



Training Courses

TRAINING • ASSISTANCE • SUPPORT

2015

CONTENTS

1

FOOD SAFETY

Food Safety Award in Manufacturing Level 1
Food Safety Award in Manufacturing Level 2
Supervision of Food Safety Award in Manufacturing Level 3
Management of Food Safety Award in Manufacturing Level 4

Food Safety Award in Catering Level 1
Food Safety Award in Catering Level 2
Supervision of Food Safety Award in Catering Level 3

Food Safety Award in Retail Level 1
Food Safety Award in Retail Level 2
Supervision of Food Safety Award in Retail Level 3

2

HACCP

Principals of HACCP Level 2
Supervision of HACCP Level 3
Management of HACCP Level 4

3

TECHNICAL MANAGEMENT

Internal Auditing – Effective Auditing & Inspection Skills level 3
Root Cause Analysis
Allergen Awareness Level 2
Undertaking Risk Assessments Level 2
Food Information & Labeling Level 2
Food Information & Labeling Level 3
Micro Biology for Non Microbiologists
Food Defense & TACCP

4

PREPARING FOR ACCREDITATION

Preparing for & Conducting SALSA Accreditation
Preparing for & Conducting BRC Accreditation

5

HEALTH & SAFETY

Hazard Awareness Level 1
Health & Safety in the Workplace Level 2
Principals of COSHH Level 2
Principals of Manual Handling Level 2
Environmental Awareness Level 1



Food Business Assistance LLP is a registered training centre with both the Royal Society for Public Health (RSPH) and the Chartered Institute of Environmental Health (CIEH). FBA is also an approved training centre for Farming Connect.



FARMING connect
approved training
provider



FOOD SAFETY

Food Safety in Manufacturing

A series of sector specific courses for food manufacturers covering food safety & hygiene.

Description	Suitable For	Assessment	Duration
<p>Food Safety Award in Manufacturing Level 1</p> <p>The course is sector specific and has been tailored to meet the needs of staff working in a manufacturing environment.</p> <p>The content covers:</p> <ul style="list-style-type: none"> ▪ Food Safety (food hygiene, hazards, responsibilities) ▪ Personal Hygiene ▪ Cleaning ▪ Contamination 	<p>Employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or warehouse staff.</p>	<p>Multiple choice Exam 15 minutes</p>	<p>½ day</p>
<p>Food Safety Award in Manufacturing Level 2</p> <p>The course is sector specific and has been tailored to meet the needs of staff working in a manufacturing environment.</p> <p>The qualifications cover the following topics:</p> <ul style="list-style-type: none"> ▪ Legislation ▪ Food safety hazards ▪ Temperature control ▪ Refrigeration, chilling and cold holding ▪ Cooking, hot holding and reheating ▪ Food handling ▪ Principles of safe food storage ▪ Cleaning ▪ Food premises and equipment 	<p>Anyone working in a food manufacturing operation where food is prepared, cooked and handled.</p> <p>The standard training for food handlers</p>	<p>Multiple choice Exam 60 minutes</p>	<p>1 day</p>
<p>Supervision of Food Safety Award in Manufacturing Level 3</p> <p>The course is designed to ensure that supervisory staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner.</p> <p>The qualification covers the following topics:</p> <ul style="list-style-type: none"> ▪ Legislation ▪ Supervisory management ▪ Temperature control (chilling, cooking) ▪ Cleaning ▪ Contamination control ▪ Applying and monitoring good hygiene practices ▪ Implementing good food safety procedures ▪ Contributing to the safety training of others 	<p>Managers and supervisors in a food manufacturing operation</p>	<p>Multiple choice Exam 120 minutes</p>	<p>2 days</p>

FOOD SAFETY

Food Safety in Manufacturing

A series of sector specific courses for food manufacturers covering food safety & hygiene.

Description	Suitable For	Assessment	Duration
<p>Management of Food Safety Award in Manufacturing Level 4</p> <p>The course is designed to ensure that management staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner</p> <p>The qualification covers the following topics:</p> <ul style="list-style-type: none"> ▪ Legislation ▪ Management with regard to food safety ▪ Temperature control (chilling, cooking) ▪ Cleaning ▪ Contamination control ▪ Applying and monitoring good hygiene practices ▪ Implementing good food safety procedures ▪ Developing food safety culture ▪ Microbiology <p>Contributing to the safety training of others</p>	Managers and in a food manufacturing operation	Multiple choice Exam 50 minutes & Written Exam 100 minutes	4 days

FOOD SAFETY

Food Safety in Catering

A series of sector specific courses for catering & hospitality businesses covering food safety & hygiene.

Description	Suitable For	Assessment	Duration
<p>Food Safety Award in Catering Level 1</p> <p>The course is sector specific and has been tailored to meet the needs of staff working in a catering environment.</p> <p>The content covers:</p> <ul style="list-style-type: none"> ▪ Food Safety (food hygiene, hazards, responsibilities) ▪ Personal Hygiene ▪ Cleaning ▪ Contamination 	<p>Employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or those who work front of house, as well as back of house such as kitchen porters or warehouse staff.</p>	<p>Multiple choice Exam 15 minutes</p>	<p>½ day</p>
<p>Food Safety Award in Catering Level 2</p> <p>The course is sector specific and has been tailored to meet the needs of staff working in a manufacturing environment.</p> <p>The qualifications cover the following topics:</p> <ul style="list-style-type: none"> ▪ Legislation ▪ Food safety hazards ▪ Temperature control ▪ Refrigeration, chilling and cold holding ▪ Cooking, hot holding and reheating ▪ Food handling ▪ Principles of safe food storage ▪ Cleaning ▪ Food premises and equipment 	<p>Anyone working in a food catering or hospitality operation where food is prepared, cooked and handled.</p> <p>The standard training for food handlers</p>	<p>Multiple choice Exam 60 minutes</p>	<p>1 day</p>
<p>Supervision of Food Safety Award in Catering Level 3</p> <p>The course is designed to ensure that supervisory staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner.</p> <p>The qualification covers the following topics:</p> <ul style="list-style-type: none"> ▪ Legislation ▪ Supervisory management ▪ Temperature control (chilling, cooking) ▪ Cleaning ▪ Contamination control ▪ Applying and monitoring good hygiene practices ▪ Implementing good food safety procedures ▪ Contributing to the safety training of others 	<p>Managers and supervisors in a catering or hospitality operation</p>	<p>Multiple choice Exam 120 minutes</p>	<p>2 days</p>

FOOD SAFETY

Food Safety in Retail

A series of sector specific course for retail businesses covering food safety & hygiene.

Description	Suitable For	Assessment	Duration
<p>Food Safety Award in Retail Level 1</p> <p>The course is sector specific and has been tailored to meet the needs of staff working in a catering environment.</p> <p>The content covers:</p> <ul style="list-style-type: none"> Food Safety (food hygiene, hazards, responsibilities) Personal Hygiene Cleaning Contamination 	<p>Employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or warehouse staff.</p>	<p>Multiple choice Exam 15 minutes</p>	<p>½ day</p>
<p>Food Safety Award in Retail Level 2</p> <p>The course is sector specific and has been tailored to meet the needs of staff working in a manufacturing environment.</p> <p>The qualifications cover the following topics:</p> <ul style="list-style-type: none"> Legislation Food safety hazards Temperature control Refrigeration, chilling and cold holding Cooking, hot holding and reheating Food handling Principles of safe food storage Cleaning Food premises and equipment 	<p>Anyone working in a food retailing operation where food is prepared, cooked or handled.</p> <p>The standard training for food handlers</p>	<p>Multiple choice Exam 60 minutes</p>	<p>1 day</p>
<p>Supervision of Food Safety Award in Retail Level 3</p> <p>The course is designed to ensure that supervisory staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner.</p> <p>The qualification covers the following topics:</p> <ul style="list-style-type: none"> Legislation Supervisory management Temperature control (chilling, cooking) Cleaning Contamination control Applying and monitoring good hygiene practices Implementing good food safety procedures Contributing to the safety training of others 	<p>Managers and supervisors in a food retail operation</p>	<p>Multiple choice Exam 120 minutes</p>	<p>2 days</p>

HACCP

Courses to introduce, improve awareness and understanding of hazard Analysis and Critical Control Points.

Description	Suitable For	Assessment	Duration
<p>Principals of HACCP Level 2</p> <p>The course is designed to provide knowledge of the concept of HACCP and an understanding of and the ability to apply HACCP principles practically in food and food related businesses in order to ensure effective food safety.</p> <p>They will be able to explain the need for a Hazard Analysis system, state the principles and terminology relating to HACCP, and relate HACCP principles to practical situations</p>	<p>All persons employed in food and food related businesses who need to have a basic understanding of HACCP.</p>	<p>Multiple choice Exam 60 minutes</p>	<p>1 day</p>
<p>Supervision of HACCP Level 3</p> <p>Holders of this qualification will have the appropriate knowledge and understanding to be an integral part of a HACCP team and to supervise the implementation of a HACCP-based system in the work environment.</p> <p>This qualification covers the:</p> <ul style="list-style-type: none"> ▪ Importance of HACCP-based food safety management procedures ▪ The preliminary processes for HACCP-based procedures ▪ Development of the procedures ▪ Monitoring of critical control points ▪ Corrective actions ▪ The evaluation of the procedures 	<p>Managers, supervisors and staff who will be part of the HACCP team</p> <p>The standard level of training for the HACCP team.</p>	<p>Multiple choice Exam 60 minutes</p>	<p>2 days</p>
<p>Management of HACCP Level 4</p> <p>The aim of this qualification is to develop an understanding of HACCP-based food safety management. Participants will have the appropriate knowledge and understanding to be an integral part of a HACCP team and to manage the implementation of a HACCP-based system in the work environment</p> <p>This qualification covers the:</p> <ul style="list-style-type: none"> ▪ Importance of HACCP- based food safety management procedures ▪ The management and implementation of HACCP-based procedures ▪ Legislation ▪ Development of the procedures ▪ Management of corrective actions ▪ The evaluation of the procedures 	<p>Managers and supervisors</p>	<p>Multiple choice Exam 50 minutes & Written Exam 100 minutes</p>	<p>4 days</p>

TECHNICAL MANAGEMENT

Courses to provide additional skills and knowledge to the technical team.

Description	Suitable For	Assessment	Duration
<p>Internal Auditing – Effective Auditing & Inspection Skills Level 3</p> <p>Aimed at supervisors, team leaders and line managers working in all sectors of the food industry, consumer products, hospitals and other industries where verification, auditing or inspection is undertaken.</p> <p>Participants will know and be able to apply the knowledge relating to the role of the auditor in carrying out effective audits or inspections.</p> <p>This includes:</p> <ul style="list-style-type: none"> • The purpose of audits/ inspections • Benefits and limitations of audits/inspections • The auditing/inspection cycle • Checklists • Data gathering • Analysis and interpretation of data • Report writing. • People skills for auditors 	<p>All staff undertaking internal audits.</p> <p>Staff required to manage audits by external bodies.</p>	<p>Multiple choice Exam 60 minutes</p>	<p>1 day</p>
<p>Root Cause Analysis</p> <p>Aimed at technical staff who need to investigate and follow up on non conformances and corrective actions..</p> <p>Participants will understand the role of root cause analysis and be able to apply suitable techniques.</p> <p>This includes:</p> <ul style="list-style-type: none"> • The purpose of root cause analysis • Advantages and limitations of different techniques • The analysis cycle • Data gathering • Analysis and interpretation of data • People skills for auditors 	<p>All staff undertaking internal audits.</p> <p>Staff require to investigate non conformances</p>	<p>None</p>	<p>1 day</p>
<p>Risk Assessment Level 2</p> <p>Aimed at technical staff who need to undertake risk assessments as part of the QFMS.</p> <p>Participants will understand the role of root cause analysis and be able to apply suitable techniques.</p> <p>This includes:</p> <ul style="list-style-type: none"> • The purpose of risk assessment • Various techniques and approaches • Awareness of risk • The principles of risk assessment 	<p>Technical staff who need to undertake risk assessments as part of the QFMS. Staff who need to be aware of various types of assessment.</p>	<p>Multiple choice Exam 30 minutes</p>	<p>1 day</p>

TECHNICAL MANAGEMENT

Courses to provide additional skills and knowledge to the technical team.

Description	Suitable For	Assessment	Duration
<p>Allergen Awareness Level 2</p> <p>Food Allergen Awareness has been designed for food handlers in catering and food retail businesses to help them to develop awareness and comply with legal requirements to provide food allergen information for customers.</p> <p>The course is designed to ensure that participants understand the legislative requirements of allergen information.</p> <p>The course covers:</p> <ul style="list-style-type: none"> Identify the products and substances most likely to cause food allergy and intolerance. Outline the requirements to provide food information for consumers on pre-packed and loose food. Identify allergen hazards and points where cross-contamination could occur in the process of food preparation. Describe how to control the risks of cross-contamination in the process of food preparation. Outline the type of food allergen information that should be recorded and how it should be stored. Describe how food allergen information can best be conveyed to consumers. Outline how food allergen awareness can be developed and maintained 	All staff in catering, hospitality and retail food operations.	Multiple choice Exam 45 minutes	1 day
<p>Food Information & Food Labeling Level 2</p> <p>The course covers the general requirements for food labeling on pre-packed food, the information required to be displayed with or available for non pre-packed products.</p> <p>The course covers:</p> <ul style="list-style-type: none"> The general food labeling requirements. Specific product issues and exemptions. Information and labeling on loose food. Nutritional information, calculation and display. Identification and display of allergen information. The use of visual images. Developing and displaying ingredient declarations. Distance and internet selling rules. Quantitative Ingredient declarations. Outline how food labeling information can be developed and maintained. 	Staff responsible for supplying technical information, creating and approving labvels and packaging.	Workbook	1 day

TECHNICAL MANAGEMENT

Courses to provide additional skills and knowledge to the technical team.

Description	Suitable For	Assessment	Duration
<p>Microbiology for Non Microbiologist</p> <p>Provides a broader understanding of microbiology from non specialists.</p> <p>The course covers:</p> <ul style="list-style-type: none"> • What microorganisms are and how they are classified; • The environments in which microbes can exist. • Methods of identification and counting. • Different types of sampling plan 2 & 3 class. • Interpreting microbial results and certificates. • Food borne pathogens and issues • Cleaning issues • Outline shelf life and investigations can be developed and maintained 	<p>Any staff who need a broader understanding of microbiology and how it relates to food safety and hygiene.</p>	<p>None</p>	<p>2 days</p>
<p>Food Defense & TACCP</p> <p>Provides a broader understanding of the CFIA and Food Safety Modernization Act.. The application of Threat Analysis and Critical Control Points</p> <p>The course covers:</p> <ul style="list-style-type: none"> • Legal requirement for Food Defense. • Guidelines on dealing with threats the FDA PAS /96/2010. • TACCP approach. • Food Defense programme. • Food security • Integrating food defense into existing food safety systems. 	<p>Technical and Operations staff with responsibility for food safety and security.</p>	<p>None</p>	<p>2 days</p>

PREPARING FOR ACCREDITATION

Courses to provide the technical team with the skills and knowledge to prepare for accreditation audits.

Description	Suitable For	Assessment	Duration
<p>Preparing for & Conducting SALSA Accreditation</p> <p>Provides the technical and management teams with an understanding of the requirements of the SALSA standard</p> <p>The course covers:</p> <ul style="list-style-type: none"> • The process of achieving accreditation. • Review of the standard and the various clauses. • Undertaking a GAP analysis. • Developing an action plan. • Managing the Accreditation Audit 	Technical and Management Teams undertaking SALSA accreditation.	None	1 day
<p>Preparing for & Conducting BRC Accreditation</p> <p>Provides the technical and management teams with an understanding of the requirements of the BRC standard</p> <p>The course covers:</p> <ul style="list-style-type: none"> • The process of achieving accreditation. • Review of the standard and the various clauses. • Undertaking a GAP analysis. • Developing an action plan. • Managing the Accreditation Audit 	Technical and Management Teams undertaking BRC accreditation.	None	1 day

HEALTH & SAFETY

Courses to provide health & safety training.

Description	Suitable For	Assessment	Duration
<p>Hazard Awareness Level 1</p> <p>The course is designed to raise the ability to identify and understand 'Hazards' in preparation for work experience and beginning employment.</p>	Workers in all general work settings. This qualification is principally aimed at young people to prepare them for work	Multiple choice Exam 45 minutes	½ day
<p>Health & Safety in the Workplace Level 2</p> <p>The course is designed to provide employees from any sector with a basic understanding of the principles of health and safety in the workplace.</p> <p>The emphasis of the course is on making the employee:</p> <ul style="list-style-type: none"> ▪ safe for him/herself ▪ safe for others ▪ capable of identifying potential hazards. 	Those who require a better understanding of health and safety for within the workplace	Multiple choice Exam 45 minutes	1 day
<p>Principles of COSHH Level 2</p> <p>It introduces candidates to substances, the risks and controls available, and outlines what to expect from a control of substances hazardous to health (COSHH) assessment.</p> <p>The qualification will prepare employees to contribute to the safer use of hazardous substances in their workplace. The course covers the following:</p> <ul style="list-style-type: none"> • Definition and types of substances hazardous to health in the workplace • Health effects of hazardous substances and their causes • COSHH assessments and control options • Responsibilities imposed by the Control of Substances Hazardous to Health Regulations 2002. 	Those who use substances hazardous to health. Hygiene teams	Multiple choice Exam 60 minutes	½ day
<p>Principles of manual Handling Level 2</p> <p>Introduces candidates to the hazards and risks involved in manual handling. It will enable employees to develop safer manual handling techniques in the workplace. course covers the following topics:</p> <p>The process of manual handling in the workplace</p> <p>Manual handling injuries and the activities which cause them</p> <p>Manual handling assessment and control options</p> <p>Responsibilities imposed by the Manual Handling Operations Regulations</p>	All staff	Multiple choice Exam 30 minutes	½ day

TRAINING & DEVELOPMENT PROGRAMME FOR TECHNICAL TEAMS

INTRODUCTION

The programme is a series of training units designed to cover the skills and knowledge required by a technical team in the food industry. These include both accredited course, which are by their nature general in approach, supported by specific practical training on the products, plant and processes used by the candidate. The additional units are designed to support the accredited qualification by enabling candidates to apply the skills and knowledge to their specific plant, process and products.

Candidates can select from any combination of units they feel appropriate in order to develop and improve their skills in technical supervision and management.

Accredited courses include the appropriate examination and successful candidates will receive the certificate from the awarding body.

UNIT	HACCP	DURATION	DESCRIPTION
1a	Level 3 Award in Supervision of HACCP	2 days	Accredited course, the basic level of training expected for Technical Managers, especially if they are to be the HACCP team leader
1b	Practical HACCP Development	1 day	Practical training in developing and implementing a HACCP plan for a specific plant or process. Can be extended if required.
2a	Level 2 Award in Risk Assessment	1 day	Accredited course introducing the basics of carrying out and documenting risk assessment. A QFMS meeting the current standards requires a series of risk assessments to be documented for various aspect of the technical system.
2b	Practical Risk Assessments	1 day	Practical training in carrying out risk assessments on a specific plant or process in order to meet the needs of 3 rd party standards. Can be extended if required.

TRAINING & DEVELOPMENT PROGRAMME FOR TECHNICAL TEAMS

UNIT	TECHNICAL MANAGEMENT	DURATION	DESCRIPTION
3a	Level 3 Award in Effective Auditing and Inspection Skills	1 day	Accredited course designed to cover the background and requirements of auditing and inspection. How to prepare for, conduct and report on auditing.
3b	Practical Internal Auditing	2 days	Practical training in setting up an internal audit schedule. What to audit, how to audit, how to report. How to set up and manage a non-conformance and corrective action programme. Follow up actions, analysis, trending and reporting. Internal auditing is a key pillar of the food safety systems. Well managed internal audits are essential for food safety.
3c	Root Cause Analysis	1 day	How to apply and conduct root cause analysis to non-conformances in the food industry. The requirements of 3 rd party standards now emphasises the role and need for root cause analysis. The role of RCA in the investigation of customer complaints.
4a	Raw Material, Ingredients & Supplier Management	1 day	How to set up and manage a control system for raw materials and supplier approval. maintenance of the system and it's importance in food safety, labelling, and traceability
5a.	Traceability and Recall Systems	1 day	How to set up a traceability and recall system. The factors involved and the requirements for mass balance and record keeping.
5b	Practical traceability exercises	1 day	Training in conducting traceability exercises, forward and back, along with mass balance determination on a specific product or process. Can be extended if needed.
5c	Document Control	1 day	The establishment and management of document control systems. Linking to other systems and extending the role of document control across the technical requirements.
6a	Microbiology for Non Microbiologist	1 day	An introduction into microbiology for technical staff who are not training in the subject. Provides a basic knowledge and confidence on a key subject for food safety.
6b	Practical Microbiological Controls	1 day	Guidance on the setting up of microbiological monitoring schemes for a specific product or process. Interpretation and analysis of results. Trending, reporting and managing microbiological data.

TRAINING & DEVELOPMENT PROGRAMME FOR TECHNICAL TEAMS

UNIT	TECHNICAL SUPPORT	DURATION	DESCRIPTION
7a	Allergen Awareness & Free From	1 day	Practical course on the management of allergens. Cleaning procedures along with the validation and verification. How to ensure 'free from' claims are valid and can be defended.
7b	Nutritional and Compositional Claims & Audits	1 day	Guidance on the preparation and systems needed in order to meet the requirements of accreditation to the organic or similar standards for gluten free, dairy free etc.
8a	Food Labelling (FIR) Training	1 day	Introduction to the Food Information Regulation (FIR). The new legislation will affect every food business and will require some changes and modifications to packaging and labelling.
8b	Nutritional Analysis & Allergens to meet the FIR requirements	1 day	Practical training in meeting the requirements of the FIR with regard to the mandatory declaration of nutritional information on food products. Guidance on specific products required by the candidates.
9a	Preparing for SALSA accreditation	1 day	Overview of the requirements of the SALSA standard and what is required to successfully meet or exceed the standard.
9b	Preparing for BRC accreditation	1 day	Overview of the requirements of the BRC standard and what is required to successfully meet or exceed the standard. Dealing with Unannounced audits.
10a	Product Specifications	1 day	How to create product specifications. The data that Must be, should be and could be included. How manage specifications, updates and controls. Creating specifications for a specific product.
10b	Retailer Specifications	1 day	Introduction to what is expected from UK retailers with regard to product specifications. Overview of the various systems in use how to prepare for and collate data for the various systems.

TRAINING & DEVELOPMENT PROGRAMME FOR TECHNICAL TEAMS

UNIT	ADVANCED	DURATION	DESCRIPTION
11a	Level 3 Award in Food Safety Supervision	2 days	Advanced accredited course in the supervision of food safety and hygiene.
11b	Level 4 Award in Managing Food Safety	4 days	Advanced accredited course in the management of food safety and hygiene.
11c	Level 4 Award in Managing HACCP	4 days	Advanced accredited course in the management of HACCP systems.
12a	Crisis & Incident Management	1 day	Practical course for the technical team in the management of an incident. Developed for management teams to introduce some of the approaches and elements to be considered. Involves various exercises and a mock 'crisis'.
12b	Food Defence Training	2 days	Introduction to the FDA Bioterrorism legislation and the requirements placed on exports to the USA.



Food Business Assistance LLP

Tyn-Y-Cae
South Street
Dolgellau
Gwynedd
LL40 1NP

Tel: 01341 421399

Email: foodassist@btinternet.com

www.foodassist.co.uk

Registered in England & Wales No.338537

TRAINING • ASSISTANCE • SUPPORT

2015