

# Qualification Specification

Focus Awards Level 2 Award in Food Safety in Health and Social Care and Early Years and Childcare Settings (RQF)

601/7801/2

FOCUS AWARDS 

Silicon House, Farfield Park, Manvers, Rotherham S63 5DB

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## **Focus Awards Level 2 Award in Food Safety in Health and Social Care and Early Years and Childcare Settings (RQF)**

### **Qualification details**

- QAN – 601/7801/2
- GLH – 15
- Credits – 2

### **Qualification purpose**

The Focus Awards Level 2 Award in Food Safety in Health and Social Care and Early Years and Childcare Settings (RQF) aims to provide learners with the safety knowledge needed to provide food and drink for individuals.

Focus Awards Level 2 Award in Food Safety in Health and Social Care and Early Years and Childcare Settings (RQF) is aimed at those learners who currently work or wish to work in the health and social care sector delivering catering services and supporting individuals with their nutrition and hydration needs.

### **Qualification structure/Rules of combination**

To successfully achieve this qualification, learners must complete a minimum of 1 of the 2 optional units achieving a minimum of 2 credits.

<b>Unit Title</b>	<b>Unit Ref</b>	<b>Level</b>	<b>Credit</b>	<b>GLH</b>
<b>Optional Units</b> - Learners must achieve a minimum of 2 credits from this group				
Principles of food safety when providing food and drink for individuals	A/503/2495	2	2	15
Meet food safety requirements when providing food and drink for individuals	T/601/9450	2	2	15

## **Learner Entry Requirements**

There are no specific entry requirements for this qualification

## **Age ranges**

Entry is at the discretion of the centre; however learners should be 16 to undertake this qualification.

## **Geographical coverage**

This qualification has been accredited for use in England and Northern Ireland.

## **Reasonable adjustments and special considerations**

Please refer to the Focus Awards 'Focus Awards Reasonable Adjustments and Special Consideration Policy'

## **Assessment methods**

Each learner is required to create a portfolio of evidence which demonstrates achievement of all the learning outcomes and the assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include:

- Assessor observation – completed observational checklists on related action plans
- Witness testimony
- Learner product
- Worksheets
- Assignments / projects / reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Evidence may be drawn from actual or simulated situations where appropriate and where permitted by the relevant Sector Skills Council or Sector Skills Body.

## Progression routes

Upon successful completion learners may progress to:

- Level 2 Certificate for Working in the Health Sector
- Level 3 Certificate for Working in the Health Sector
- Level 2 Certificate in Nutrition and Health

## Useful websites and supporting materials

You will find useful websites and supporting materials here:

- [www.focusawards.org.uk/supportingmaterials](http://www.focusawards.org.uk/supportingmaterials)
- [www.skillsca.org](http://www.skillsca.org)
- [www.gov.uk/government/organisations/ofqual](http://www.gov.uk/government/organisations/ofqual)

## Tutor and assessor requirements

It is essential that candidates are assessed by competent individuals. It is important that assessors are able to recognise occupational competence as specified by the national standard. Assessors therefore need to have a thorough knowledge and understanding of assessment and quality assurance practices and an in-depth knowledge and understanding of the qualifications for which they are assessing candidates.

### Requirements of Tutors:

Tutors should hold, or be working towards a teaching qualification. The following are acceptable:

- Preparing to Teach in the Lifelong Learning Sector (PTLLS);
- Certificate to Teach in the Lifelong Learning Sector (CTLLS);
- Diploma to Teach in the Lifelong Learning Sector (DTLLS);
- Level 3 Award in Education and Training;
- Level 4 Certificate in Education and Training;
- Level 5 Diploma in Education and Training.

Focus Awards will consider other teaching qualifications upon submission.

Tutors must also be able to show the following:

- Relevant technical / occupational competency in the disciplines/units they wish to teach.

### **Requirements of Assessors:**

Assessors should hold or be working towards the following:

- D32/D33;
- A1 qualification;
- Level 3 Award in Assessing Vocational Achievement;
- Level 3 Award in Assessing Competence in the Work Environment;
- Level 3 Certificate in Assessing Vocationally Related Achievement;
- Possess a qualification equivalent to the qualification or units being taught/assessed or quality assured
- Demonstrate active involvement in a process of industry relevant Continued Professional Development during the last two years
- Be knowledgeable of the framework of qualifications

Assessors must be able to show the following:

- Relevant technical / occupational competency in the disciplines/units they wish to teach.

Please note that trainee assessors will require their decisions to be countersigned by a suitably qualified assessor.

### **Requirements of Internal Quality Assurers (IQA):**

IQA's should hold or be working towards one of the following:

- D34;
- V1 qualification;
- Level 4 Award in the Internal Quality Assurance of Assessment.
- Possess a qualification equivalent to the qualification or units being taught/assessed or quality assured
- Demonstrate active involvement in a process of industry relevant Continued Professional Development during the last two years
- Be knowledgeable of the framework of qualifications

Please note simulation is not allowed

## **Links to national occupational standards**

Focus Awards has mapped to NOS where they exist.

## Appendix A: Units

<b>Unit Title:</b>	Principles of food safety when providing food and drink for individuals		
<b>Unit No:</b>	A/503/2495		
<b>Level:</b>	2		
<b>GLH:</b>	15		
<b>Credit:</b>	2		
<b>Unit details:</b> This unit aims to develop the learner's knowledge and understanding of the importance of food safety measures when providing food and drink for <b>individuals and</b> how to meet safety requirements when preparing and serving food and drink for individuals.			
<b>Learning Outcome</b> <b>The learner will:</b>		<b>Assessment Criterion</b> <b>The learner can:</b>	
1	Understand the importance of food safety measures when providing food and drink for <b>individuals</b>	1.1	Identify potential food safety hazards when preparing, serving, clearing away and storing food and drink
		1.2	Explain the importance of implementing food safety controls when providing food and drink for individuals
		1.3	Explain why personal protective clothing should be worn when handling food and drink
		1.4	Explain why surfaces, utensils and equipment must be clean
		1.5	Explain the importance of clearing and disposing of food waste promptly and safely
2	Know how to maintain hygiene when handling food and drink	2.1	Identify when hands must be washed to maintain food hygiene
		2.2	Describe the steps for effective hand-washing prior to and during handling food and drink
		2.3	Describe how to maintain hygiene and cleanliness of surfaces, utensils and equipment
3	Know how to meet safety requirements when preparing and serving food	3.1	Describe practices to control hazards when preparing and serving food and drink

	and drink for individuals	3.2	Describe how to prepare food and drink in ways that minimise risks to own safety and that of <b>others</b>
		3.3	Describe how to serve food and drink in ways that minimise risks to own safety and that of others
4	Know the safety requirements when clearing away food and drink	4.1	Describe how to clear away food and drink in ways that minimise risks to own safety and that of others
		4.2	List potential hazards when clearing away and disposing of food and drink
		4.3	Outline points of food safety that need to be taken into account when cleaning and storing utensils and equipment
5	Know how to store food and drink safely	5.1	Describe practices to control food safety hazards when storing different types of food and drink
		5.2	Describe how to store different types of food and drink safely
6	Know how to access additional advice or support about food safety	6.1	Identify sources of information about food safety
		6.2	Describe how to access advice and support about own role in maintaining food safety when providing food and drink for individuals

<b>Unit Title:</b>	Meet food safety requirements when providing food and drink for individuals		
<b>Unit No:</b>	T/601/9450		
<b>Level:</b>	2		
<b>GLH:</b>	15		
<b>Credit:</b>	2		
<b>Unit details:</b> This unit aims to develop the learner's knowledge and understanding of meeting food safety requirements when providing food and drink for individuals and the ability to meet safety requirements when clearing away food and drink.			
<b>Learning Outcome</b> <b>The learner will:</b>		<b>Assessment Criterion</b> <b>The learner can:</b>	
1	Understand the importance of food safety measures when providing food and drink for individuals	1.1	Identify potential food safety hazards when preparing, serving, clearing away and storing food and drink
		1.2	Explain the importance of implementing food safety measures when providing food and drink for individuals
		1.3	Explain why personal protective clothing should be used when handling food and drink
		1.4	Explain why surfaces, utensils and equipment must be clean before beginning a new task
		1.5	Explain the importance of clearing and disposing of food waste promptly and safely
		1.6	Explain the importance of storing different types of food and drink safely
2	Be able to maintain hygiene when handling food and drink	2.1	Explain when hands must be washed to maintain food hygiene
		2.2	Demonstrate effective hand-washing for handling food and drink
		2.3	Use personal protective clothing to maintain hygiene when handling food and drink
		2.4	Ensure that all surfaces, utensils and equipment are clean before beginning a new task

3	Be able to meet safety requirements when preparing and serving food and drink for individuals	3.1	Describe practices to control hazards when preparing and serving food and drink
		3.2	Prepare food and drink in ways that minimise risks to own safety and that of others
		3.3	Serve food and drink in ways that minimise risks to own safety and that of others
4	Be able to meet safety requirements when clearing away food and drink	4.1	Clear away food and drink in ways that minimise risks to own safety and that of others
		4.2	Dispose of food waste promptly and safely
		4.3	Clean utensils and equipment effectively after use
		4.4	Store utensils and equipment safely
5	Be able to store food and drink safely	5.1	Describe practices to control food safety hazards when storing different types of food and drink
		5.2	Store different types of food and drink safely
6	Know how to access additional advice or support about food safety	6.1	Identify sources of information about food safety
		6.2	Describe how to access advice and support about own role in maintaining food safety when providing food and drink for individuals

## Appendix B: Assessment strategy

### Assessment Guidance for Skills for Care and Development

Competence based units must include direct observation in the workplace as the primary source of observation. Expert witnesses can be used for direct observation where they have occupational expertise for specialist areas or the observation is of a particularly sensitive nature. The use of expert witnesses should be determined and agreed by the assessor.

Where an expert witness is used, they must meet the following criteria:

- Have a working knowledge of the RQF units on which their expertise is based;
- Be occupationally competent in their area of expertise;
- Have EITHER a qualification in assessment of workplace performance OR a professional role work role which involves evaluating the everyday practice of staff.

### Guidance for Tutors, Assessors and IQA's

In order to offer any of Focus Awards regulated qualifications your Centre will need to ensure that it has the following:

- Tutor(s)
- Assessor(s)
- Internal Quality Assurers(s)

### Requirements for Tutors:

Tutors should hold, or be working towards a teaching qualification. The following are acceptable:

- Preparing to Teach in the Lifelong Learning Sector (PTTLS);
- Certificate in Teaching in the Lifelong Learning Sector (CTTLS);
- Diploma in Teaching in the Lifelong Learning Sector (DTTLS);
- Level 3 Award in Education and Training;
- Level 4 Certificate in Education and Training;
- Level 5 Diploma in Education and Training.

Focus Awards will consider other teaching qualifications upon submission.

Tutors must also be able to show the following:

- Relevant technical/occupational competency in the disciplines/units they wish to teach.

### **Requirements for assessors:**

#### **Assessors should hold or be working towards the following:**

- D32/D33;
- A1 qualification;
- Level 3 Award in Assessing Vocational Achievement;
- Level 3 Award in Assessing Competence in the Work Environment;
- Level 3 Certificate in Assessing Vocationally Related Achievement;
- Show relevant technical/occupational competency in the disciplines/units they wish to assess.

Please note – trainee assessors will require their decisions to be countersigned by a suitably qualified assessor.

### **Requirements for Internal Quality Assurers (IQA):**

IQAs should hold or be working towards either of the following:

- D34;
- V1 qualification;
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice;
- Show relevant technical/occupational competency in the disciplines/units they wish to verify.

Please note – trainee IQAs will require their decisions to be countersigned by a suitably qualified IQA.

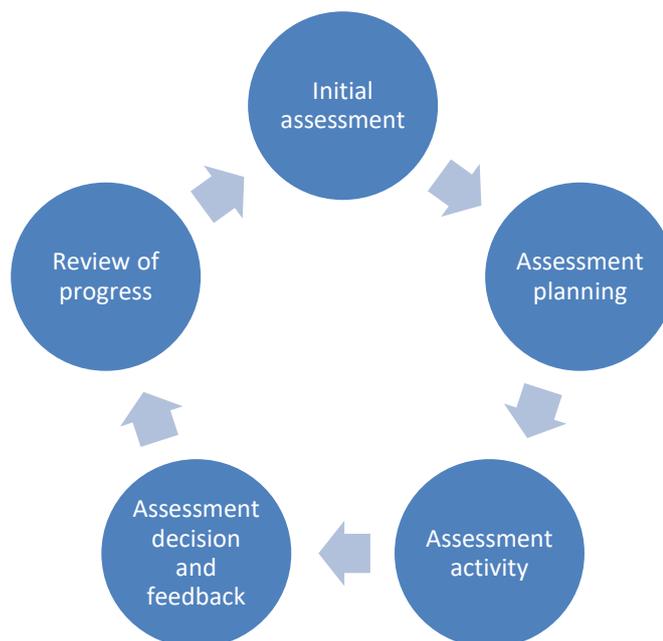
## Appendix C: Assessment Best Practice

### The assessment process

The assessment process is a systematic procedure which should be followed to give learners a positive experience. This can be achieved by following the assessment cycle. The cycle will continue until all aspects of the qualification have been achieved by your learner(s).

Throughout the cycle, standardisation of assessment practice between assessors should take place; this will ensure consistency and fairness of decisions and that all assessors interpret the requirements in the same way. Internal Quality Assurance will also take place throughout the cycle as part of your Centre's internal quality assurance arrangements.

### The assessment cycle



### Initial assessment

The assessor must ascertain if the learner has any previous knowledge and/or experience of the subject/topic/unit to be assessed. This information can be obtained through application forms, interviews or professional discussions. The

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results of the initial assessment will give you vital information regarding your learners which you may be able to use within the assessment process for example claiming exemptions, equivalences, credit transfer or Recognition of Prior Learning (RPL). It will also give you vital information if your learner requires further training or any additional support they may need. This process might not always be carried out by the assessor, but the information obtained must be passed onto the assessor in order for them to effectively move onto the next stage of the assessment cycle and plan the learner assessment. Initial assessment is known as assessment for learning, as it helps prepare learners for assessment and identifies their potential.

### **Assessment planning**

Assessment planning should be short and medium/long term, to allow for both formative and summative assessment to take place. Inclusion of your learner(s) in the planning process will help identify what they have learnt, how and when they will be assessed and will allow for communication to take place to clarify any points or concerns.

### **Assessment activity**

The assessor must use relevant methods, approaches and activities for example observation, questioning, assignments or gathering appropriate evidence of competence. Assessment can be formative (usually ongoing and to check progress) and summative (usually at the end, that fully achieves the assessment criteria and fully concludes the assessment cycle).

### **Assessment decision and feedback**

The assessor makes a judgement of success or otherwise, giving constructive feedback and agreeing further action that may be necessary. Records of what was assessed and the decisions made should always be maintained.

### **Review of progress**

The assessor reviews the progress and achievement with the learner, discussing any other issues that may be relevant to the learning and assessment process. Within this session, the assessor will naturally start the assessment cycle again, by identifying what is the next stage in the assessment of the qualification, how the learner will achieve this and then planning the assessment.

Records should be maintained throughout all aspects of the assessment cycle and internal quality assurance activities should take place on an ongoing basis.

### **Exemptions, equivalences, credit transfer and RPL**

With the introduction of the RQF it now enables learners to avoid duplication of learning and assessment through equivalences or exemptions as follows:

- For achievements within the RQF it is possible to transfer credit (equivalence)
- Individuals with certificated achievements outside the RQF can claim exemption from the requirement to achieve credits for designated units
- If a learner has previously achieved the same unit through another awarding organisation, this will be classed as a credit transfer.

In all these cases as the learner has already had their achievement recognised, and will have received a certificate to confirm this, their achievement towards this specific qualification **MUST** be shown as an exemption, equivalence or credit transfer and **MUST NOT** be allocated any credit achievement.

**Recognition of Prior Learning (RPL)** is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning. Therefore the learner is either awarded the unit or can progress straight to assessment without the need for delivery. This will show as a unit achievement on the certificate. For any learner who has previously achieved units that have been approved as Exemptions, Equivalences, and Credit Transfer or will be achieved through RPL it is your responsibility to inform Focus Awards at registration, through the use of the registration excel spread sheet.

The claim must first of all be made to your Centre and it is your responsibility to make the initial consideration – if you are in any doubt you should request advice/clarification from Focus Awards. Upon authorising the request, you must ensure that appropriate evidence and documentation is reviewed, maintained and made available to Focus Awards staff as required.

### **Guided learning hours**

The guided learning hours figure gives the minimum amount of time required to 'deliver' the programme, and includes all times when a member of staff is

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present to give specific guidance towards learning aims/outcomes, as well as other structured learning time such as directed assignments, supported individual study or practice and assessments. It does not include time spent on learner-initiated work; or time spent by tutors marking assignments where the learner is not present.

## Assessment

Assessment practices must reflect the Equality and Diversity Policy of Focus Awards and reasonable adjustments may be required for individual learners to enable them to undertake assessments fairly. Please see our guidance and the procedures for applying reasonable adjustments.

Assessment must meet fully all learning outcomes and assessment criteria as described in the qualification specification / assessment strategy; although the method of assessment may sometimes be adjusted to cater for learners requiring alternative assessment methods. The qualification assessment strategy provides detailed assessment and evidence requirements.

## Consistency of assessment decisions

The consistency of assessment decisions, across learners, sites and assessors, is of primary importance in assuring the quality of assessment within a Centre. Focus Awards ensures that the following mechanisms are in place to assist this:

- Assessors are qualified or working towards current assessor standards:
- Level 3 Award in Assessing Vocational Achievement or Level 3 Award in Assessing Competence in the Work Environment. Note: D32/33 and A1 is also acceptable;
- Assessors have relevant subject competency in the units that they wish to assess;
- Assessors are observed assessing by qualified IQAs at least once per year;
- Standardisation exercises are carried out within the Centre;
- Focus Awards issue 'Assessment Guidance' documentation for each qualification;
- Centre training days run by Focus Awards include assessment best practice;
- External quality assurance is carried out at least twice per year in each Centre by trained and qualified EQAs.

## Judging authenticity

- Assessors must ensure that the evidence provided by learners is valid, current, sufficient, reliable and authentic;
- Trainers/assessors should ensure that learners sign a declaration that their work is authentic i.e. their 'own unaided work';
- You must implement a Record of Achievement document to record how the learning outcomes and assessment criteria has been sufficiently covered. By 'signing off' learners' evidence using this document the assessors and IQAs are confirming that the assessment evidence submitted by the learner is authentic and their own unaided work and it is sufficient to meet the stated learning outcomes and assessment criteria.
- Where there is suspicion that the work may not be authentic, the assessor should carry out checks to ascertain its authenticity. For example, oral questioning to check that the learner's knowledge matches the evidence provided.
- Evidence which is deemed to be inauthentic should not be accepted.

## Guidance on re-submission of learner assessment

- There is no limit to the number of times that work may be resubmitted by the learner for assessment;
- However, you may wish to operate your own systems and policies for additional support/advice which may be given to learners who have been unsuccessful on a number of occasions;
- There is no limit to the number of times that assessments may be redrafted by the learner prior to assessment;
- Assessors/tutors may offer some assistance to learners in completing written work, such as explaining what the questions mean or offering additional guidance when they have previously answered questions incorrectly, however, assessors/tutors must not give learners, or lead them to, the correct answers;
- Assessors/tutors should not add to learners' answers in worksheets, etc... where they do not fully meet the required standard. Rather the learner should be asked to add to their answers themselves until they demonstrate competence.

## Use of language and stimulus materials

It is your responsibility as a Centre to provide your learners with suitable resources and assessment materials to support them in their learning journey. Resources and assessment materials and the language used within these should be suitable and appropriate to their needs. They are only appropriate if they:

- Enable learners to demonstrate their level of attainment;
- Require knowledge, skills and understanding which are required for the qualification;
- Are clear and unambiguous (unless ambiguity forms part of the assessment) and
- Are not likely to cause unnecessary offence to learners.

The use of these materials will be reviewed during Centre EQA monitoring visits and in considering whether language and stimulus materials for learning and assessment are appropriate, an EQA will take into account the following:

- The age of learners who may reasonably be expected to take the qualification;
- The level of the qualification;
- The objective of the qualification;
- The knowledge, skills and understanding assessed for the qualification;
- It contains language or content which could lead a group of learners who share a common attribute or circumstance to experience – because of that attribute or circumstance – an unreasonable disadvantage in the level of attainment that they are able to demonstrate in the assessment.

Please note that for the creation of manuals or text books, you must show how each of the learning outcomes has been covered and for assessment materials you must adopt an evidence referencing system to show how each of the assessment criteria has been covered.

## Appendix D: Guidance on observed assessments

### Assessment briefing

When carrying out a planned observed assessment, it is essential that the assessor carries out a briefing prior to the assessment. The assessment briefing should cover the following information:

- Where the assessment will take place;
- How the assessment will be conducted;
- What the student is expected to present in terms of performance evidence;
- Any documentation which forms part of the assessment;
- When questioning and feedback will take place;
- What to do if there is a disagreement with the assessment decision (appeals procedure);
- The assessor should also use this time to let students ask questions or seek clarification on anything relating to the planned assessment. Others involved in the assessment process should be part of the assessment briefing.

The assessment briefing is usually carried out in a group situation and then the assessor will briefly confirm the process with each individual before the assessment commences.

### Observing the learner

Observation is the main method of assessing practical competence and involves the assessor watching the student carry out the planned tasks. When carrying out an observed assessment, the assessor should adhere to the following guidelines:

- Involve the student;
- Complete an adequate briefing;
- Use an assessment checklist;
- Ensure good observational position enabling you to see/hear appropriately;
- Avoid becoming involved in the assessment process except in instances of health or safety or when 'moving on';
- When 'moving on', stick to the phrase 'thank you, can you move onto the next exercise please'. Avoid using phrases such as 'that's great' or 'well done' – this could give an indication of performance;

- Ensure sufficient time is planned to give immediate feedback after the assessment;
- Use a method of recording the observation that is as unobtrusive as possible. Rustling papers can prove disruptive in a quiet environment where people are concentrating on what is being assessed;
- Be seen to be observing, never eat, talk to other people, text on a mobile phone or any other such action which will distract from your observation;
- Avoid using positive/negative body language – this could give an indication of performance.

### **Suggested stages of an observation for Focus Awards Level 2 Award in Food Safety in Health and Social Care and Early Years and Childcare Setting (RQF)**

- **Step 1**  
Initial Learner briefing
- **Step 2**  
Direct Observation
- **Step 3**  
Learner/Client Feedback
- **Step 4**  
Learner Evaluation with client (15 minutes minimum)
- **Step 5**  
Assessor Questions (open and non-leading)
- **Step 6**  
Assessor Decision (pass/refer)
- **Step 7**  
Assessor Feedback (constructive, concise and relevant to performance criteria, written and verbal)

### **Questioning to Assess Knowledge and Understanding**

- It is easy to infer a level of understanding by what we see during observation and so it is essential that we question learners if we are ever in doubt about underpinning knowledge;
- However, a question should not be asked if the assessor does not see a particular PC.
- Questions can be divided into two categories:

- Open questions start with the words, 'How?', 'What?', 'When?', 'Where?', 'Why?' and 'Who?' - these words act as prompts to give the students the opportunity to respond fully in their own words.
- Closed questions enable the students to respond with a simple 'Yes' or 'No' response. For example, "Would you ask a participant to keep the back straight when lifting weights from the floor?"
- Assessors should always use open questions when assessing underpinning knowledge
- It is a Focus Awards requirement that all questions asked during assessment are recorded together with learner responses. These must be written out in full and signed and dated by both the learner and assessor.
- It is unacceptable to write next to a question "learner answered correctly". If there was an appeal against your assessment decision, then there should be a clearly auditable trail of evidence which shows the question that was asked and the learner response.

## Non-Leading Questions

Assessors should be careful not to use questions that could lead the learners by giving him or her a clue to the right answer. They should also be aware of any preferences or opinions they might hold that could affect the way they ask questions. It is just as easy to lead the learner by the tone or inflection of the voice or by some facial expression or body movement.

Examples of leading questions would be:

- "Your participant seemed to be out of breath on the CV section of your workout, do you think you could have brought the intensity down for her?"
- "Are the deltoids worked in a bench press as well as the pectorals and triceps?"

## Feedback

*'Structured information that one person offers to another, about the impact of their actions or behaviour'.*

- Feedback following assessment should relate specifically to what has been assessed and how the evidence presented meets, or does not fully meet the criteria being assessed.
- Feedback should not include your opinion nor should it be a criticism.
- Criticism is one person's judgement of another person, or their work. Criticism is likely to make someone feel devalued or angry; and does nothing to boost self-confidence. It does not help a person to solve the problem. It shows that you dismiss, reject or disapprove, and is unlikely to lead to the result you intended. You will get a result - but it may be a worse situation or a backlash.
- Effective feedback should be a two way process, involving the learner at all times.

## Appendix E: Example Assessment Plan

Assessor name:

Learner name:

Date:

Date and timings of planned assessment	Unit/s and/or learning outcome/s to be assessed	What is to be assessed? Describe the activity or process you will observe or the product to be produced.	Assessment Method (Please see key below)	Date assessment completed

I confirm that the assessment process, the activity and evidence to be generated has been fully explained to me:

Signed by Learner: .....

Date:.....

**OQ** - Oral Questioning, **O** – Observation, **WT** - Witness Testimony, **S** - Simulation, **PD** - Professional Discussion, **WQ** - Written Questions,  
**A** - Assignment/Project, **WP** - Work Project, **CS** - Case Study, **RA** – Reflective Account, **RPL** – Recognition of prior learning

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## Professional Discussion

<b>Learner name:</b>	
<b>Assessor name:</b>	
<b>Date:</b>	
<b>Assessment criteria / topic of discussion:</b>	<b>Learner response:</b>

<b>Assessor signature:</b>		<b>Date:</b>	
<b>Learners signature:</b>		<b>Date:</b>	
<b>Internal quality assurer signature:</b>		<b>Date:</b>	

**Assessor Question Sheet**

Qualification:

Unit:

Assessor question	Learner response	Assessment criteria covered

<b>Assessor signature:</b>		<b>Date:</b>	
<b>Learners signature:</b>		<b>Date:</b>	
<b>Internal quality assurer signature:</b>		<b>Date:</b>	

**Assessor Feedback Sheet**

Qualification:

Unit(s):

Performance criteria / assessment criteria	Assessor feedback

Assessor signature:		Date:	
Learners signature:		Date:	
Internal quality assurer signature:		Date:	

## Learner Assessment Record

Evidence	Date Achieved	Assessor signature	Learner Signature

