
Qualification Specification

**CTH Level 2 Award in Food Safety
and Hygiene**

July 2020

QAN: 603/6062/2692



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1. Introduction

Overview

The purpose of this document is to provide information about the **CTH Level 2 Award in Food Safety and Hygiene** qualification to help organisations make informed decisions about adding this qualification to their curriculum or training offer.

In the UK and most countries, it is a legal requirement for food businesses to ensure their staff handle food receives appropriate training and supervision.

The qualification is beneficial for staff in hotels, restaurants, fast food providers, catering companies and in the growing number of small home based businesses involving food handling and preparation.

This document includes the learning outcomes and assessment criteria of this qualification.

Purpose of the Qualification

The purpose is to provide a qualification that:

- Provides an introduction to the core skills required to work with food in a safe and hygienic way.
- Improves the understanding of individuals in managing risks related to the preparation, cooking and storage of food.
- Supports the skills of individuals and increase their chances of gaining employment.

Access and Entry Requirements

There are no formal entry requirements for students undertaking the CTH Level 2 Award in Food Safety and Hygiene. However, centres must ensure that students have the potential and opportunity to gain the qualification successfully.

CTH approved centres will assess all applicants to ensure they are able to meet the demands of the course.

2. Centre Approval Requirements

Centre Approval

Prospective Centres should apply to become an approved CTH Centre in order to deliver this qualification. For advice on the CTH approval process or if you wish to discuss your curriculum requirements, please see the contact details in the 'About CTH' page.

The CTH Approval Panel will fast track the applications for this qualification against a set of criteria, including the availability of suitable teaching accommodation, resources and staffing and experience of delivering qualifications at a similar level. A skype/remote conversation with CTH staff will form part of the approval process.

Teaching Facilities

Suitable teaching rooms and IT facilities for online assessment must be available to students. Accommodation and equipment used for the delivery of the qualification must comply with the relevant legislation relating to Health & Safety.

Spending time in a professional kitchen environment would be beneficial to link the content of this unit with practical situations.

Centre Staffing

Staff delivering and assessing the CTH Level 2 Award in Food Safety and Hygiene should be completely familiar with current practice standards in the sector and have experience of working with food in a professional environment. Ideally, the teaching staff should have had experience as a Chef at high standard establishments or hold a recognised Level 3 qualification in Food safety and Hygiene.

A teaching qualification, experience of teaching and a professional qualification in the subject taught is also desirable. CTH will review the CV's of all teaching staff when a potential Centre seeks approval to deliver the qualification. Centres must appoint a quality assurance lead.

Continuing Professional Development

Centres must support their staff to ensure that they have current knowledge of the occupational area, and that delivery, assessment and internal verification is in line with current good practice and takes into consideration relevant international regulatory requirements where appropriate.



Delivery Strategies

This qualification is theory based and has been designed to be delivered in any suitable teaching environment or in the workplace.

The Delivery and Assessment Handbook supplied to approved centres includes indicative content for each Learning Outcome and Assessment Criterion to be covered by the time the qualification is completed.

3. CTH Support

CTH employs specialist staff with considerable culinary experience, and assessment expertise. They are available to offer advice and guidance to both prospective and approved centres. A remote video conversation forms part of the centre accreditation process to ensure a full understanding of the requirements for the qualification and to assist with planning activities.

Recommended Resources

Managing Food Safety: UK based

<https://www.food.gov.uk/business-guidance/managing-food-safety>

Health and Safety Executive: UK based

<https://www.hse.gov.uk/catering/index.htm>

Assessment Opportunities

This qualification is assessed by an online exam, which can be taken at any time. CTH will release e-Certificates after three weeks, following moderation and scrutiny by CTH.

Assessment Responsibilities

CTH:

- CTH sets the Exam which is available via the internet on an online assessment platform.
- CTH will provide instructions on use of the online exam platform.
- CTH will verify the results and attendance evidence.
- CTH will issue e-Certificates.

Delivery centres:

- Centres are responsible for registering and paying for students before they take their exam in order to receive the access and logon details.
- Centres are responsible for verifying the identity of learners when sitting the exam.
- Centres are responsible for invigilating the online exams and reporting any issues.

4. Qualification Level, Size and Structure

The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England. Ofqual are responsible for maintaining standards and confidence in qualifications in England, including making sure that:

- regulated qualifications reliably indicate the knowledge, skills and understanding students have demonstrated
- assessments and exams show what a student has achieved
- people have confidence in the qualifications that Ofqual regulate
- students and teachers have information on the full range of qualifications that we regulate

This qualification is included in the public Ofqual register of regulated qualifications; the recognition number or QAN is 603/6062/8. It is compliant with Ofqual Regulated Qualification Framework (RQF) requirements.

Ofqual regulated qualifications are recognised and trusted by parents, employers and educational establishments globally due to the stringent controls and quality assurance requirements Ofqual places on awarding organisations, qualifications and approved delivery centres.

Qualification Size

The qualification is designed to be delivered in 9 hours of TQT (Total Qualification Time), of which 8 are Guided Learning Hours (GLH). This Award normally requires programmes of study that have been designed to include a minimum of the Guided learning hours shown above:

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a learner to achieve a qualification.

Definitions:

- **Guided Learning Hours – GLH**
This is the amount of time the average student is expected to spend in supervised learning and practice but may vary by student.
- **Total Qualification Time – TQT**
TQT is made up of Guided Learning Hours plus all other time taken in preparation, study or any form of participation in education and training but not under the direct supervision of a lecturer or centre marker.

Qualification Level

This qualification is at:

- Level 2 on the Regulated Qualifications Framework in England (RQF).
- Level 3 on the European Qualifications Framework.
- Other countries may have different qualification frameworks and Level definitions.

The descriptors below set out the generic knowledge requirements associated with the typical holder of a qualification at that level.

Level 2 Knowledge descriptor:

The holder...

- Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems.
- Can interpret relevant information and ideas.
Is aware of a range of information that is relevant to the area of study or work.

Qualification Structure

The qualification structure, unit, sizing information and assessment type for the CTH Level 2 Award in Food Safety and Hygiene are set out in the following table. Further details are included later in the specification.

CTH Level 2 Award in Food Safety and Hygiene					
QAN: 603/6062/8					
Students must achieve:					
<ul style="list-style-type: none"> • 1 mandatory unit at level 2. 					
Guided Learning Hours (GLH) for Qualification: 8 hours			Total Qualification Time (TQT) for Qualification: 9 hours		
Mandatory Unit					
Unit Code	Unit Title	L	GLH	URN.	Assessment Method
KHFS	Kitchen Hygiene and Food Safety	2	8	H/618/2692	Online Exam
Award Total (1 unit)			8		

5. Qualification Grading Criteria

This single unit qualification is graded as either pass or fail.

Students will receive an e-Certificate recognising that they have successfully completed the qualification.

6. Assessment Methodology

The CTH Level 2 Award in Food Safety and Hygiene is assessed by an online examination with 25 multiple choice questions; 40 minutes are allowed. The content of the exam is related to the indicative content for all assessment criteria. Students must demonstrate a knowledge and understanding of all learning outcomes in order to achieve a pass. The pass rate is 80%.

Resit opportunities are allowed after a minimum of 48 hours to provide time for revision, re-registration and payment of an additional registration fee.

CTH will apply a moderation process prior to releasing results. The results will be communicated to the centre within 15 working days.

See Section 8 for specimen assessment materials applicable to this qualification.

7. Qualification Unit Details

Kitchen Hygiene and Food Safety			
Ofqual Unit Ref No.	H/618/2692	CTH Unit Ref:	KHFS
Unit Purpose and Aim(s)	This unit aims to ensure students obtain knowledge and understanding of the importance of food hygiene and good hygienic practices and controls, food hazards and how food safety management can be applied within the workplace.		
Unit Level	2		
Unit Size	Guided Learning Hours (GLH): 8 Hours		
Unit Assessment is by:	Online examination		
Learning Outcome 1	Understand how to meet the legal requirements of maintaining food safety within the workplace.		
Assessment Criteria			
1.1 Outline the legal responsibilities of food handlers and operators. 1.2 Explain how compliance with legislation can be monitored and reported. 1.3 Explain why the following are important: food safety procedures, safe food handling and behaviour, and risk assessment.			
Learning Outcome 2	Understand why personal hygiene and cleanliness are important within the workplace.		
Assessment Criteria			
2.1 Explain the importance of personal hygiene for food handlers. 2.2 Describe the main aspects of personal hygiene for food handlers.			
Learning Outcome 3	Understand how to maintain the work areas in a clean and hygienic manner.		
Assessment Criteria			
3.1 Explain how to keep work areas and equipment clean and tidy. 3.2 Identify and explain methods of workflow and good kitchen practices to reduce contamination. 3.3 Outline the importance of pest control.			



Learning Outcome 4

Understand how to keep food safe.

Assessment Criteria

- 4.1 Identify sources and risks of contamination and cross contamination to food safety.
- 4.2 Explain how to recognise, report and dispose of food spoilage.
- 4.3 Explain the practices and procedures for safe food handling during the storage, preparation, cooking, chilling, reheating, holding, serving and transporting of food.
- 4.4 Describe the importance of temperature controls at all stages of food handling.
- 4.5 Explain food stock control procedures.

8. Sample Assessment Questions

Assessment	
Qualification	CTH Level 2 Award in Food Safety & Hygiene.
Unit Ref. No.	H/618/2692
Assessment type	Online examination
Time allowed	40 minutes

Sample Instructions

- The exam will consist of 25 questions that will vary between learners.
- Students will be asked to select only one of the four options to answer the question.

Sample Questions

Q. If you work in a professional kitchen, why should you report sickness?

- To give time to your boss to find someone to cover your shift.
- Because this is what it says to do in the staff handbook.
- To prevent the risk of cross contamination to others.
- Because you will probably not be strong enough to work.

Q. Why should fingernails be kept short when working in a professional kitchen?

- To prevent them from being damaged.
- To look professional.
- To reduce the risk of introducing bacteria in the kitchen.
- This is a very old rule which is still followed nowadays.

Q. Why should pests be dealt with as soon as possible after been identified?

- To limit the risk of bad publicity for the business.
- To limit the time wasted in chasing them.
- To reduce the risk of fine.
- To reduce the risk of food contamination.

9. About CTH

CTH, the Confederation of Tourism & Hospitality, is an Ofqual recognised Awarding Organisation established in 1982 specialising in gold standard qualifications for the hospitality, culinary, travel and tourism sectors.

CTH employs specialist staff with experience in these industries and links to current industry partners, as well as education or training experience. They are available to discuss your curriculum requirements or queries concerning this qualification.

In addition to our existing portfolio of qualifications currently available (included in Ofqual's Register of Regulated Qualifications), we can also offer individual unit qualifications, or discuss requirements for new qualifications suitable for local needs.

Location

CTH offices are located in London's West End, opposite to Selfridges entrance in Duke Street. The address is 37 Duke Street, London W1U 1LN, United Kingdom.

Website

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Facebook: cthwards

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