



Arrangements for:

**National Progression Award in
Food Safety Logistic
at SCQF level 5**

Group Award Code: GA17 45

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1 Introduction

This is the Arrangements Document for the National Progression Award (NPA) in Food Safety Logistics at SCQF level 5 (GA17 45), which was validated in October 2010. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

Food logistics is a major part of the freight logistics sector which in turn is a major industry sector in Scotland, employing around 5% of the Scottish workforce. Food safety is an extremely important element of the food logistics. Skills for Logistics, the Sector Skills Council (SSC) approached SQA to discuss the possible development of a short, concise award that would allow employees involved in food logistics to gain a recognised qualification. This would not only help them have a better understanding of their job but would also give employees an opportunity to access or progress to other qualifications.

A Qualifications Design Team (QDT) was therefore established to take ahead the development of an NPA which consisted of representatives from industry, the SSC and education.

The NPA in Food Safety Logistics at SCQF level 5 aims to develop candidates' knowledge and understanding of the food logistics sector, thus also improving the job opportunities for those who wish to further their career in food logistics or beyond. In particular, as it is based on relevant National Occupational Standards (NOS), the award provides a good basis for progression either to supervisory level and/or Modern Apprenticeships (MAs) in the logistics sector.

2 Rationale for the development of the Group Award

2.1 Nature and purpose of the Group Award

The transportation of all food, ie fresh, dry, tinned, frozen, etc in all types of packaging or unpackaged is a major part of the supply chain/logistics industry. It is important that individuals involved are not only aware of the transport, storage and distribution requirements of the industry but also the requirements of handling food at the various stages of the process to ensure food safety. This includes not only the handling, packaging, transportation and storage of the food itself but also the personal hygiene of those involved.

Another key consideration is for all those involved to take responsibility for food safety. This requires:

- ◆ a knowledge of the legislation and procedures, both organisational and operational
- ◆ an awareness of the different types of hazards that may be encountered
- ◆ an understanding of the correct procedures for dealing with any occurrences likely to affect food safety.

2.2 Title of the Group Award

The title for this award is: **National Progression Award (NPA) in Food Safety Logistics at SCQF level 5.**

The title was considered very carefully by the QDT. The majority of stakeholders who participated in the consultation for this Group Award supported the selected title with alternative titles rejected as it was felt that selected title more accurately reflects the content of the Group Award and will be more attractive to candidates.

2.3 Meeting the needs of industry

SQA undertook consultation with industry and providers in the form of a questionnaire, supported by a background paper including key proposals; aims; structure; and Unit outlines.

These questionnaires were issued direct to relevant contacts across Scotland by email; via telephone requests and on several websites (eg Scotland Food and Drink; Scottish Training Federation (STF); Scottish Agricultural Organisation Society (SOAS) etc). Whilst not a large response, completed questionnaires were received from employers (eg Morrisons Supermarkets); providers; colleges; and the school sector. There also was a good geographical spread of responses — Glasgow, Edinburgh; Orkney; Bathgate; Fife; Kilmarnock; West Lothian and Dunfermline.

The key findings from the consultation include:

- ◆ 100% of respondents agreed in principle with the proposal to develop the NPA in Food Safety Logistics. Comments received included: 'Food Safety is a major part within the food manufacturing areas and would be a benefit to warehousing and storage qualifications'; 'this award could be an ideal entry level'; 'it could also be useful for progression of employability skills learners in addition to vocational skills learners'; 'sounds like a good idea'; 'this NPA would benefit individuals who have to handle food products but do not cover all aspects of Performance Criteria for Warehousing; Carry and deliver goods or Driving Goods Vehicles'.
- ◆ Respondents were asked if they, or any employers that they work with, would consider using the NPA in Food Safety Logistics for given uses ie:
 - c.32% replied that they would use it for existing staff
 - c.16% to meet periodic CPC requirements
 - c.26% as an optional output if available on MA programmes
 - c.26% for recruitment
- ◆ As outlined earlier, the majority of respondents agreed with the title.
- ◆ All respondents agreed with the principle aims of the award.
- ◆ All respondents agreed with the proposed structure.

In addition, providers were asked to give details of employers that they work with and who could potentially be interested in this award. This list of employers included: East Dunbartonshire Council; The Co-operative; DHL; ARLA Foods; Argos; ASDA distribution; Sainsburys; Tesco; LIDL; a range of SMEs in warehousing and distribution; and in the Orkney area a wide range of employers due to the need to deliver and handle goods to an island community including JW Grays; Knowles; Streamline and James Wilson.

2.4 Meeting the Needs for specific occupational skills

Responses from the consultation supported the view that the NPA in Food Safety Logistics at SCQF level 5 helps meet the needs of the logistics industry, eg the award:

- ◆ is a good entry point award
- ◆ helps candidates to be more adaptable and employable
- ◆ enhances skills in warehousing, storage, carrying and delivering food
- ◆ improves transferable skills
- ◆ would benefit candidates who have to handle food products
- ◆ provides the opportunity to develop or improve supervisory skills.

3 Aims of the Group Award

The award is aimed at those working in the industry sector involved with the transportation and storage of all types of food and will focus specifically on how this function will ensure the safety of all food products.

3.1 Principal aims of the NPA in Food Safety Logistics

The Group Award aims to:

- 1 Develop candidates' knowledge and understanding of food safety procedures in relation to personal hygiene, storage and transportation of food, loading and unloading of food and individual responsibilities for the safety of food.
- 2 Provide candidates the opportunity to undertake further study in a number of key logistics topics appropriate to their current/future job role.
- 3 Provide an awareness of the importance of food safety logistics and to introduce candidates to the various opportunities that will exist in the industry in Scotland.
- 4 Prepare candidates for gaining employment or employment progression within the industry or onto further or higher education.
- 5 Develop Core Skills and other transferable skills which improve the employability of candidates.

3.2 General aims of the Group Award

In addition, this Group Award also aims to:

- 1 Enable progression within the SCQF and on 'Skills for Logistics Professional Development Stairway' (see Glossary of Terms at Section 9 for details of this Stairway). The NPA in Food Safety Logistics at SCQF level 5 and the individual Units within it have been SCQF credit rated and levelled. Employers, education and training providers can therefore recognise appropriate pathways on achievement of the award. Skills for Logistics is populating its Stairway with job competences and qualifications and this award will be included in that activity.
- 2 Provide candidates with a broader knowledge and understanding of all aspects of food logistics and by doing so will equip them with enhanced skills that will make them better employees and provide them with further opportunities.
- 3 Facilitate candidates' progression in employment and on to Modern Apprenticeships (MAs) within the logistics sector.

3.3 Target groups

The main target client groups for the Group Award are:

- ◆ existing employees within the food logistics sector, such as drivers and warehouse operatives who wish to develop knowledge and understanding of food safety related to their particular jobs.
- ◆ those currently unemployed who wish to enter the sector in the job roles outlined above.

There may also be candidates who have experience of driving or warehousing outwith the food sector who wish to enhance the knowledge and understanding of food safety to enhance their job prospects.

Furthermore, it may be possible that the NPA for Food Safety Logistics at SCQF level 5 could be used as part of the Periodic Training for the Driver's Certificate in Professional Competence for drivers involved with food logistics.

3.4 Employment opportunities

In total there are 67,100 individuals employed across Scotland in the occupations specified below:

8211 Heavy goods vehicle drivers	24,000
8212 Van drivers	18,900
9149 Oth good hndlng & storage occup nec	24,300
Total	67,100

Source: *Skills for Logistics May 2010*

A SIC/SOC crosstab shows that there are 15,100 people employed as drivers and warehouse staff — see table below. However, there is an assumption that has been used previously, that 25% of drivers and warehouse staff are employed in food related roles — this is drawn from the % of goods moved/stored that are ‘food’. It is therefore estimated that there are **3,800 people working in food related roles**.

	Occupation (main job)			Total
	8211 Heavy goods vehicle drivers	8212 Van drivers	9149 Oth good hndlng & storage occup nec	
60.24:Freight transport by road	10,200	1,300	<1,000	12,000
63.12:Storage,warehousing	<1,000	<1,000	2,600	3,100

Source: *Skills for Logistics May 2010*

However, if you include SIC codes that work in the Food and Drink supply chain then this adds an additional 11,000 workers in the three occupations.

It is likely that candidates who undertake the NPA in Food Safety Logistics at SCQF level 5 will already be in a driver or warehouse role in the food logistics sector. In addition:

- ◆ candidates who achieve the Unit *Food Safety Logistics: Supervision* may enhance their employment opportunities for a supervisory role.
- ◆ candidates who are drivers or warehouse personnel who are not currently working in the food logistics sector will also enhance their opportunities if they wish to move to the food logistics sector.
- ◆ unemployed drivers or warehouse personnel, whether or not they were previously employed in the food logistics sector, would enhance their employment prospects by achieving the award.

Candidates who achieve the NPA in Food Safety Logistics at SCQF level 5 could progress in employment and on to Modern Apprenticeships (MAs) within the food logistics sector.

3.5 Progression opportunities and links to other SQA awards

As the Units within this award are based on NOS, successful candidates will have gained some underpinning knowledge and understanding for the SVQs and MAs, such as those given above, together with valuable insights into the working of the food logistics industry in a broader sense.

Successful candidates, as mentioned in the General Aims of the Group Award, would be able to progress within the SCQF and on the ‘Skills for Logistics Professional Development Stairway’ (see Glossary of Terms at Section 9 for details)

As the Units and the Group Award are credit rated and levelled on SCQF, employers and education and training providers can recognise appropriate pathways on completion of the NPA in Food Safety Logistics at SCQF level 5.

The following diagram outlines current SQA qualifications in the Logistics Sector, including this Group Award:

SCQF level (Note 1)	SQA National Units Courses and Group Awards	Higher Education	Scottish Vocational Qualifications (SVQs)	SCQF level (Note 1)
12				12
11			Supply Chain Management at SVQ level 5	11
10				10
9				9
8		HND in Supply Chain Management	Supply Chain Management at SVQ level 4	8
7		HNC in Supply Chain Management		7
6			Supply Chain Management at SVQ level 3 Logistics Operations Management at SVQ level 3 Driving Goods Vehicles at SVQ level 3	6
5	NPA in Supply Chain Operations NPA in Food Safety Logistics		Supply Chain Management at SVQ level Warehousing and Storage at SVQ level 2 Driving Goods Vehicles: Rigid Vehicle at SVQ level 2 Driving Goods Vehicles: Motor Cycle or Pedal Cycle at SVQ level 2 Driving Goods Vehicles: Van at SVQ level 2 Driving Goods Vehicles: Articulated or Draw Bar Vehicle at SVQ level 2	5
4			Warehousing and Storage at SVQ level 1	4
3				3
2				2
1				1

Note 1: 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.

4 Access to Group Award

Access to the NPA in Food Safety Logistics at SCQF level 5 is at the discretion of the centre. However, the following provides guidance on knowledge and/or experience considered appropriate for entry to this award.

It would be beneficial if candidates had the following:

- ◆ *Communication* skills at SCQF level 3 or equivalent
- ◆ *Numeracy* skills at SCQF level 3 or equivalent
- ◆ *Information and Communication Technology* skills at SCQF level 3 or equivalent
- ◆ *Problem Solving* skills at SCQF level 3 or equivalent
- ◆ Experience as a driver or warehouse operative

5 Group Award structure

5.1 Framework

To achieve the NPA in Food Safety Logistics at SCQF level 5 candidates must achieve a total of three Units (totalling 18 SCQF credit points). Candidates must achieve the mandatory Unit from Section A, one Unit from Section B and one Unit from Section C.

Section A — Mandatory

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Food Safety Logistics: Personal Hygiene and Storage	FA55 11	6	5	1

Section B — Optional:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Food Safety Logistics Delivery, Loading and Unloading	FA57 11	6	5	1
Food Safety Logistics: Maintain Safety During Transport	FA56 11	6	5	1

Section C — Optional

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Food Safety Logistics: Supervision	FA54 12	6	6	1
Distribution and Storage of Goods	F4T1 11	6	5	1
Transportation of Goods	F4T2 11	6	5	1
Safety, Security and Sustainability in the Supply Chain	F4T3 11	6	5	1

A mandatory plus options approach has been chosen in order that the content of the Group Award can be tailored to suit the needs of the candidate. The mandatory Unit provides essential knowledge of personal hygiene and storage of food safety in a logistics context which is required by everyone involved in food logistics. The optional Units will provide the possibility of specialising in:

- ◆ the delivery, loading and unloading of food or
- ◆ transportation of food
- and
- ◆ an introduction to supervision of food safety or
- ◆ general coverage of transportation, distribution and storage or
- ◆ the supply chain aspects of safety, security and sustainability.

5.2 How the Group Award meets the criteria for SCQF level 5

Six of the Units in this NPA, including the mandatory Unit *Food Safety Logistics: Personal Hygiene and Storage*, match the descriptors for SCQF level 5 as detailed below. The remaining Unit, *Food Safety Logistics: Supervision* matches SCQF level 6.

SCQF level 5 Descriptor

Knowledge and Understanding	<p>Candidates are expected to demonstrate and/or work with:</p> <ul style="list-style-type: none"> ◆ Basic knowledge in a subject discipline which is mainly factual but has some theoretical components ◆ A range of simple facts and ideas about, and associated with, a subject/discipline ◆ Knowledge and understanding of basic processes, materials and terminology
Practice: Applied Knowledge and Understanding	<p>Candidates are expected to:</p> <ul style="list-style-type: none"> ◆ Related ideas and knowledge to personal and/or practical contexts ◆ Complete some routine and non-routine tasks using knowledge associated with a subject discipline ◆ Plan and organise both familiar and unfamiliar tasks ◆ Select appropriate tools and materials and use these safely and effectively ◆ Adjust tools where necessary using safe practices
Generic Cognitive Skills	<p>Candidates are expected to:</p> <ul style="list-style-type: none"> ◆ Use a problem solving approach to deal with a situation or issue which is straightforward in relation to a subject/discipline ◆ Operate in a familiar context but where there is a need to take account of or use information of different kinds, some of which will be theoretical or hypothetical ◆ Use some abstract concepts, eg make generalisations and/or draw conclusions
Communication, Information Technology and Numeracy Skills	<p>Use a range of routine skills, eg:</p> <ul style="list-style-type: none"> ◆ Produce and respond to detailed written and oral communication in familiar contexts ◆ Use standard applications to process, obtain and combine data ◆ Use a range of numerical and graphical data in straightforward contexts which have some complex features
Autonomy, Accountability and Working with Others	<ul style="list-style-type: none"> ◆ Work alone or with others on tasks with minimum supervision ◆ Agree goals and responsibilities for self and/or work team with manager/supervisor ◆ Take leadership responsibility for some tasks ◆ Show an awareness of others' roles,

	responsibilities and requirements in the carrying out of work and make a contribution to the evaluation and improvement of practices and processes
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5.3 Opportunities to develop Core Skills

While there is no automatic certification of Core Skills or Core Skill components in the individual Units, there are many opportunities to develop aspects of Core Skills throughout the award as outlined in the table below:

Unit Code and Title	Core Skill Opportunities
FA55 11 Food Safety Logistics: Personal Hygiene and Storage	<p>◆ <i>Communications at SCQF level 4</i> Reading and Understanding, eg candidates have to read and understand procedures re personal hygiene to ensure safety during food handling; procedures re food safety during storage; procedures for effective stock rotation. In addition, they have to understand the importance of maintaining accurate records for stock rotation Speaking and Listening, eg candidates will have the opportunity to take part in discussions on personal hygiene, food safety during storage and food disposal</p> <p>◆ <i>Problem Solving at SCQF level 3</i> Investigating, eg candidate will have to identify potential food safety hazards and actions to deal with these hazards.</p>
FA57 11 Food Safety Logistics: Delivery, Loading and Unloading	<p>◆ <i>Communications at SCQF level 3</i> Reading and Understanding, eg candidates have read and understand processes and procedures on storage and delivery of foods; loading and unloading vehicles; complete paperwork for the delivery of food; understand storage requirements from labelling on food; understand why clients refuse to accept delivery etc</p> <p>◆ <i>Communications at SCQF level 4</i> 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</p>
FA56 11 Food Safety Logistics: Maintain Safety During Transport	<p>◆ <i>Communications at SCQF level 4:</i> Reading and Understanding, eg candidates have to understand compliance with Food Safety regulations; relevant EU regulations; processes for checking food hazards; temperature controls; ensuring documentation matches information on food packaging; and industrial organisational procedures re food safety. Speaking and Listening, eg candidates have to describe procedures and processes; describe transportation documentation; disposal of food; candidates have the opportunity to carry out practical demonstrations etc</p> <p>◆ <i>Problem Solving at SCQF level 3</i> Investigating, eg candidates have opportunities to</p>

Unit Code and Title	Core Skill Opportunities
	investigate how food is dealt with in the event of break downs or other emergencies; investigations of pest infestations and food safety hazards etc
FA54 12 Food Safety Logistics: Supervision	<p>◆ <i>Communication at SCQF level 4:</i> 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.</p> <p>◆ <i>Problem Solving at SCQF level 4:</i> Investigating, eg candidates have to investigate problems related to food safety management procedures 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 Checking and Evaluating, eg candidates have to ensure that any recommendations to food safety management procedures are in line with organisational needs.</p> <p>◆ <i>Working with Others at SCQF level 4</i> 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</p>
F4T1 11 Distribution and Storage of Goods	Candidates may have the opportunity to work in groups and could develop their skills of working with others. During the course of the Unit they are also likely to gain experience in <i>Communication</i> and <i>Problem Solving</i> and these would be enhanced through work experience which may also provide opportunities to enhance <i>Numeracy</i> and <i>Information and Communication Technology</i> skills, eg purchasing or selling goods on e-bay.
F4T2 11 Transportation of Goods	Candidates may have the opportunity to work in groups and could develop their skills of <i>Working with Others</i> during the course of the Unit. They are also likely to gain experience in <i>Communication</i> and <i>Problem Solving</i> and these would also be enhanced through work experience which may also provide opportunities to enhance <i>Numeracy</i> and <i>Information and Communication Technology</i> skills.
F4T3 11 Safety, Security and Sustainability in the Supply	Candidates may have the opportunity to work in groups and could develop their skills of <i>Working with Others</i> , especially if they are able to do a risk assessment. During the course of the Unit they are also likely to gain

Unit Code and Title	Core Skill Opportunities
Chain	experience in <i>Communication</i> and <i>Problem Solving</i> and these would be enhanced through work experience which may also provide opportunities to enhance <i>Numeracy</i> , especially in Outcome 3 and <i>Information and Communication Technology</i> skills in Outcome 2.

6 Mapping information

6.1 Mapping to aims of Group Award

Section 3 provides full details of both the Principle and General aims of this Group Award. The table below shows how each Unit of the award maps to the Principle and General aims.

Unit code and title	PA1	PA2	PA3	PA4	PA5	GA1	GA2	GA3
FA55 11 Food Safety Logistics: Personal Hygiene and Storage	√	√	√	√		√	√	√
FA57 11 Food Safety Logistics: Delivery, Loading and Unloading	√	√	√	√		√	√	√
FA56 11 Food Safety Logistics: Maintain Safety During Transport	√	√	√	√		√	√	√
FA54 12 Food Safety Logistics: Supervision	√	√	√	√		√	√	√
F4T1 11 Distribution and Storage of Goods		√	√	√		√	√	√
F4T2 11 Transportation of Goods		√	√	√		√	√	√
F4T3 11 Safety, Security and Sustainability in the Supply Chain		√	√	√	√	√	√	√

PA1 = Principle Aim 1

GA1 = General Aim 1

6.2 Mapping to National Occupational Standards (NOS)

The Units in the Group Award can be mapped against the NOS for three sectors, ie:

- ◆ Food Safety in a Logistics Environment
- ◆ Supply Chain Management
- ◆ Warehousing and Storage

Unit title	Code	Relevant NOS
Food Safety Logistics: Personal Hygiene and Storage	FA55 11	Food Safety in a Logistics Environment
Food Safety Logistics Delivery, Loading and Unloading	FA57 11	Food Safety in a Logistics Environment
Food Safety Logistics: Maintain Safety During Transport	FA56 11	Food Safety in a Logistics Environment
Food Safety Logistics: Supervision	FA54 12	Food Safety in a Logistics Environment
Distribution and Storage of Goods	F4T1 11	Supply Chain Management Warehousing and Storage

Unit title	Code	Relevant NOS
Transportation of Goods	F4T2 11	Supply Chain Management
Safety, Security and Sustainability in the Supply Chain	F4T3 11	Warehousing and Storage

Full information on the mapping of individual Units to the Units of the relevant NOS can be found at Appendix 2.

6.3 Articulation, professional recognition and credit transfer

The main progression opportunities are outlined earlier in Section 3.5. However, it may be possible that the NPA for Food Safety Logistics at SCQF level 5 could be used as part of the Periodic Training for the Driver's Certificate in Professional Competence for drivers involved with food logistics.

7 Approaches to delivery and assessment

7.1 Delivery

All Units may be delivered as part of the Group Award or as free-standing Units. Where Units are delivered as part of the Group Award, the Unit *Supply Chain Logistics: Personal Hygiene and Storage* (FA55 11) must be delivered first as its content underpins the remaining Units and will assist candidates in their understanding of these. It is also suggested that, where the optional Unit *Food Safety Logistics: Supervision* (FA54 12) is selected then this should be the final Unit to be undertaken by the candidate. Other than these recommendations, the Units may be delivered in any order.

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

A range of delivery techniques can be employed, including group discussion and candidates should be encouraged to draw on any experience they have. They should be encouraged to not only consider aspects of food safety in the workplace but they also may wish to draw on examples from the home environment where appropriate.

Candidates should be encouraged to investigate current industry standards and organisational policies through research carried out on the internet, eg websites of Skills for Logistics, individual major food logistics employers, trade associations, government departments etc.

The types of food being delivered and stored vary considerably therefore it would be useful for candidates to gain some insight into the different type of food safety operations other than their own. The information and experience would then serve as basis for discussion during the tutorial sessions. It may also be useful to invite external speakers from relevant organisations to provide an input to the candidates on how they approach food safety.

While it would be possible for the Group Award to be delivered through e-learning or other distance learning methods, it is considered that the target candidates are likely to derive maximum benefit from undertaking the award in groups and through face to face experiential learning.

7.2 Assessment

It is recommended, wherever possible, that the knowledge aspects of all Outcomes in a Unit are covered by one integrated Instrument of Assessment. Alternatively each Outcome can be assessed separately — and in the case of the Unit *Food Safety Logistics: Supervision* (FA54 12) any combination of the Outcomes will be acceptable.

Assessments will take place in open or closed-book controlled conditions as appropriate with the exception of practical assessment. The written assessments can take a variety of forms, eg the assessment may be a series of short response questions but the assessor must ensure that all Evidence Requirements are covered. Alternatively the assessor may wish to use Selected Response Questions which may contain multiple choice questions, multiple response questions or a combination of both — and again these must cover all the Evidence Requirements.

Each Unit, with the possible exception of *Food Safety Logistics: Supervision* (FA54 12) will have at least one practical assessment which will be observed by the assessor. This may be followed by oral questioning about the practice carried out by the candidate. In both instances the assessor **must** record their findings containing the Evidence Requirements to be assessed.

In undertaking this Group Award, candidates are likely to develop many transferable skills which are valued by logistics employers and, indeed, by employers in most other industry sectors. These include self motivation, time management, attention to detail, timekeeping, team working etc. While these transferable skills may not be formally assessed, assessors should make candidates aware that they are developing such skills and point out specific evidence of their progress in relation to them.

Assessment for the three Units, *Distribution and Storage of Goods* (F4T1 11) *Transportation of Goods* (FAT2 11) and *Safety, Security and Sustainability in the Supply Chain* (F4T3 11) provides candidates with an opportunity to report on the findings related to their own organisation. If this is not possible or practical then candidates could be presented with an appropriate case study of a supply chain model for a given product or service where they will be asked to report on a number of situations. In addition, the assessor may wish to include one or two scenarios to ensure that the Outcomes and Evidence Requirements are fully covered. The assessment should consist of a report which will be completed under open-book conditions based on a supply chain model, and the scenarios if they are included.

8 General information for centres

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.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk).

9 General information for candidates

Welcome to the National Progression Award (NPA) in Food Safety Logistics at SCQF level 5. This qualification aims to help you develop knowledge and understanding of food safety in a logistics context.

The NPA is divided into a number of Units each of which covers a different aspect of food safety logistics. One of these Units (on personal hygiene and storage) is mandatory and you must take this Unit. There is a range of other Units giving you the chance to develop other relevant skills.

To be awarded the NPA in Food Safety Logistics you have to achieve three Units (totalling 18 SCQF credit points) which includes:

- ◆ one mandatory Unit (ie 6 SCQF credit points) which is about personal hygiene and food storage
- ◆ one optional Unit (ie 6 SCQF credit points) from the following:
 - food safety logistics delivery loading or unloading
 - maintain safety during transport
- ◆ one optional Unit (ie 6 SCQF credit points) from the following:
 - food safety logistics supervision
 - distribution and storage of goods
 - transportation of goods
 - safety, security and sustainability in the supply chain

There are assessments associated with each Unit which will be fully explained to you by your tutor/assessor. To achieve each Unit you must complete the relevant assessment for the Unit to the required standard.

If you are currently working in food logistics and you achieve this NPA, it may help you to progress to promoted posts within your organisation. However, if you are currently unemployed or working in other sectors, achieving this NPA may help you to access employment in the food logistics sector. Alternatively, once you achieve this NPA, you may continue into further education where a variety of logistics related courses are available.

Typical employment or job roles in the food logistics sector include:

- ◆ Drivers
- ◆ Warehouse operatives
- ◆ Warehouse supervisors
- ◆ Goods-in personnel
- ◆ Dispatch personnel
- ◆ Traffic clerks
- ◆ Transport managers
- ◆ Route planners
- ◆ Import/export staff

Good luck with your studies!

10 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager to steer the development of the National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Professional Development Stairway: The Skills for Logistics Professional Development Stairway is a framework covering job roles and their associated qualifications and work competences from level 1 (entry level) up to level 12 (managing director). The Stairway performs a number of important functions for the logistics sector — it is a **career framework** for everybody working in the sector, allowing them to see how their future can map out; it is a framework for **managers to plan** which skills they need to develop in their staff at all levels in The Stairway, and identify where they need to import new skills into the team; it offers companies of all sizes a framework, or a game board, on which to base a consistent and transparent programme of **Continuous Professional Development** which is acknowledged to be a major factor in staff retention.

11 Appendices

Appendix 1: Food Safety Glossary of Terms

Appendix 2: Mapping of Units of NPA in Food Safety Logistics at SCQF level 5 against National Occupational Standards (NOS)

Appendix 1: Food Safety Glossary of Terms

The following is a glossary of terms used in the Food Safety National Occupational Standards from which the new Units developed for this NPA were derived and is included here to provide a better understanding of the Units and this document.

Cleaning equipment — Items of equipment used to clean food storage areas on vehicles or within warehouses. This may include brushes, mops, cleaning agents, pressure washers or specialist steam cleaning equipment.

Control measures — Actions required to prevent or remove a food safety hazard, or reduce it to an acceptable level.

Correct temperature — Temperatures appropriate to the type of food, as specified by relevant legislation or in your company's procedures.

Corrective action — The action to be taken when a critical limit is breached.

Critical control point — A key stage in the food chain where appropriate action should be taken to prevent a food safety hazard or to reduce the associated risk.

Critical limit — The minimum and maximum limits allowed in order to control a particular task or process.

Cross-contamination — In a logistics environment, there are two kinds of cross-contamination you need to guard against:

- ◆ the transfer of harmful bacteria between foods by direct contact (eg the juices of raw meat dripping on to cooked meat) or indirect contact (eg via the hands, clothing, cloths, equipment or other surfaces)
- ◆ the cross-contamination of foods containing specific allergens (eg nuts, milk, eggs) with other food (eg the mixing of foods due to damaged packaging or spillage or via hands, clothing, cloths or other surfaces)

Food — Food, drink and animal feed.

Food safety hazards — Something which may cause harm to the consumer and can be:

- ◆ microbiological (for example, bacteria, moulds, viruses)
- ◆ chemical (for example, pesticides used on fruit and vegetables, chemicals used in cleaning or for pest control)
- ◆ physical (for example, insects, parasites, glass)
- ◆ allergenic (for example nuts, milk, eggs)

Food safety management procedures — The policies, practices, controls and documentation that ensure that food is safe for consumers, eg Hazard Analysis and Critical Control Points (HACCP).

Pest infestation — The presence of pests such as insects or rodents in the storage area which puts food safety at risk.

Protective clothing — Clothing the company provides for you for food safety reasons, which could include:

- ◆ Trousers
- ◆ Tops such as jackets or tabards
- ◆ Coats
- ◆ Disposable gloves
- ◆ Headgear such as caps or hairnets

Procedures — A series of clear steps or instructions on how to do things; rules. Some companies document their procedures formally in writing, and others simply have procedures that all staff understand and follow but which are not written down.

Storage area — The storage area can be in a warehouse or inside a vehicle.

Supervisor — someone who has responsibility for the work of others and will give guidance, direction and instruction to members of the team. May also be known as lead hand, charge hand, foreman or team leader.

Tolerance — The difference between the planned or standard limits allowed and the actual values monitored.

Training — Bringing an individual up to a desired level or standard of proficiency. This can be done by means of instruction or by formal training courses. This also includes the provision of refresher training and the associated recording of training activity.

Traceability — The ability to trace and follow a food or a substance through all stages of the food chain. The process used may form a central focus of the 'Food Safety Management Procedures'.

Appendix 2: Mapping of Units of NPA in Food Safety Logistics at SCQF level 5 against National Occupational Standards (NOS)

There are four Units in this award which are mapped against the NOS for Food Safety in a Logistics Environment.

(i) **NOS for Food Safety in a Logistics Environment referred to in this Mapping:**

NOS Number	NOS Title
FS 1	Maintain personal hygiene for food safety in a logistics environment
FS2	Maintain safe storage of food during storage
FS 3	Maintain food safety during transport
FS 4	Apply and monitor food safety management procedures in a logistics environment
FS 6	Maintain food safety during loading and unloading
FS 7	Clean vehicle interior to maintain food safety
FS 8	Maintain food safety during delivery

Unit Title: Food Safety Logistics: Personal Hygiene and Storage (FA55 11)

This is a mandatory Unit and the two Outcomes match with **Units FS1 and FS2** of the NOS for Food Safety in a Logistics Environment.

- (a) Outcome 1 of examines the actions and procedures required for ensuring the safety of food during handling including personal hygiene, procedures for avoiding risk to the safety of food and procedures for dealing with incidents of personal injury that may affect food safety.
- (b) Outcome 2 examines the actions and procedures required for ensuring the safety of food during storage including correct packaging and labelling and the storage areas meet the requirements for specific items of food and food safety. This Outcome also looks at the importance of accurate record keeping and the need to operate stock rotation procedures for the food being stored, the disposal of food waste and packaging and identifying and dealing with potential food safety hazards.

Unit Title: Food Safety Logistics: Delivery, Loading and Unloading (FA57 11)

This is an optional Unit and the two Outcomes match with **Units FS6 and FS8** of the NOS for Food Safety in a Logistics Environment.

- (a) Outcome 1 looks at the processes involved in making sure that food deliveries are undamaged, correctly labelled, are being delivered in line with specific requirements and information. The Unit continues by looking at preparation for storage, including awareness of cross-contamination, dealing with any problems that occur and working in accordance with food safety management procedures.
- (b) Outcome 2 Unit deals with the record keeping involved in the delivery of food items and will include checking for damage, the environmental conditions during unloading and the receiving area for food items to be stored. The Unit will also look at the procedures for dealing with the safety of food items where customers do not accept the delivery and ensuring that all paperwork is in order.

It should be noted that this Unit will not cover the cleaning of the vehicle although this is covered in Unit FS8 of the NOS for Food Safety in a Logistics Environment.

Unit Title: Food Safety Logistics: Maintain Safety During Transport (FA56 11)

This is an optional Unit and the two Outcomes match with **Units FS3 and FS7** of the NOS for Food Safety in a Logistics Environment.

- (a) Outcome 1 looks at the process for cleaning vehicles in accordance with the organisation's food safety management procedures and the use of cleaning equipment and agents in a safe and appropriate manner. The Unit also examines the procedures for dealing with pest infestation and covers the process for drying vehicles according to the food types being transported.
- (b) Outcome 2 deals with the cleaning of the vehicle and ensuring it is compatible with the safety of the food products to be transported. Candidates will also examine how goods being delivered are checked for food safety and any coding is authenticated. The Unit also looks at systems for dealing with the recording of the checks carried out, and the work activities set out in the information systems, and finally looks at the process of dealing with any potential food safety hazards.

Unit Title: Food Safety Logistics: Supervision (FA54 12)

This is an optional Unit and the three Outcomes match with **Unit FS4** of the NOS for Food Safety in a Logistics Environment.

- (a) Outcome 1 looks at the roles and responsibilities of a supervisor in terms of both dealing with staff and food safety. The Unit will also look at the supervisors responsibilities in relation to organisational and food safety management procedures in terms of ensuring that all controls are completed.
 - (b) Outcome 2 deals with record keeping again ensuring that food safety management procedures are being carried out correctly. The Unit also looks at the supervisor's responsibilities if control measures fail and where and how to seek advice if he/she is not able to handle the situation effectively. The advice may come from internal or external sources, or both.
 - (c) Outcome 3 looks at the communication processes that will ensure food safety. It will also look at the supervisor's responsibility for encouraging continuous improvement in food safety management procedures but doing so in line with organisational requirements. Continuous improvement techniques, relative to food safety will also be covered as will food safety legislation.
- (ii) **The remaining three Units of this award (which also appear in the NPA in Supply Chain Operations at SCQF level 5) are mapped to the NOS for Supply Chain Management and NOS for Warehousing and Storage.**

Unit Title: Distribution and Storage of Goods (F4T1 11)

This is an Optional Unit with three Outcomes. Outcomes 1 and 3 look at different aspects of distribution while Outcome 2 looks at storage. The NOS in Units T17 and T18 focus on the distribution of supplies whereas this Unit focuses on the distribution facilities. However there are some similarities which would match the requirements to the National Standards.

- (a) Outcome 1 looks at how a distribution centre needs to operate and how it is organised in a particular way based on the products being distributed and also the reason why a distribution centred is located in a specific location. The Outcome also looks at any specific resources that may be required, based on the types of product and whether or not the organisation would choose to operate their own distribution centre or contract this function to an external operator. Because of the difference in focus between the NOS and the Unit there is not a direct match but there are similarities. The issues being addressed in the Unit tend to be based on the type of product to be distributed and this will match the standards required for

Outcome 1 in Unit T17, which is to confirm information on the supplies being distributed. The requirement relating to how the distribution function is organised and particular requirements of the distribution system also have similarities with Outcome 2 from Unit T17 which requires candidates to provide evidence on obtaining information on distribution requirements.

The final element in Outcome 1, relates to the choice an organisation will have of operating their own distribution system or using an external operator could be matched to Outcomes 2 and 3 of Unit T17 which asks candidates to provide evidence that they can collate and prepare data for analysis and analyse information on the distribution system. This will be very similar to the NPA requirements.

- (b) Staying with distribution, Outcome 3 looks at changes that have occurred in the role that distribution centres carry out. Candidates are expected to describe and compare a traditional distribution function to where a distribution centre carries out more value added activities. Candidates are also required to describe the operation of a 'stockless' distribution centre.

There is no direct match with the NOS but the activities will have a similarity with Outcomes 1, 4, and 5 of Unit T3. These Outcomes require the candidates to provide evidence that the can:

- ◆ Obtain information on the improvements being introduced to the supply chain.
- ◆ Collate and prepare data on the impact of improvements to the supply chain.
- ◆ Analyse data on the impact of improvements to the supply chain.

As the requirements for Outcome 3 ask candidates to look at change which has taken place with distribution systems, this would equate to improvements in the supply chain from the NOS for Supply Chain Management.

There is also a match with the NOS for Warehousing and Storage in terms of the value added activities that take place. These are covered in a number of Warehousing and Storage Units — WS16, WS17, WS18, and WS 19 — which requires the candidates to provide evidence on assembling orders for dispatch, dispatching goods for delivery, processing returned goods and sorting goods and materials for recycling.

The only element that is not really matched is the explanation of a stockless distribution system but this may be considered as an improvement in the supply chain.

- (c) Outcome 2 looks at how a storage function needs to operate, why it is organised in a particular way and resources required to operate the storage facility based on the types of products to be stored.

These requirements can be mapped to Unit T16, from the NOS for Supply Chain Management, in Outcomes 2, 3 and 4 which require the candidates to provide evidence that they are able to obtain information on storage location and facilities, collate and prepare data for analysis and analyse information on storage location and facilities.

Unit title: Transportation of Goods (F4T2 11)

This is an optional Unit where the three Outcomes map in varying degrees with NOS. Outcome 2 of the Unit maps reasonably well to Unit T20 from the Supply Chain Management NOS. Outcomes 1 and 3 have a match, depending on interpretation.

- (a) Outcome 1 does not map clearly to the NOS for Supply Chain Management with the exception of two elements. The requirements of Outcome 1, is that candidates need to describe the transportation needs of customers and the role of good communication in this process in order to meet these needs.

Candidates are also asked to describe the legal and regulatory requirements for contracting for the supply and transportation of goods and ensuring that these requirements are met. Candidates are also asked to explain how new technologies can be used to assist in the transportation of goods.

Unit T20 from the NOS is the only Unit that deals with transport at levels 2 or 3 and the only elements where a mapping occurs are those that deal with the legal and regulatory requirements. These requirements map to Outcome 8 of Unit T20 which requires the candidates to provide evidence that they can comply with procedures for monitoring the transportation of supplies.

The remaining requirements also map to Outcome 8 to some degree if one of the Achievement Criteria is interpreted loosely and the Criteria is that supply chain management systems are used. These then can be used to establish customer need and determine if they are being met. A communication process can also be considered as a supply chain management system and similarly the introduction of new technology can be regarded as a system for improving the supply chain through transportation.

The requirements relating to the meeting of customer need could also map to the NOS for Logistics Operations Management Unit LOM3 — Schedule Logistics Operations to Meet Customer Requirements although it should be noted that this is a level 3 Unit.

- (b) Outcome 2 requires the candidates to describe the different modes of transport normally used and how an organisation would decide on which mode(s) to use. The Unit also looks at the advantages and disadvantages of each mode and finally candidates are asked to describe the decision making process an organisation might use in determining whether or not they should operate their own transport operation. These requirements match fairly closely to several Outcomes from Unit T20.

The different modes of transport will match with Outcome 1 from Unit T20 which requires candidates to confirm information on the supplies being transported and one of the Achievement Criteria is that the transport requirements of different types of supplies are identified. The decision on what mode to use and the advantages and disadvantages of each will match with Outcomes 2, 3 and 4 from Unit T20 which requires candidates to obtain information on the transport of supplies, collate and prepare data for analysis and to analyse the information on the transportation of the supplies. The results from Outcome 4 may also provide a match for the final requirement of Outcome 1 of the NPA Unit which is to determine whether or not an organisation should operate its own transport system.

There may also be a match with Outcome 6 from Unit T20 which is to identify any problems with the transportation of supplies.

The best match for the requirements of using different transport modes, including the advantages and disadvantages can be found in the National Standards for Logistics Operations Management, Unit LOM6 — Utilise Transport Modes in Logistics Operations — again it should be noted that LOM6 is a level 3 Unit.

- (c) Outcome 3 loosely maps to the NOS. The requirements are very specific and relate to decisions being made in relation to specific types of products and their corresponding transport requirements, for example fragile objects or hazardous materials. The requirements also require the candidates to consider safety precautions where appropriate and also route planning.

In mapping to the NOS for Supply Chain Management, the requirements for the specific types of goods could be matched with Unit T20, Outcomes 2, 3 and 4 as described in b) above. The requirements for dealing with safety requirements can be matched to Outcome 6 from Unit T20, also described above. Matching the route planning is more difficult unless it was described as a problem in which case Outcome 6 of Unit T20 would also apply.

The requirements for the Unit could also be mapped to Unit LOM6 from the NOS for Logistics Operations Management again as described above in terms of selecting the mode of transport to meet the requirements of specific types of products.

Unit Title: Safety, Security and Sustainability in the Supply Chain (F4T3 11)

This is an optional Unit which maps against the NOS for Warehousing and Storage.

- (a) Outcome 1 covers the safety factors for any organisation's work place and covers the safety in the work place, safe systems of work, safety relating to articles and substances and safety procedures. In addition it covers the responsibilities that each individual has for themselves and others and also the process for identifying hazards and how to gather information during a risk assessment. This information also needs to be evaluated and steps taken to avoid risks.

These requirements map closely with the performance requirements for Unit LOG1 from the NOS for Warehousing and Storage. The performance requirements cover the following:

- ◆ Regulations and organisational procedures
- ◆ Providing support for the work of colleagues and checking that they comply
- ◆ Using personal protective equipment
- ◆ Identifying any hazards and security issues
- ◆ Identifying any hazards and security issues
- ◆ Taking action to prevent injury, theft, or damage
- ◆ Responding to any incidents
- ◆ Reporting accidents and emergencies

- (b) Outcome 2 covers security arrangements for different situations under three areas relating to goods or services, namely:

- ◆ in storage
- ◆ being transported
- ◆ internet transactions

These requirements also map with the performance requirements for Unit LOG1 from the NOS for Warehousing and Storage, but not as closely as the Outcome above. In particular they will match with the following performance requirements:

- ◆ regulations and organisational procedures
- ◆ identifying any hazards and security issues
- ◆ taking action to prevent injury, theft, or damage

- ◆ responding to any incidents
- ◆ reporting accidents and emergencies c) Outcome 3 of this Unit covers sustainability and again is broken down to three main areas:
 - ◆ Environmental issues
 - ◆ Social aspects
 - ◆ Economic considerations

As explained above there are no matching NOS for this Outcome.