



National Unit specification: general information

Unit title: Food Safety Logistics: Delivery, Loading and Unloading

Unit code: FA57 11

Superclass: NH

Publication date: October 2010

Source: Scottish Qualifications Authority

Version: 01

Summary

This Unit may be delivered as part of a Group Award or as a free-standing Unit. The Unit is intended for candidates who wish to develop knowledge and understanding of food safety in the context of delivery, loading and unloading.

The Unit starts by looking at the packaging to ensure that it is adequate and undamaged, the labelling to ensure that it is correct and the storage areas to ensure that they meet any specific requirements there may be for any food likely to be stored in the area. Candidates will be aware of the risks associated with cross contamination, spillages or damages and be able to deal with these in an appropriate manner in line with food safety management procedures.

Candidates will be required to identify potential food safety hazards and take the appropriate action to deal with any hazardous situation.

All deliveries need to be checked accurately and records must be kept that include the food being stored in an agreed location. If for any reason the food is not accepted by the client, appropriate measures must be in place to ensure that any risks to the food are minimised.

Candidates will be aware of the need to ensure that all relevant paperwork is completed so that there is a record and confirmation of delivery.

Outcomes

- 1 Describe the processes to ensure food safety during loading or unloading.
- 2 Describe the procedures to maintain food safety during delivery.

General information

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Recommended entry

While entry is at the discretion of the centre, Communication and Numeracy at Standard Grade would be useful but not essential. No previous qualifications are required but achievement of the Unit *Food Safety Logistics: Personal Hygiene and Storage* plus driving or storage experience would be an advantage.

Credit points and level

1 National Unit credit at SCQF level 5: (6 SCQF credit points at SCQF level 5*)

**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: Delivery, Loading and Unloading

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 processes to ensure food safety during loading or unloading.

Performance Criteria

- (a) Outline the steps required to check the food during loading or unloading.
- (b) Describe the procedures for handling food in the process of loading or unloading to avoid damage.
- (c) Describe the impact on costs when food is damaged.
- (d) Outline the procedures to ensure that food is located in the correct storage area either at loading or unloading.
- (e) Carry out a check to ensure that food is located in the correct area.
- (f) Describe how to deal with spillages or damages in order to conform to food safety management procedures.
- (g) Describe how to deal with any potential food safety hazards at the loading or unloading stages.

Outcome 2

Describe the procedures to maintain food safety during delivery.

Performance Criteria

- (a) Outline the procedures for checking deliveries to ensure correct receipt, including any damages.
- (b) Describe the procedures for ensuring that the environmental conditions of the vehicle are maintained during the delivery process.
- (c) Outline the procedures for unloading to ensure the safety of the food items is maintained.
- (d) Describe the procedures necessary to minimise risk to the food where the customer refuses to accept delivery.
- (e) Describe the procedure of relevant paperwork to record confirmation of delivery.
- (f) Demonstrate the procedure of completing the paperwork for the delivery of the food.
- (g) Describe the organisation's policy for recycling packaging.
- (h) Describe the organisations policy for returning containers.

National Unit specification: statement of standards (cont)

Unit title: Food Safety Logistics: Delivery, Loading and Unloading

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. Candidates will also be required to carry out a practical assessment on a specific area of work.

Both Outcomes can be assessed as either an integrated piece of work or individually.

Outcome 1 will focus on the procedures involved with the safety of food during loading and unloading and will look at potential hazards, spillages and damages plus an appreciation of the cost incurred when goods are damaged.

Outcome 2 will focus on the procedures for maintaining food safety during delivery and will look at associated environmental issues.

In addition to written and/or oral evidence, the practical evidence will be the candidate carrying out a check to ensure that food is located in the correct area for Outcome 1 and completing the appropriate paperwork for the delivery of food for Outcome 2.

However, where it is practical, for assessment purposes, other activities may also be considered for a practical assessment. For example, identifying potential food safety hazards or checking that the deliveries are correct and are free from damage.

National Unit specification: support notes

Unit title: Food Safety Logistics: Delivery, Loading and Unloading

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 food safety during the process of delivery, loading and unloading. It covers the interface of food items being stored on a vehicle and the transfer from the vehicle to a storage area or vice versa.

Outcome 1 introduces the candidates to the loading and unloading of food items and the importance of ensuring that these processes are carried out, such that there will be no damage to the food. Whether the food items are being loaded or unloaded, candidates will need to understand the importance of ensuring the correct temperature, both at the storage area and also the in vehicle.

Candidates will also be required to understand the correct handling procedures to avoid damage to food and also the likely cost incurred if food becomes damaged.

Candidates will gain knowledge on the type of information that needs to be recorded from the labelling on the food. They will also need to know the procedures for preparing food for storage and the importance of food being stored in the correct location, as quickly as is necessary, to maintain food safety.

Candidates will gain knowledge regarding the correct location of food storage to avoid cross-contamination. They will also require knowledge relating to the appropriate records that need to be kept for loading and unloading and the importance of keeping these records up-to-date.

Finally, candidates will require to know the steps that need to be taken for dealing with potential food safety hazards during the process of loading or unloading.

Outcome 2 introduces the candidates to the delivery of food items to a client and also to the need to ensure that deliveries are checked for accuracy. In addition, candidates need to understand the importance of checking deliveries for damage.

While it will be the responsibility of the driver of the vehicle, candidates will gain knowledge of the procedures for checking that environmental conditions of the vehicle are maintained during the process of delivery and will also be required to understand how the safety of food items can be maintained during the delivery process.

National Unit specification: support notes (cont)

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Candidates will gain knowledge of how to identify potential hazards to food safety during delivery. They will also be able to understand the reasons why clients may refuse to accept delivery of food products and knowledge of the correct procedures in dealing with food that the client has refused to accept.

Candidates will gain an understanding of the importance of ensuring that the correct items have been delivered and that these deliveries are checked and agreed with the client. They will also have an understanding of the importance of keeping accurate records of food that has been delivered and food that has to be returned. Candidates will also need to understand the reason for any food being returned and the procedures for ensuring that any food that is to be returned is stored correctly.

Finally candidates will gain an understanding of organisational procedures with regard to recycling packaging or returning containers to source.

Guidance on learning and teaching approaches for this Unit

This Unit may be delivered as part of a Group Award or as a single free-standing Unit. Where it is being delivered as a Group Award it should be delivered early in the award, eg as the second Unit to be delivered, and before Units such as F4T1 11 *Distribution and Storage of Goods*, F4T2 11 *Transportation of Goods* and F4T3 11 *Safety, Security and Sustainability in the Supply Chain*.

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.

For Outcome 1 relevant examples from both loading and unloading should be explored. Practical sessions must also be held.

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 food products and how they are delivered, loaded and unloaded.

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 the 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', an appropriate DVD/video, or similar, would be useful.

National Unit specification: support notes (cont)

Unit title: Food Safety Logistics: Delivery, Loading and Unloading

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 3

Reading and Understanding — eg candidates have read and understand processes and procedures on storage and delivery of foods; loading and unloading; complete paperwork for the delivery of food; understand storage requirements from labelling on food; understand why clients refuse to accept delivery etc

Communication at SCQF level 4

Speaking and Listening — eg candidates have to listen and speak about processes and procedures on delivery and storage of food; take part in practical sessions and group discussions.

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)*.

Both Outcomes may be covered by one Integrated Instrument of Assessment. The assessment should provide the candidates with a number of scenarios for given food products 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)

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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

General information for candidates

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This Unit is intended for candidates who wish to develop knowledge and understanding of food safety in the context of delivery, loading and unloading of goods.

The Unit starts by looking at the packaging to ensure that it is adequate and undamaged; the labelling to ensure that it is correct; and the storage areas to ensure that they meet any specific requirements there may be for any food likely to be stored in the area. You will learn about the risks associated with cross contamination, spillages or damages and be able to deal with these in an appropriate manner in line with food safety management procedures.

You will be required to identify potential food safety hazards and take the appropriate action to deal with any hazardous situation. You will learn that all deliveries need to be checked accurately and records must be kept that include the food being stored in an agreed location. And if for any reason the food is not accepted by the client, appropriate measures must be in place to ensure that any risks to the food are minimised.

You will understand about the need to ensure that all relevant paperwork is completed so that there is a record and confirmation of delivery.

This Unit has two Outcomes:

- ◆ Describe the processes to ensure food safety during loading or unloading
- ◆ Describe the procedures to maintain food safety during delivery

In order to achieve this Unit you must cover the evidence requirements for both Outcomes. Your tutor/assessor will explain the assessment for this Unit which includes closed-book assessment, practical demonstrations and/or practical assessment.

History of changes to Unit

Version	Description of change	Date

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