe the supervisory record keeping processes and seeking expert advice.
- ◆ Describe the communication processes in relation to the food safety management procedures.

In order to achieve this Unit you must cover the evidence requirements for all three Outcomes. Your tutor/assessor will explain the closed-book assessment for this Unit. You may also be able to generate additional evidence through practical activities such as: training needs analysis; charts/records relating to food safety within an organisation.

## History of changes to Unit

Version	Description of change	Date

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