

"IF YOU'RE CERTIFIED IN LEVEL 4 FOOD SAFETY AND LEVEL 4 HACCP etc.,
YOU'RE ALREADY ON THE PATH TO SUCCESS
NOW, ACCELERATE YOUR CAREER WITH OUR LEVEL 5 CERTIFICATION FOR
EVEN GREATER RECOGNITION AND EXPERTISE!"



LEVEL 5 INTERNATIONAL AWARD IN ADVANCED FOOD SAFETY MANAGEMENT

HIGHFIELD INTERNATIONAL ACCREDITED
QUALIFICATION & CERTIFICATION PROGRAM



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SAUDI ARABIAN GOVT. APPROVED TRAINING CENTER



INSTITUTE OF FOOD SAFETY



International Approved Center

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QUALIFICATION OVERVIEW & OBJECTIVE

The objective of this qualification is to provide food safety trainers, consultants, enforcement officers, auditors and quality assurance officers with the enhanced knowledge and skills required to develop and implement effective policies and standards to safeguard businesses and customers throughout the food supply chain.

The content includes: Managing food safety in a food business; effective management and leadership, responsibilities of food safety staff, management skills and failure, effective communication, developing management systems and food safety culture, managing and controlling hazards, management training responsibilities, HACCP, and inspections/audits. The qualification also requires learners to use research, analyse, review and evaluate food safety protocols; to apply reasoning, provide solutions to identified problems, make recommendations and provide conclusions.



ENTRY REQUIREMENTS

Learners must have a level 4 qualification from a recognised awarding organisation, in Food Safety and the learner must have achieved this qualification:

- Within the last two* years from the date of application for the Highfield level 5 international certificate in Advanced Food Safety Management qualification

OR

- Where the qualification was achieved more than two years ago, the learner must have relevant work experience in food safety for the last two years

It is recommended that learners have achieved a level 3 or level 4 in HACCP, an auditing and inspection qualification and positive food safety culture qualification.

**if alternative qualifications and experience are considered during pre-assessing learners' eligibility, this must be discussed and approved by Highfield*



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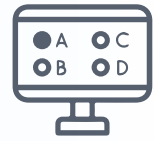
STEP BY STEP QUALIFICATION SUMMARY

STEP 5

MULTIPLE-CHOICE EXAM

OBJECTIVE: DEMONSTRATE THEORETICAL KNOWLEDGE

Learners must complete a 45-question multiple-choice exam within 90 minutes. A passing score requires at least 27 correct answers (60%). To achieve a Distinction, learners must score at least 38 correct answers (85%). The exam will be administered via Highfield's e-assessment platform, and the result will be available instantly. To pass the qualification, learners must pass both the assignment and the exam, with a Distinction awarded for outstanding performance in both sections.



STEP 4

BESPOKE DOCUMENT CREATION

OBJECTIVE: DEVELOP RELEVANT FOOD SAFETY DOCUMENTATION

Learners must produce four bespoke documents as part of their portfolio:

- Internal auditing form/checklist, HACCP control chart, report on developing a positive food safety culture
- Comprehensive emergency plan for power outage/fire/flood scenarios

These documents must be adapted to either the learner's workplace or a provided scenario. While this step is not graded, it ensures that learners have the necessary practical knowledge to create these documents in their professional roles.



STEP 3

PROFESSIONAL DISCUSSION

OBJECTIVE: ENGAGE IN EVALUATION AND REFLECTION

Learners will participate in a 60-minute professional discussion with the assessor. This discussion will cover key aspects of their assignment, including evaluation, arguments, and conclusions. The discussion can be supported by a PowerPoint presentation or verbal reflection. The session will be video recorded and form part of the learner's portfolio for assessment.



STEP 2

ASSIGNMENT COMPLETION

OBJECTIVE: RESEARCH AND ANALYSIS

Learners must write an extended essay (3000–5000 words) on a food safety-related case study or scenario provided by the assessor. The assignment will require learners to apply food safety principles, including HACCP, evaluate the case, identify strengths and weaknesses, and present conclusions and recommendations.



STEP 1

CLASSROOM/VIRTUAL SESSION

OBJECTIVE: COMPLETE INITIAL LEARNING HOURS

All registered delegates must attend a 2-day session with a Highfield International approved tutor. During these sessions, the tutor will cover the course curriculum and provide guidance on the assessment framework. The tutor will ensure that learners understand the course requirements and the overall assessment process.



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GUIDANCE ON ASSESSMENT

PART 1: PORTFOLIO OF EVIDENCE:

SECTION A: ASSIGNMENT:

Learners must complete an extended essay with a minimum of 3000 words (maximum 5000 words), based on a topic developed by the centre assessor.

Assessors must develop a topic of research - case study/scenario related to food safety, ensuring that the topic has scope to allow learners to apply skills such as:

1. Review, evaluate, research and apply food safety and HACCP principles
2. Identify strengths and weaknesses
3. Make recommendations
4. Present arguments and conclusions all in the context of the given case study/scenario.

Instructions on the assignment conditions are available in the Learner Assignment Brief, which learners can use to ensure their assignments comply with the requirements.

SECTION B: PROFESSIONAL DISCUSSION:

learners must discuss the main areas of their essay, their evaluation, arguments and conclusions with their assessors. This can be completed using a PowerPoint presentation or a verbal discussion and reflection of sections of their essay with their assessor. This mandatory section is an opportunity for the assessor to review and ask questions for further engagement and interactions. This discussion including Q&A between the assessor and the learner must be a minimum of 60 minutes, and must video recorded. This evidence along with assessor feedback must be part of the portfolio of evidence.

The assessment outcome for the assignment will be graded as Refer, Pass and Distinction. The assessment conditions, the minimum performance criteria and marking guidance for each of these grades, is provided in the Tutor/Assessor/IQA Support TAI pack available in the members' area. The assessor will mark both section A and B and provide further guidance to learners if necessary. The assessor must write a feedback report for the learner on their performance on both sections. Relevant feedback templates are available in the 'assessment pack' from the members' area.



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SECTION C: BESPOKE DOCUMENTS CREATION:

Learners must produce four bespoke documents relevant to food safety management as part of their portfolio of evidence:

1. A bespoke internal auditing form/checklist
2. A bespoke HACCP control chart
3. A report on developing a positive food safety culture
4. A comprehensive emergency plan for a food business to deal with power outage/fire incident/floods.

Assessors can provide existing templates, which learners must adapt to make these templates bespoke to either their workplace (if a food business) or to a fictitious foodHighfield Level 5 International Award in Advanced Food Safety Management 5 business scenario as provided by the assessor. This section is not marked, but is mandatory, to ensure that learners have knowledge and understanding required to develop such plans when required in their careers.

The portfolio of evidence (assignment, presentation, video recording of discussions, bespoke documents/forms developed by learners, assessor feedback report and the assessment pack), along with the results for all learners must be submitted to Highfield for external quality assurance checks before certification.

PART 2: MULTIPLE-CHOICE QUESTIONS EXAM:

This method of assessment is an end-of-course exam and must follow the Highfield Qualifications Examination and Invigilation Procedures. The examination for this qualification contains 45 questions that must be completed within 90 minutes. Successful learners must achieve a score of at least 27 out of 45 (60%). Learners will achieve a Distinction if they score 38 out of 45 (85%).

The examination will be completed via Highfield's e-assessment platform www.highfieldworks.com and the result will be available instantly. If a paper-based examination is requested as a special consideration, completed examination papers should be returned to Highfield for marking. Results will be provided to the centre once the marking and quality assurance checks are completed.

To pass the qualification, learners must pass both Part 1 and Part 2 of the assessment. Learners will achieve a Distinction grade on the overall qualification, if they achieve a Distinction on both the assignment and the multiple-choice exams.



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QUALIFICATION CONTENT

LEARNING OUTCOMES	ASSESSMENT CRITERIA
UNDERSTAND THE OPERATIONAL RESPONSIBILITIES OF A MANAGER IN CHARGE OF FOOD SAFETY	1.1. Discuss the role of the manager responsible for food safety with regards to: - Leadership and management - Communication, training, supervision and competency of food handlers - Monitoring & corrective action to ensure compliance - Risk assessment, inspection and auditing - Documentation, record keeping & reporting - Implementing positive food safety culture - Continuous professional development and keeping up-to date 1.2. Describe how to develop/encourage good hygiene practices, including developing of food safety policies and procedures, complying with best practice and/or legal requirements 1.3. Develop a comprehensive emergency plan for a food business to deal with power outage/a fire incident/floods. 1.4. Write a report on developing a positive food safety culture
UNDERSTAND THE PROCESS OF PLANNING, DEVELOPMENT, IMPLEMENTATION, VERIFICATION AND REVIEW OF FOOD SAFETY POLICIES, PROCEDURES AND PRACTICES	2.1. Explain the importance of pre-requisite programmes for HACCP with examples 2.2. Outline the principles and implementation of CODEX-based HACCP using the 12 logical steps 2.3. Design a bespoke internal auditing form/checklist 2.4. Design a bespoke HACCP control chart 2.5. Discuss food safety management principles, critically analyse, review and evaluate food safety concerns within a given scenario 2.6. Discuss strengths and weaknesses, support conclusions and recommendations when reviewing and evaluating food safety approaches.
BE ABLE TO ACCURATELY ACKNOWLEDGE ALL SOURCES OF INFORMATION AND REFERENCES USED IN COMPLETING THE CRITICAL REVIEW ASSIGNMENT	3.1. Select reliable sources of information and references that contribute to the depth and validity of the assignment. 3.2. Accurately acknowledge all sources of information and references used for the assignment. 3.3. Use appropriate bibliographic style consistently for citing references



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AMPLIFICATION

The written assignment and professional discussion are a **holistic assessment** method to cover the content covered in all the learning outcomes, but in particular aims to test **AC 2.5; 2.6; 3.1, 3.2, 3.3**

AC 2.5: Discuss food safety management principles, critically analyse, review and evaluate food safety concerns within a given **scenario**:

Scenario must cover either a Food Safety Incident Case Study OR a Food Safety management approach implementation in the context of food business (within a simulated business environment or an operational stage within learners' own workplace).

The scenario for the written assignment must have sufficient scope for learners to research and apply:

- Their knowledge and understanding of food safety management principles including:
- Their research skills to make relevant citations; to also refer to best practices/regulations that apply to the context in the given scenario.
- Their skills to review, analyse and present arguments and conclusions in the context of the given scenario.

AC 2.6 is assessed via the professional discussion section following the written assignment

AC 3.1, 3.2, and 3.3 is assessed based on their application within the learner assignments.

AC 1.3, 1.4, 2.3 and 2.4 – learners must develop these bespoke documents to be part of the portfolio of evidence.

AC 1.1, 1.2, 2.1 and 2.2 are tested via the multiple-choice-questions exam.



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VISION رؤية
2030
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Technical and Vocational Training Corporation

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TRAINING PLAN



AL-KHOBAR
JULY 27-28, 2025
SUNDAY-MONDAY



JUBAIL
JULY 30-31, 2025
WEDNESDAY-THURSDAY



RIYADH
AUG 03-04, 2025
SUNDAY-MONDAY



JEDDAH
AUG 06-07, 2025
WEDNESDAY-THURSDAY



JIZAN
AUG 10-11, 2025
SUNDAY-MONDAY



NEOM
AUG 13-14, 2025
WEDNESDAY-THURSDAY



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FOR FURTHER DETAIL AND REGISTRATION, PLEASE CALL OR
SEND PERSONAL DETAIL TO ANY OF THE BELOW MENTIONED STAFF.



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