
Food Safety Level 2 (Health)

Units HLTFS309B: *Oversee the day-to-day implementation of food safety in the workplace, and HLTFS310B: *Apply and monitor food safety requirements.**

Pre-Enrolment Information for Learners

Have you read the CFT NSW Student Information handbook?

COURSE DESCRIPTION

This course covers the skills and knowledge required to:

- monitor and control food safety hazards and respond to non-conformance as required by the food safety program, and
- supervise the day-to-day implementation of the food safety program across the entire business, process or food handling area. It also involves supporting others to implement the requirements of the food safety plan.

PREREQUISITE UNIT:

You must complete the following unit before you can be assessed for Units **HLTFS309B** and **HLTFS310B**:

- **HLTFS207B *Follow basic food safety practices*** or equivalent nationally recognised training.

QUALIFICATIONS AND RECOGNITION

Upon successful completion of this course students will be eligible to receive nationally recognised Statements of Attainment for units **HLTFS309B *Oversee the day-to-day implementation of food safety in the workplace,*** and **HLTFS310B *Apply and monitor food safety requirements*** in partial completion of:

- HLT32807 Certificate III in *Health Support Services (Food Services)*:

FOOD SAFETY PROGRAMS

In NSW certain food businesses are already required to have a food safety program in place. These include businesses that provide foods to vulnerable people such as Hospitals and Aged Care facilities. In 2010, Childcare centres will also need a food safety program. Other businesses required to have a food safety program in place are: Food manufacturers; Businesses that handle or process meat, Dairy producers, factories and vendors; Businesses that handle seafood and shellfish; and High-priority plant product businesses.

ASSESSMENT

Assessment is based on competency: Completion of records required to implement a food safety program according to your Food Safety Programs policies and procedures. Your assessment may also include practical demonstrations (conducted in the workplace or simulated workplace conditions), worksheets, oral presentations, interviews, case studies, projects, group work and written assessments.

During the assessment, you may be assessed by a range of methods, depending on the nature of the skill. This range could include:

- observation of you carrying out work tasks;
- role plays of real work scenarios;
- projects;
- completing case studies and problem-solving exercises to assess the application of your knowledge and skills to different work situations and contexts;
- questions to assess your knowledge;
- combination of these methods.

When you have successfully completed your assessment, you will receive a Statement of Attainment to show you have achieved competence in the unit.

CRITICAL ASPECTS OF ASSESSMENT

To achieve this unit, you must demonstrate the following:

1. Ability to access and interpret safe food handling procedures and consistently apply these during day-to-day food handling activities;
2. Knowledge of all aspects of the food safety program;
3. Reporting requirements.

COMPETENCY CHECKLIST

You will also be required to demonstrate competence in the following skills & knowledge.

Skills:

- Use food safety program information to find advice on food safety responsibilities relating to own work.
- Monitor food safety hazards as required by the food safety program. This may include methods such as visual inspection, sampling and testing.
- Record results of monitoring and maintain records as required by the food safety Program.
- Identify if food safety requirements or parameters are not met within level of Responsibility.
- Take corrective action as required by food safety program within level of Responsibility.
- Report practices or processes in own work that could result in unsafe food.
- Follow procedures to identify, separate and report product which is or may be nonconforming and/or implement other necessary corrective action within level of Responsibility.
- Participate in investigating and reporting on unsafe food as identified by internal monitoring and/or customer complaints.
- Communicate information about the food safety program and related procedures to others in the food handling area.
- Demonstrate monitoring techniques used in the food handling area. These may include visual inspection, sampling methods, testing methods, record keeping and all other procedures required to implement the food safety program in the food handling area.
- Demonstrate monitoring techniques used in the food handling area. These may include visual inspection, sampling methods, testing methods, record keeping and all other procedures required to implement the food safety program in the food handling area.
- Collect and analyse data and other food safety information to identify breaches of food safety procedures within level of responsibility.
- Participate in investigating actual and potential non-conformance and complaints from customers relating to food safety.
- Review practice and procedures to prevent or minimise non-conformance within level of responsibility.
- Make judgments on action required to respond to non-conformance and follow procedures to identify, separate and/or recall non-conforming food as required, within level of responsibility.
- Monitor the recording of food safety information to confirm that the records accurately reflect performance and meet the requirements of the food safety program.

Knowledge:

- Sources of information on procedures and responsibilities for food safety relating to own work.
- Safe food handling requirements and procedures related to work responsibilities.
- Understanding of the properties, handling and storage requirements of equipment, materials and products handled and used.
- Microbiological, physical and chemical hazards related to the foods handled in the workplace. This includes the types of hazards likely to occur, the conditions under which they occur and possible consequences.
- Methods and procedures used in the workplace to control food safety hazards.
- An understanding of the methods used in the workplace to monitor that food safety is under control. This may include and understanding of the purpose of sampling and taking measurements such as

temperature and pH and conducting inspections and tests. Where inspections and tests are part of the work responsibility, it includes an understanding of the procedures to follow.

- Purpose of corrective action and the appropriate corrective action to take if monitoring indicates that food safety control requirements are not met. Corrective action is typically described in the food safety program.
- Purpose of keeping records and the recording requirements of the food safety program.
- Methods used in the workplace identify and separate food which may be unsafe.
- Recall procedures as they relate to own work responsibilities.
- Principles of a systematic approach to managing food safety. This includes identification of hazards that are likely to occur, establishing appropriate methods of control, monitoring controls, describing corrective action to be taken if control conditions are not met and recording information.
- Legal obligations for food safety relating to personal and company liability. At a minimum, this includes an awareness of relevant national, state and industry specific legislation/regulations. It may also include customer requirements.
- Systems, procedures and support programs in place in the food business to implement the food safety program.
- Properties, handling, preparation, processing, display, packaging and storage requirements of materials and products used in the food handling area in order to make judgments about safety of food within the parameters established by the food safety program.
- Current technical and process knowledge required to participate in investigations of non-conformance within level of responsibility.
- Procedures to identify and separate non conforming product and recall procedures and responsibilities relevant to the food business.
- Record keeping requirements and systems used in the workplace.
- Auditing arrangements, roles and responsibilities as they relate to own work responsibilities. This may include an understanding of internal and external audit processes.
- Appropriate communication skills and techniques to convey the requirements of the food safety program to others in the workplace.

ABOUT THE TRAINING

Competence means that you have the required knowledge and skills to do your job. These are described in 'competency standards'. Your training will be based on these competency standards to make sure that it is relevant to the needs of your job and yourself. After your training, your competence will be assessed against the standards. The competency checklist and knowledge summary in this Training Resource are from the competency standards.

Your training may take place in the workplace on the job, or in a classroom as part of a training program or course, or a combination. The purpose of the training is to develop your workplace competence, so you will be expected to practise your skills whenever you can. This can be done through work experience, practical sessions in a training organisation or through your full time or part-time job. It is important that you have both theoretical and practical knowledge and skills.

Make sure you do all the exercises and reading you are directed to. Use your work experience to practise and expand your skills.

Your training may consist of on-the-job coaching and/or formal training sessions. Make sure you ask lots of questions, complete the exercises, and do additional research to ensure you know everything listed in the competency checklists and knowledge summary.

RECOGNISING SKILLS ALREADY LEARNT

You may already have some or all of the skills and knowledge covered in the units that make up this qualification.

Perhaps you have:

- been in this or other related industries for some time, and/or

- already completed training in this area, and/or
- acquired skills through life or community activities.

If you have already learnt a skill and have the required knowledge, you don't have to learn it again.

You will need to successfully demonstrate your skills and knowledge to your trainer who will assess you as competent. This is called RPL which stands for *Recognition of Prior Learning*.

Look at the *Competency Checklist* and see if you feel confident about doing and knowing some or all of these things already. Also check yourself by reading through the fact sheets and test yourself by completing the activities.

If you feel that you have some or all of the skills and knowledge, talk to your trainer about having them formally recognised. Your trainer or assessor will then assess you against the unit of competence.

If you have a relevant qualification, Statement of Attainment or any documentation from previous related training, then you can show this to your trainer as proof of your competence. You may also have documentation of your past work experience. All of these documents can be presented as evidence for your RPL assessment.

TIPS FOR LEARNERS

- Discuss your training with your trainer and make sure you understand what is required and how the training will be organised.
- Ask for feedback on your progress as you work through the activities.
- Ask for help when you need it. Talk to more experienced colleagues or your trainer and ask for their guidance.
- Listen, take notes, ask questions and practise your new skills as often as possible. This way you will improve both your speed, your memory, and also your confidence.
- During your training, you should seek other sources of information as well, e.g. text books, the Internet.
- When you have successfully completed the requirements, check yourself against the Competency Checklist to see if you are ready for assessment.
- Once you have completed training and have practised your skills, ask your trainer to arrange an assessment by a qualified assessor. (Your trainer might also be your assessor).

HOW TO APPLY

To enrol in this course, simply call CFT NSW on 1300 661 205.