
SITXFSA001A Implement food safety procedures

Pre-Enrolment Information for Learners

Have you read the Centre for Training Student Information handbook?

Unit **SITXFSA001A** 'Implement food safety procedures' is one of three units describing varying levels of participation in food safety processes:

1. SITXOHS002A Follow workplace hygiene procedures
2. SITXFSA001A Implement food safety procedures
3. SITXFSA002A Develop and implement a food safety program.

COURSE DESCRIPTION

This course has been designed to instruct individuals from Hospitality businesses in the skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food within a range of service industry operations. It covers the ability to follow pre-determined procedures as outlined in an organisation food safety program.

PREREQUISITE UNIT:

You must complete the following unit before you can be assessed for **SITXFSA001A** *Implement food safety procedures*:

- **SITXOHS002A** – *Follow Workplace Hygiene Procedures* or equivalent nationally recognised training.

QUALIFICATIONS AND RECOGNITION

Upon successful completion of this course students will be eligible to receive a nationally recognised Statement of Attainment for unit **SITXFSA001A** *Implement food safety procedures* in partial completion of SIT31007 Certificate III in Hospitality (Catering Operations).

ENROLMENT – FEES AND CHARGES

- \$125.00 GST free. This fee covers all training and assessment.

DURATION

- One day. Plus self-paced learning.

FOOD SAFETY PROGRAMS

Certain food businesses in NSW 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. 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. As of January, 2012, Childcare centres are not required to have a food safety program, but the NSW Food Authority is currently assessing the requirement for legislation to comply with Standard 3.3.1 of the national Food Standards Code.

NEW LAW

In 2010, the NSW Government amended the *Food Act 2003* to require certain food businesses in the hospitality and food service sector to have at least one trained 'Food Safety Supervisor' (FSS) and to notify the NSW Food Authority with their nominated FSS details before 01/10/11. The Food Safety Supervisor requirement applies to all businesses serving ready to eat, unpackaged, potentially hazardous food. This unit of competency along with its pre-requisite unit **SITXOHS002A** *Follow workplace hygiene procedures* is required for at least one person from the following food businesses:

restaurants, cafés, takeaway shops, caterers, bakeries, pubs, clubs, hotels temporary premises (eg market stalls), mobile food vendors and supermarket hot food sales.

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 skills & knowledge in 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 critical control points and methods of food hazard control for each critical point;
3. Project or work activities that show the candidate's ability to apply safe food handling practices on multiple occasions across a range of different food handling circumstances to ensure consistency in the application of food safety procedures.

COMPETENCY CHECKLIST

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

Skills:

- operation of equipment, especially how to calibrate, use and clean a temperature probe and how to identify faults;
- literacy skills to read and interpret relevant components of organisation food safety program, including policies, procedures and flow charts that identify critical control points and to complete basic documentation relating to monitoring food safety;
- numeracy skills to take and record temperatures and to calculate times.

Knowledge:

- basic understanding of food safety legislative compliance requirements, contents of national codes and standards that underpin regulatory requirements, and local government food safety regulations and inspection regimes;
- working knowledge of relevant components of the organisation food safety program, especially policies, procedures, product specifications and the use of any monitoring documents;
- consequences of failure to observe food safety policies and procedures;

- basic understanding of HACCP principles, procedures and processes;
- critical control points for the specific food production system and the predetermined methods of control, especially time and temperature controls used in the storage, preparation, display, service and disposal of food;
- meaning of hazardous foods, especially as described by local legislation and national food codes;
- high risk customer groups (those who may have a higher than average risk of harm from food contamination), such as:
 - children or babies
 - pregnant women
 - aged persons
 - people with immune deficiencies or allergies
- methods of food storage, production, display, service and disposal for the industry sector and food business, especially appropriate temperature levels for each of these processes;
- broad understanding of the main types of safety hazards and contamination that may be found in the main food types handled by the industry sector and food business;
- broad understanding of the conditions for development of microbiological contamination for the main food types handled by the industry sector and food business;
- broad understanding of the appropriate environmental conditions, including temperature; controls, for the storage of the main food types handled by the industry sector and food business;
- temperature danger zone for the main food types handled by the industry sector and food business and the two-hour and four-hour rule;
- principles and methods of safe food handling;
- choice and application of cleaning, sanitising and pest control equipment and materials.

ABOUT THE TRAINING

Competence means that you have the required knowledge and skills to perform certain jobs. 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 Centre for Training on 1300 661 205.