

PROGRAMME SPECIFICATION

1	Awarding institution/body: University of Worcester
2	Teaching institution: Pershore College as part of Warwickshire College and University of Worcester Partnership
3	Programme accredited by: N/A
4	Final award: FdSc
5	Programme title: Food Safety and Quality Assurance
6	Pathways available: Not applicable
7	Mode and/or site of delivery: Face to Face delivery of theoretical and practical work with some blended learning via the Learning Channel and BlackBoard VLEs. All modules delivered at Pershore College centre of Warwickshire College with possible use of UW laboratory facilities. Substantial work-based learning also required.
8	Mode of attendance: FT & PT
9	UCAS Code: DN62
10	Subject Benchmark statement: Agriculture, Forestry, Agricultural Science, Food Sciences and Consumer Sciences (2002), Foundation degree qualification benchmark statement (2004)
11	Date of Programme Specification preparation/revision: January 2011

12 Educational aims of the programme

Generic Aims

The Foundation degree award aims to provide the following:

- a) to develop in each student subject knowledge and understanding appropriate to individual interests and developing vocational needs;
- b) to develop each student's intellectual powers, their understanding and judgement, their ability to see relationships within what they have learned and to examine the field of study in a broader perspective;
- c) to develop the personal effectiveness and employability of students, in particular their ability to learn, to communicate, to work with others and to solve problems;
- d) to develop those skills of professional scholarship required for career management, lifelong learning and innovation;
- e) to provide opportunities to learn and apply skills and knowledge in the workplace;
- f) to provide a lively, stimulating and challenging educational experience which meets the defining characteristics of foundation degree awards;

- g) to apply theory to observe and appraise practice in the work place; and
- h) to evaluate safe working practices.

Award-Specific Aims

The FdSc Food Safety and Quality Assurance award aims to:

- i) provide an educational foundation for a range of careers in the food industry;
- j) develop a range of transferable skills and techniques, personal qualities and attitudes essential for successful performance in working life;
- k) provide support to meet the individual academic and pastoral needs of students with varying abilities;
- l) equip students for progression to honours degree study and to develop a positive attitude towards lifelong learning and employment;
- m) provide opportunities to develop, encourage and enhance students' motivation for the food industry so that they are able to make an immediate contribution to their chosen area of employment;
- n) provide, through work-based learning, students with an appreciation of issues in food safety and quality assurance in the food industry;
- o) develop student's abilities in scientific and technical aspects of the food industry;
- p) develop, through work-based learning, students' abilities to make informed decisions in the food industry.

13 Intended learning outcomes and learning, teaching and assessment methods

Generic Outcomes

On successful completion of Foundation degree awards, students will be able to:

- i. communicate clearly, concisely and confidently, using an appropriate format;
- ii. collect, select and evaluate information from a range of sources;
- iii. manipulate and interpret complex sets of data, assess their reliability and present them in an appropriate format;
- iv. learn independently and display the skills of professional scholarship required for personal development, career management and lifelong learning;
- v. use information and communication technology effectively;
- vi. select and apply knowledge and principles to the solution of well defined problems;

- vii. demonstrate familiarity with, and understanding of, the important facts and principles in a broad field of study and an awareness of the provisional nature of knowledge and theory;
- viii. display the attributes, skills, behaviour and attitudes required in working life, in the work place;
- ix. demonstrate the ability to establish effective working relationships with others and observe and evaluate working practices; and
- x. demonstrate safe working practices and advise others accordingly.

Award-Specific Outcomes

On successful completion of the FdSc Food Safety and Quality Assurance students will be able to:

- xi. demonstrate knowledge and critical understanding of scientific and technical aspects of the food industry;
- xii. demonstrate knowledge of the main methods of enquiry in the field of food safety and quality assurance and the ability to evaluate critically the appropriateness of different approaches to solving problems and applying these in a work context;
- xiii. apply theoretical and practical scientific knowledge to the field of food safety, and in a work context;
- xiv. review and apply the principles of quality assurance relevant to the food industry, in both theoretical and practical contexts;
- xv. demonstrate an understanding of the limits of their knowledge in the context of the food industry and identify areas for personal and professional development; and
- xvi. display the attributes, skills, behaviour and attitudes required in working life, in the work place.

The aims and outcomes of this award are in alignment with the Framework for Higher Education Qualifications (October 2008) at level five.

This award suitably prepares students for progression to Honours level study by addressing key skills and knowledge as identified in the QAA Agriculture, Forestry, Agricultural Sciences, Food Sciences and Consumer Sciences Subject Benchmark Statement (2002).

Learning, Teaching and Assessment Methods

A key approach to teaching and learning on the FdSc Food Safety and Quality Assurance is to fully exploit staff, student and local employer industry experience to ensure that all teaching and learning is current, vocationally relevant and to a high standard.

Employer engagement is critical for the success of the programme. The College will continue to build on its strong links with industry to ensure meaningful work placements for students not in employment. Guest speakers will be regularly involved in module delivery and industry visits will be an important aspect of the course. This will ensure that theoretical teaching is regularly contextualised through employer engagement, while the College will also exploit its laboratory resources and its own food industry resources.

The teaching team can access excellent technology including a Virtual Learning Environment and intranet supported by strong technological support. Students will have home access to the College's VLE (called the Learning Channel) for dynamic resources and supporting materials.

The FdSc Food Safety and Quality Assurance will involve a blended learning approach with online resources, directed reading and online discussion fora all used to supplement the taught sessions. Relevant course books and access to the Virtual Learning Environment are therefore essential. The course relies heavily on work-based learning and, as would be expected, directed reading is a critical tool for developing students' knowledge while discussion fora can help students to apply that knowledge to their workplaces.

Teaching and learning methods used to deliver this curriculum are designed to provide experience, and, through reflection upon it, develop concepts which can then be explored through testing and experimentation.

The methods used in practice vary according to the nature of the subject matter but include a wide diversity from formal lectures to student centred activities including laboratory work, seminars and case studies.

Assessment methods for the FdSc Food Safety and Quality Assurance are varied and have been designed to assess a full range of skills in presenting information. The table overleaf details the assessment methods used, from presentations and written assessments to examinations and practical assessments.

The table below shows the full range of assessment items used within the subject, by module and also shows the relative weightings of each item.

Module	Practical Assessment	Written Assignment	Case Study	Reflective Log	Presentation	Exam	Practical Report	Tests	Employer Evaluation	PDP
FDFS1101	50%						50%			
FDFS1102		50%				50%				
FDFS1103						40%	60%			
FDFS1104		50%						50%		
FDFS1105		40%					60%			
FDFS1106			50%		50%					
FDFS1107		25%			25%					50%
FDFS1108		50%						50%		
FDFS2101				40%	60%				Pass/ Fail	
FDFS2102		40%				60%				
FDFS2103	40%	40%	20%							
FDFS2104		40%	40%		20%					
FDFS2105						50%	50%			
FDFS2106			60%		40%					
FDFS2107		50%				50%				

14 Assessment Strategy

The assessment programme is designed to determine if you have achieved the module learning outcomes and assessment criteria and can demonstrate qualities and abilities, which reflect the general educational aims of the course. In addition, the programme of assessment will provide feedback for both you and module tutors so that remedial action may be taken where required.

A diagnostic written assessment is undertaken at the beginning of the course for all students. This assessment does not go towards final grades but enables students to have early feedback on any apparent areas of strength and weakness.

Formative assessment is undertaken regularly throughout the course. Many of the assessments that contribute to final grades are of a formative nature in addition to their summative role. Furthermore, you are expected to participate in a wide range of in class activities, quizzes and tests using the Virtual Learning Environment, presentations and written work that will not contribute to your final grade but which is vital as part of the learning process and in providing you with feedback on your academic progress.

Summative assessments are as detailed in the table at the end of Section 13.

A substantial proportion of assessments on the FdSc Food Safety and Quality Assurance are designed to be completed through work-based learning. You will note that module descriptors for the course include Learning Outcomes which are reflected in the assessments for those modules. These Learning Outcomes and the associated assessments often make reference to evidencing something being achieved in the workplace or in a work environment. Application of theory within the workplace is an essential aspect of the Foundation degree and the assessment that takes place may be of direct benefit to the employer or work placement provider as well as meeting course Learning Outcomes. Employers or work placement providers may be asked to make judgments on your abilities in certain areas as part of the course assessment. Where this happens, the employer or work placement will be asked to complete a witness statement rather than providing detailed marking and feedback.

The course is fully compliant with UW regulations for assessment, mitigation, appeals and complaints. For further details on any of these areas please follow this link to the [Registry website](#) or see the [UW Student Handbook](#).

15 Programme structures and requirements

Title: Foundation Degree in Food Safety and Quality Assurance

Year: 2009

Last Updated: 2009

LEVEL 4				
Module Code	Module Title	Credits (Number)	Status Mandatory (M) Option (O)	Pre-requisites
FSQA1101	Laboratory Skills for Food Science	15	M	None
FSQA1102	Food Processing	15	M	None
FSQA1103	Food Microbiology I	15	M	None
FSQA1104	Properties of Food Components	15	M	None
FSQA1105	Food Analysis	15	M	None
FSQA1106	Nutrition	15	M	None
FSQA1107	Professional and Academic Development	15	M	None
FSQA1108	Food Safety	15	M	None

LEVEL 5				
Module Code	Module Title	Credits (Number)	Status Mandatory (M) Option (O)	Pre-requisites
FSQA2101	Professional Practice	30	M	None
FSQA2102	Food Preservation	15	M	FSQA1102
FSQA2103	Quality Assurance	15	M	None
FSQA2104	Food Raw Materials	15	M	FSQA1104
FSQA2105	Food Microbiology II	15	M	None
FSQA2106	HACCP (Hazard Analysis & Critical Control Points)	15	M	None
FSQA2107	Food Packaging & Labelling	15	M	None

Requirements at Level 4 and 5

To complete the FdSc Food Safety and Quality Assurance, you must:

1. Gain at least a PASS grade in each module
2. Achieve 240 credits, of which at least 120 are at level five.

Students who successfully complete the FdSc Food Safety and Quality Assurance are eligible for entry to the BSc (Hons) Food Safety and Quality Assurance.

16 QAA Academic Infrastructure

Like all Higher Education courses in the UK, this award is designed with reference to the [Academic Infrastructure](#), a means of describing academic standards in terms of the [academic level](#) you are expected to achieve and, in broader terms, the [content](#) that will be covered. This includes the FHEQ, or Frameworks for Higher Education Qualifications, which provide details of the academic level expected within each year of the course.

A key document in the development and management of higher education courses is the QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education. The [QAA Code of Practice](#) plays a central role in shaping the FdSc Food Safety and Quality Assurance and has been a guide to developing the underlying University of Worcester [Undergraduate Regulatory Framework](#) as well as key aspects of the course such as approaches to admissions policy, assessment procedures and quality assurance through the appointment of External Examiners to oversee the course.

Section 1 of the QAA Code of Practice applies only to postgraduate courses and so will not affect your studies on this course. Section 2 of the QAA Code of Practice explains the principles and responsibilities involved in the partnership between the University of Worcester and Pershore College, a part of Warwickshire College. Section 3 ensures equality if you have a disability while Section 4 details the ways in

which external examiners ensure the quality of the academic standards and assessment processes that you experience. Section 5 lays down your rights in academic appeals and complaints on academic matters and Section 6 ensures that assessments and assessment procedures are fair and effective. Section 7 describes the approaches to programme design which have been followed in developing this Foundation degree and Section 8 explains the policies that higher education institutions must have in career education, information and guidance. The work-based learning element of the course – which is such a central aspect of Foundation degrees – is managed in line with guidance in Section 9 of the QAA Code of Practice. Section 10 deals with admissions to HE courses.

The QAA also produces a [Subject Benchmark Statement](#) which describes the content required by courses in particular subjects. The FdSc Food Safety and Quality Assurance has been developed in line with the Subject Benchmark Statement for Agriculture, Forestry, Agricultural Sciences, Food Sciences and Consumer Sciences (2002). In addition, all Foundation degrees are developed in line with the QAA's Foundation degree Qualification Benchmark Statement.

The FdSc Food Safety and Quality Assurance has been designed in line with the University of Worcester [Curriculum Design Policy](#). This includes, most specifically, ensuring that the award provides you with appropriate learning outcomes and assessment opportunities. It also ensures that assessment criteria are appropriate and fair and that the course runs in line with the University of Worcester assessment policy. In addition, the programme is consistent with the University of Worcester's Undergraduate Regulatory Framework and is fully informed by the University of Worcester's Equality Statements.

17 Support for students and their learning

Induction

During your first few days at Pershore College, we will take the opportunity to introduce you to the staff and college facilities. You will be issued with a timetable specific to your first days which will incorporate an introduction to studying at HE level, the requirements of your specific programme, researching and investigation to support your assessment programme, institutional rules and regulations and, of course, an introduction to the practical skills required for your programme. Freshers' Week activities also help you to meet other new students from across the College.

Equal Opportunities

Please ensure that you inform the College of any additional needs you may have to enable us to provide appropriate support or make reasonable adjustments to ensure you can participate fully in the course.

Written course materials are available in alternative formats for students who would benefit from this. The different formats available include large font text, coloured paper or electronic formats. Please contact your Course Manager to discuss these options if this applies to you.

All HE programmes of study at the College are outcome-based; for each module students are given a set of outcomes. The assessment strategy

includes tasks that give students the opportunity to demonstrate that they can achieve these outcomes. In some cases students will be unable to complete an assessment task due to a physical disability, for example a non-verbal person is unable to give an oral presentation. In such cases, the College may provide students with alternative means of achieving the assessment tasks. These will be negotiated with the student and Course Manager and approved in advance by the Subject Assessment Board, with advice from the Integration Officer as appropriate. In such cases a medical certificate will normally be required.

Further details can be found on the Warwickshire College intranet, including the College Equal Opportunities Policy and our statement on Meeting Your Individual Needs: Disclosure and Confidentiality Policy Relating to DDA4.

The University of Worcester has an Equal Opportunities Policy, together with equality schemes and action plans promoting equality in relation to race, disability, gender, age and sexual orientation. Progress in implementation is monitored by the Equality and Diversity Committee.

The University's [Disability and Dyslexia Service](#) within Student Services provides specialist support on a one to one basis.

Personal Tutors

You are entitled to a minimum of three tutorials on an individual basis with your personal tutor. In addition, group tutorials take place that provide guidance and support on studying at HE level, informs you of changes and arrangements, and may be used to administer assessments, introduce assignments and return marked work.

Records and action plans result from tutorials and are entered onto your College file for review and updating.

You may also be issued with progress reviews to provide an overview of your achievements to date, and what you need to do to improve and achieve your potential. The overall aim of tutorials is not to solve your problems for you but to help you solve your own problems!

Personal Development Planning

The Warwickshire College PDP tutorial process provides advice and guidance to students on a range of approaches to planning for their personal, educational and career development. The planning of individual goals and intentions and the alignment of actions to achieve them is emphasised. Students are encouraged to record thoughts, ideas, and experiences in the form of an Evidence Log or Personal Development Record. Students are guided to use this PDR as a tool to review and evaluate their experiences and the results of their learning.

Study Skills

During their course all students will develop and exercise key skills, career management abilities, and the research and scholarship competencies required of autonomous professionals in a rapidly changing sector. The course aims:

- To develop the key skills for successful learning both in undergraduate courses and in subsequent careers.
- To develop the knowledge, understanding, attributes and skills required to obtain appropriate employment and manage career development.
- To develop the professional scholarship required in a learning society.

[Study Skills Advice Sheets](#) have been developed in order to help you to plan and carry out your coursework and assessments, making the most of the time available and helping you to achieve your potential.

18 Admissions policy, criteria and procedures

Admissions policy

The Foundation Degree course aims to attract interest from school leavers to those already experienced in the food and drink industry, mature entrants and applicants wishing to change their career paths. This diversity of interest means that the entry requirements reflect varying qualifications of the applicants. Thus the main criteria for the selection of students are an appropriate indication of academic potential and their interest in the food and drink industry.

Given the vital importance of work-based learning in achieving learning outcomes, all applicants must either be employed within the food industry or secure a work placement within the food industry. Applicants will be advised that – if they are not already working within the industry – they must gain a work placement for the course. Gaining a work placement is the responsibility of the applicant although the Course Team can provide substantial support and guidance as necessary.

Work placements will be a minimum of 20 weeks equivalence which should be spread throughout the course to meet work work-based learning requirements. Students are recommended to undertake two days per week during term time. All placements **MUST** be approved under the Warwickshire College work placement provider guidelines. Employers must hold public and employer liability insurance, undergo a health and safety assessment and undertake an equal opportunities approach to supporting placement students. Students on work placement must have commenced their work placement by 1 November.

The Course Team will advise applicants of their responsibilities when they apply for the course and guidance on work-based learning will be provided. Students who do not have a work placement arranged by the start of the course or who lose their employment or work placement during the course, have a responsibility to secure alternative work placement or employment in the food industry. Failure to secure work placement or employment within the food industry could mean that the student is withdrawn from their course although this is considered a last resort. In these circumstances, the Course Team will always aim to be supportive and will aid students seeking placements as much as possible (for example, by advising on CVs and putting students in touch with potential placement providers/employers).

Applicants not conforming to the example entry requirements below may be considered for the course, where it is clear that they have the capacity and ability to benefit from the programme of study. Such applications should provide full details of their relevant training and experience including, preferably, a reference from a recent employer.

Entry requirements/selection criteria

Each applicant will be assessed at interview to establish that the course is of benefit to them and to emphasise the requirement for work-based learning. Specific qualifications, learning or experience are not required but as a guide an applicant will normally have:

- Passes at A to C in 5 GCSE's (or equivalent) including Maths, English and a Science

UCAS Tariff: 60 points from a minimum of six units to include one of:

- GCE Advanced Level
- VCE Advanced Level
- Advanced Diploma
- Scottish Highers
- Advanced GNVQ or NVQ Level 3
- BTEC/Edexcel National Diploma
- Foundation Year/Access course pass
- Experiential entry route

We are happy to consider all ages of students, including those who are making a career change. Proof of qualifications may be asked for at interview but appropriate experience may also be considered.

Students with few or no formal qualifications should contact the Registry Admissions Office (01905 855111) with details of their age, any work undertaken, including caring or organised voluntary work, and any other relevant experience gained since leaving school.

Mode of Attendance

The FdSc Food Safety and Quality Assurance course is normally delivered over two years. Students are timetabled to attend college one day a week which allows employed students to follow a day release scheme. Students undertaking a work placement are expected to be in placement for the equivalent of two days a week during term time for the duration of the course. The course is a full time programme and so students should be expecting to undertake around 35 hours of study each week, including time in College and time spent completing assessments.

Admissions procedures

Application for full-time students (to study the two year course) is made by applying on the UCAS website www.ucas.com. Both UW and Pershore College hold a series of open mornings and afternoons when further course details can be discussed. This is also the time when interviews take place.

Part-time applicants (to study for three years) should apply directly to Warwickshire College using a Warwickshire College application form.

Accreditation of Prior Learning

Students with relevant previous study at HND or degree level or extensive experience may be considered eligible for accreditation of prior learning. Entry may be possible to level 4 or level 5 of the course dependent upon qualifications or experience gained. Credit can also be given for individual modules.

19 Methods for evaluating and improving the quality and standards of teaching and learning

Quality and standards at Pershore College are monitored and maintained through a wide range of processes, including those relying upon contributions from the student body.

The Course Manager for FdSc Food Safety and Quality Assurance completes an Annual Course Monitoring report at the end of each academic year. This report (which is combined with the report for the BSc (Hons) Food Safety and Quality Assurance) enables the evaluation of many aspects of the course management including the quality of assessment and employer engagement. The report is shared with UW who write a Link Tutor Report to comment on the report and the quality of the course. In addition, the report is circulated to key managers within Warwickshire College so that the quality of the course can be widely assessed.

One key piece of information that feeds into the Annual Course Monitoring report is the External Examiner's (EE) Report. The EE looks at the quality of assessment on the course and sits on the Examination Board that confirms student grades and progression.

Students have a vital role to play in reporting on the quality of their course. A range of quality questionnaires are circulated during the year to look at a number of key aspects of the provision. One important questionnaire is the Course Survey which asks all students to comment on aspects of the course such as the quality of learning resources and the quality of their lecturers. These Course Surveys are supported by Module Surveys which look more in depth at individual modules.

Students can comment on their course at a national level. The National Student Survey (NSS) takes place in the spring term and is administered nationally by Ipsos-Mori, the opinion polling company. Results of the NSS are published nationally and are available to read through the UCAS website and at www.unistats.com.

20 Regulation of assessment

The course operates under the [Undergraduate Regulatory Framework](#) which sets out the full regulations for passing modules, grading of modules, retrieving failed modules, progressing from one year to the next, requirements for awards, and how the degree is classified.

Requirements to pass modules

- Modules are assessed using a variety of assessment activities which are detailed in module specifications.
- The minimum pass mark is D- for each module.
- Students are required to submit all items of assessment in order to pass a module, and in some modules, a pass mark in each item of assessment may be required.
- Some modules have attendance requirements (delete if this does not apply).
- Full details of the assessment requirements for a module, including the assessment criteria, are published in the module outline.

Submission of assessment items

- Students who submit course work late but within 5 days of the due date will have work marked, but the grade will be capped at D- unless an application for mitigating circumstances is accepted.
- Students who fail to submit an item of assessment lose their right to reassessment in that module, and will be required to retake the module.
- Students who submit work later than 5 days but within 14 days of the due date will not have work marked unless they have submitted a valid claim of mitigating circumstances.
- For full details of submission regulations see URF.

Retrieval of failure

- Students are entitled to resit failed assessment items for any module that is awarded a fail grade, unless the failure was due to non-attendance or non-submission.
- Reassessment items that are passed are graded at D-.
- If a student is unsuccessful in the reassessment, they have the right to retake the module (or, in some circumstances, take an alternative module).

Requirements for Progression

- Students at Level 4 may be permitted to progress to Level 5 when they have passed at least 90 credits at Level 4.
- A student who fails 90 credits or more due to non-submission will be required to withdraw from the University.
- Students who pass less than 90 credits but have submitted all items of assessment will be required to retake modules.

The following awards will be available upon meeting the following requirements:

Award	Requirement
CertHE	Minimum of 120 credits with at least: 120 credits at Level 4 or higher
Foundation Degree (FdSc)	Minimum of 240 credits with at least 120 credits at Level 5

Institute Examination Boards review and confirm results for modules, and the Scheme Examination Board considers candidates' mark profiles to make decisions about progression, awards and degree classifications as appropriate.

21 Indicators of quality and standards

- External Examiners' reports
- The University has the Investors in People kite mark which was renewed in 2008
- The College has the Investors in People kite mark renewed in 2006

In November 2005, the University was audited by the Quality Assurance Agency. The audit confirmed confidence in the University's management of the quality of its academic programmes and the standards of its awards. The QAA particularly commended the University's supportive ethos and range of departmental and central services provided to students and staff in support of its mission to deliver an excellent inclusive higher education.

22 Career opportunities and links with employers

The FdSc Food Safety and Quality Assurance leads to career opportunities in commerce and industry, the public sector and education as well as scope for further studies leading to postgraduate qualifications. Competent graduates should be able to start their own businesses as consultant advisors.

- Business (e.g. Proprietor, Quality Assurance Manager, Marketing Manager, Quality Controller, Food Product Development Management)
- Government Agencies (e.g. DEFRA)
- Technical Posts (e.g. consultant, advisor)
- Education (e.g. Teaching, Lecturing, Research)
- Further Study: BSc (Hons) Food Safety & Quality Management at Pershore College

If you are not already employed in the Food industry, the course provides links with employers through the work-based learning component. Those already employed within the Food industry may find that they are provided with new responsibilities and management opportunities as a result of their studies.

The FdSc Food Safety and Quality Assurance has a range of links with local employers including for the provision of placements facilitating work-based learning. In addition, local employers provide enhancements for the Foundation degree through enabling visits to their facilities and by providing guest speakers to discuss contemporary issues in the Food industry. Students on the FdSc Food Safety and Quality Assurance also attend industry conferences where available. All of these activities – with their crucial employer involvement – help to ensure the industry relevance and currency of the course.