



National Unit specification: general information

Unit title: Food Safety Logistics: Personal Hygiene and Storage

Unit code: FA55 11

Superclass: NH

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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 personal hygiene and storage.

The Unit starts by focusing on the individual and how that individual will ensure that, on a personal basis, they meet all the requirements for working with food products. It will also provide knowledge of operational procedures relating to food safety, including reporting procedures.

The Unit will then focus on the food product itself and how it is stored. Candidates will be aware of handling the food in preparation for storage, including the checking and/or removal of wrapping. Candidates will also be aware of the importance of product location and of implementing a stock rotation procedure. Candidates will also be aware of the possibility of cross contamination and why it is important to take this into account when deciding on storage location. Similarly candidates must understand the correct temperature for storing different types of food and must be aware of likely food hazards and food safety management procedures, including the disposal of food waste and packaging. Just as individuals are responsible for personal hygiene in relation to food safety they must also take responsibility to ensure that any storage areas are cleaned in line with food storage requirements.

Outcomes

- 1 Describe actions and procedures for ensuring the safety of food during handling.
- 2 Describe actions and procedures for ensuring the safety of food during storage.

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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 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

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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 actions and procedures for ensuring the safety of food during handling.

Performance Criteria

- (a) Outline the steps necessary to ensure personal hygiene, including any protective clothing required for specific circumstances.
- (b) Explain correct procedures for avoiding any risk to food safety.
- (c) Describe procedures for dealing with any incidents of personal injury that may affect food safety.
- (d) Demonstrate how to wash hands effectively to ensure food safety.

Outcome 2

Describe actions and procedures for ensuring the safety of food during storage.

Performance Criteria

- (a) Describe the procedure for checking food on arrival and dispatch for correct temperature, use by date and wrapping/packaging.
- (b) Outline the procedures for ensuring food is correctly packaged and labelled.
- (c) Outline the procedures for ensuring storage areas meet the storage requirements for specific items of food and food safety.
- (d) Explain the importance of maintaining accurate records.
- (e) Explain the importance of following stock rotation procedures.
- (f) Demonstrate how to stock goods to comply with stock rotation procedures.
- (g) Describe the importance of ensuring that any food waste and packaging is disposed of in such a way as to meet the requirements of food safety management procedures.
- (h) Outline the procedures for identifying and dealing with potential food safety hazards.

National Unit specification: statement of standards (cont)

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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 as an integrated piece of work or individually.

Outcome 1 will focus on the procedures and steps involved with personal hygiene and personal practices that will avoid any risk to food safety, while Outcome 2 will focus on safety relating to food storage.

In addition to written and/or oral evidence the practical evidence will be the effective washing of hands to ensure the food safety for Outcome 1 and stocking goods to comply with stock rotation procedures for Outcome 2.

However, where it is practical, for assessment purposes, other activities may also be considered for a practical assessment, eg checking food for damage to packaging or wrapping.

National Unit specification: support notes

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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 personal hygiene in the context of food safety and also the storage requirements to ensure food safety.

Outcome 1 introduces the candidates to personal hygiene and the actions and procedures that need to be followed to ensure the safety of food during handling. This will include the wearing of appropriate protective clothing and how the candidate will ensure that they take every possible precaution to ensure that they do not cause any problems that may affect the safety of food.

Candidates will gain knowledge of the correct procedures for avoiding any risk to food safety and also how to deal with any incidents of personal injury that may affect food safety. They will also gain knowledge of infectious illnesses and what will cause workers to be excluded from working with food. Candidates will be expected to carry out a practical demonstration of how they wash their hands to ensure food safety.

Outcome 2 looks at actions and procedures for ensuring the safety of food during storage. Candidates will gain knowledge about how food is checked, both at arrival and dispatch, for any damage that may have been caused to the wrapping or packaging, ensuring that the food has been stored at the correct temperature and the food is within its use by date.

Candidates will also look at procedures for ensuring that the food has been packed and labelled correctly and will ensure that the storage areas allocated to specific foods items meet the requirements for that particular type of food and will maintain the safety of the food.

Candidates will be required to understand the importance and the procedures involved in maintaining accurate records, including the importance of following stock rotation procedures. They will be expected to carry out a practical demonstration of how they would stock goods to comply with the stock rotation procedures.

They will also require an understanding of the importance meeting the requirements of food safety management procedures by ensuring that any food waste and packaging is disposed of correctly.

Finally they must have an understanding of the procedures for identifying potential food safety hazards and then how to deal with those hazards.

National Unit specification: support notes (cont)

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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 is recommended that it is delivered early in the award, probably as the first Unit 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 2, examples from both storage within vehicles and premises should be explored and practical session(s) should 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 handled and stored.

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 course 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.

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 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.

National Unit specification: support notes (cont)

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Problem Solving at SCQF level 3

Investigating — eg candidate will have to identify potential food safety hazards and actions to deal with these hazards.

Guidance on approaches to assessment for this Unit

Opportunities for the use of e-assessment

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.

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)*.

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

Unit title: Food Safety Logistics: Personal Hygiene and Storage

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

The Unit starts by focusing on you and how you will ensure that, on a personal basis, you meet all the requirements for working with food products. It will also provide knowledge of procedures relating to food safety, including reporting procedures.

The Unit then focuses on the food product itself and how it is stored. You will become aware of handling food in preparation for storage, including the checking and/or removal of wrapping.

You will also become aware of the importance of product location and of implementing a stock rotation procedure. You will consider the possibility of cross contamination and why it is important to take this into account when deciding on storage location. Similarly, you must understand the correct temperature for storing different types of food and be aware of likely food hazards and food safety management procedures, including the disposal of food waste and packaging.

You will understand that you, as an individual, are responsible not only for personal hygiene in relation to food safety, but you are also responsible for ensuring that any storage areas are cleaned in line with food storage requirements.

There are two Outcomes in this Unit:

- ◆ Describe actions and procedures for ensuring the safety of food during handling
- ◆ Describe actions and procedures for ensuring the safety of food during storage

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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