

CIEH | Competency Development Portfolio Guidance for employers



This is the CIEH Competency Development Portfolio (CDP) Guidance for employers. Please also see the CDP Guidance for candidates and CDP and Professional Discussion (PD) Overview.

The support of a sponsoring employer is required for practitioners to complete the Competency Development Portfolio (CDP). Completion of the CDP is an important step in the journey towards candidates achieving their food control qualification.

To provide the best possible environment to support practitioners, employers are required to identify a workplace supervisor. The workplace supervisor is responsible for mentoring practitioners through the CDP, ensuring the quality and consistency of the learning experience and identifying opportunities for practitioners to demonstrate the required competencies.

Workplace supervisors are responsible for ensuring practitioner performance is assessed against the required competencies, which includes monitoring conduct and behaviour against professional standards.

The supervisor will sign off the candidate's portfolio when the competencies have been demonstrated to the required standard.

Who can be a workplace supervisor?

The workplace supervisor is appointed by the sponsoring organisation.

In a local authority the supervisor must be a Lead or Authorised Officer. In a private or third sector organisation, the supervisor must hold the baseline qualification for food hygiene and/or food standards as appropriate.

The sponsoring organisation is responsible for all due diligence checks to ascertain the fitness of the workplace supervisor.

It is not mandatory that the workplace supervisor be a member of CIEH.

Workplace supervisors must:

- officially commit to upholding CIEH's professional standards
- be working at the same sponsoring organisation as the practitioner
- have good knowledge of the organisation and people in it
- be committed to supporting the practitioner for the completion of the portfolio

What will a workplace supervisor do?

The role of the workplace supervisor is to provide opportunities for practitioners to obtain experience carrying out as many food assurance duties as possible either within their organisation or another appropriate setting.

In the preliminary stages of a practitioner's learning, you may be required to lead on activities and demonstrate how to undertake tasks. As they become more experienced, you will oversee their performance in practice. You will be expected to provide guidance and offer advice.

What is the Competency Development Portfolio (CDP)?

The CDP is a record of a practitioner's experience which details the attainment of key competencies for a Food Safety Practitioner.

The portfolio focuses on competency assessment through the capture of realistic everyday practice, rather than completing a list of mandatory isolated activities. The practitioner is required to compile:

- three detailed case studies based on proactive inspections of food establishments
- two investigation reports based on complaints
- two short narratives relating to legal notices

They should refer to the Candidate Guidance for further details of the requirements.

The competencies that must be demonstrated in the portfolio are listed in Appendix 1 below. All competencies must be demonstrated to the required standard.

The practitioner's narrative of an activity should expand on the tasks undertaken in practice and demonstrate an understanding of the processes. Each narrative should show that the required competencies have been attained and include reflection on the activities.

How do I judge competence?

You will be required to observe a practitioner in the workplace. You will assess their performance, using your judgement, and ascertain when they have demonstrated the required competencies at the 'adept' level.

Practitioners operating at the 'Adept level' are up to date, knowledgeable and experienced in practice. They are able to demonstrate a risk-based approach, make good evidence-based decisions, considering the full range of available options and be confident justifying their decisions. They can demonstrate their technical skills and uphold professionalism.

When do I sign off the CDP?

A supervisor can sign off the practitioner's portfolio when they are satisfied the practitioner has undertaken a suitable amount of workplace activity and demonstrated the competencies to a suitable level.

Practitioners must have a minimum of six months' workplace experience to complete their portfolio. This period of experience is counted from the date of their enrolment with CIEH. The portfolio cannot be submitted earlier than six months after the enrolment date. This is to ensure candidates have the opportunity to experience delivering interventions at a wide range of food establishments, including those that are approved under Reg. (EC) 853/2004, and time to develop their competencies.

Practitioners will inevitably look to their supervisors for guidance. If further clarification is required on completing the CDP, please contact the Professional Development team by email at education@cieh.org

Appendix 1 – competencies

The following tables show the competencies to be demonstrated by candidates completing the Competency Development Portfolio (CDP) and signed off by employers once they are satisfied the competency has been met.

A. Inspections and audits

No.	Competency	Description / summary of demonstration	Evidence reference	Date and sign off
1	Plans effectively for inspection/audit, including consideration of primary authority as appropriate			
2	Assesses compliance with food hygiene legislation in a range of retail establishments			
3	Assesses compliance with food hygiene legislation in a range of catering establishments			
4	Assesses compliance with food hygiene legislation in a range of food manufacturing establishments, including those subject to approval under Reg. (EC) 853/2004			

No.	Competency	Description/summary of demonstration	Evidence reference	Date and sign off
5	Assesses compliance with food standards legislation in a range of food establishments			
6	Demonstrates the application and scope of primary and supplementary food legislation, (including relevant industry guides/codes of practice) in assessing compliance, identifying contraventions and recommending good practice			
7	Identifies the hazards, evaluates the risks and determines suitable controls for the food, processing methods and food premises inspected			
8	Evaluates the adequacy and efficacy of a food business' food safety management arrangements			
9	Audits food safety management systems based on HACCP			
10	Determines whether to take samples and justifies the rationale for sampling decisions			

No.	Competency	Description/summary of demonstration	Evidence reference	Date and sign off
11	Demonstrates the correct procedure for sampling food for microbiological examination			
12	Demonstrates the correct procedure for sampling food for analysis			
13	Interprets different forms of data e.g. sampling results, monitoring data			
14	Generates an accurate food hygiene intervention rating, based on inspection findings, to determine the nature and frequency of subsequent interventions			
15	Derives an accurate food hygiene rating which is justifiable and supported by available evidence			
16	Generates an accurate food standards intervention rating, based on inspection findings, to determine the nature and frequency of subsequent interventions			

No.	Competency	Description / summary of demonstration	Evidence reference	Date and sign off
17	Evaluates the range of enforcement options available and determines the most appropriate course of action to remedy non-compliance			
18	Produces appropriate correspondence/ reports/ schedules to inform businesses of the outcome of interventions, clearly differentiating between legal requirements and recommendations of good practice			
19	Represents organisation professionally to demonstrate stakeholder confidence in self, the organisation and consequently the profession			
20	Communicates effectively using appropriate modes of delivery			
21	Records clear, accurate and timely information and maintains records that are GDPR compliant, retrievable and consistent with the Food Law Code of Practice and employer requirements			
22	Evaluates the impact of action taken and can discuss potential consequences of inaction			

B. Reactive Investigations

No.	Competency	Description / summary of demonstration	Evidence reference	Date and sign off
1	Conducts food complaint investigations in accordance with employer's procedures, PACE and RIPA (where appropriate), demonstrating integrity, accountability and impartiality			
2	Demonstrates the application and scope of primary and supplementary food legislation, (including relevant industry guides/codes of practice) in assessing compliance			
3	Determines whether to take samples and justifies the rationale for sampling decisions			
4	Determines whether the complaint constitutes a local food hazard, a serious localised food hazard or a non-localised food hazard			
5	Identifies when it is appropriate to engage with other agencies / stakeholders, and engages with stakeholders to achieve the most satisfactory outcomes (e.g. FSA, Primary Authority)			

No.	Competency	Description/summary of demonstration	Evidence reference	Date and sign off
6	Analyses information and determines the most appropriate course of action			
7	Manages expectations of consumers and other stakeholders, affording appropriate priority to the complaint whilst facilitating a timely conclusion to the investigation			
8	Manages issues of confidentiality, lack of anonymity and protection of personal information as appropriate			
9	Explains the outcome of investigations to relevant stakeholders using effective and appropriate communications			
10	Records clear, accurate and timely information and maintains records that are GDPR compliant, retrievable and consistent with the Food Law Code of Practice and employer requirements			

No.	Competency	Description / summary of demonstration	Evidence reference	Date and sign off
11	Represents organisation professionally to demonstrate stakeholder confidence in self, the organisation and consequently the profession			
12	Describes the factors taken into account when determining the appropriate course of action, evaluates the impact of action taken and can discuss potential consequences of inaction			

C. Use of enforcement sanctions

No.	Competency	Description/summary of demonstration	Evidence reference	Date and sign off
1	Explains appropriate and proportionate use of enforcement sanctions commensurate to the type of activity, the role of Primary and Home Authorities and the relevant authority's Enforcement Policy			
2	Explains risk-based approach, and the hierarchy of enforcement			
3	Explains how to identify duty holders, including where there is a lack of information available, to ensure notices are properly served			
4	Produces legal notices in line with Food Law Code of Practice requirements e.g. identifying the regulation contravened, reason for contravention, works required to secure compliance (including works of equivalent effect) and appropriate timescales for compliance			
5	Explains how to ensure notices are properly served, and the right of appeal			