

Food Safety Supervisor Course

Health and Community Services

Course Description

This **Food Safety Supervisor Course** is also known as the *Food Safety Supervision Skill Set* for the Health and Community Services Sector.

Part 1 of this course introduces you to basic food safety practices, including:

- personal health and hygiene requirements,
- critical temperatures and time limits to keep food safe
- cleaning and sanitising procedures and
- safe food handling techniques from receipt of goods through to food service.

Part 2 of this course builds on the basic food safety knowledge gained in Part 1 and focuses on the skills required to be a Food Safety Supervisor, including:

- good communication with staff
- monitoring food safety requirements
- reporting and investigating food recalls or complaints
- reviewing and revising documents
- taking corrective action when things go wrong.

Units of Competency

On successful completion of the course, learners will be awarded a Statement of Attainment for the following **Nationally Recognised Units of Competencies** from the HLT Health and Community Services Training Package.

These units also form the Food Safety Supervision Skill Set **HLTSS00061** for community services and health industries.

Unit Code	Unit Title
HLTFSE001	Follow Basic Food Safety Practices
HLTFSE005	Apply and monitor food safety requirements
HLTFSE007	Oversee the day-to-date implementation of food safety

Infocus is a Registered Training Organisation, registered with the Australian Skills Quality Authority (ASQA) to deliver **Nationally Recognised Training. RTO No: 21202.**

Pre-requisite Requirements

There are no pre-requisite requirements for this course.

Location and Modes of Delivery

This course can be completed via two modes of delivery:

1. Online training – available nationwide
2. Face-to-face training – available on request at your workplace

Duration and Study Commitment

Online students are given 8 weeks to complete the online course at their own pace. The course may be completed over a number of days, however students should plan for the following amount of time to complete the learning and assessment tasks:

- Level 1: 6 hours, plus workplace verification
- Level 2 (two units): 8 hours, plus workplace verification
- Workplace verification: Takes place when organised by the student with their workplace supervisor. Observations must be made in the workplace or in a simulated workplace environment*.

Onsite training can be conducted in your workplace in an intensive 8-hour training session. It is required that all students complete Part 1 online prior to the onsite training course. Students will need to organise time to complete their workplace observation with their supervisor after the onsite course date. Observations must be made over a number of occasions at work.

**Please contact Infocus Food Safety if you are not currently in a food service workplace.*

Assessment

Learners undertaking this course are assessed via the following methods:

- Multiple Choice Assessment
- Written Assessment / Short Answers
- Food Safety Documentation Samples
- Workplace verification: Takes place when organised by the student with their workplace supervisor. Observations must be made in the workplace over a number of occasions at work*.

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Learners must achieve a pass rate of at least 90% to successfully achieve competency. A maximum of three attempts are permitted.

Resources Required for Workplace Observations

Skills must be demonstrated by the student in their own workplace or a simulated environment that reflects workplace conditions. The workplace verification is to be completed by a suitably qualified supervisor and organised by the learner. Suitable facilities, equipment and resources must be accessible to the learner, including:

- food service and food safety program policies and procedures
- food service facilities, equipment and utensils for handling, storing and disposing of food and beverages, including refrigeration units, sinks, cutting boards, knives, packaging/containers and tongs
- appropriate clean clothing, and covered footwear
- personal protective clothing and wound dressings (e.g. food handler gloves, aprons etc.)
- food and beverages
- cleaning equipment and chemicals
- hand washing facilities including a designated sink, liquid soap, single use paper towels, warm running water
- modelling of industry operating conditions.

Pathways

The Units of Competency completed in this course may be suitable for use as credit towards many qualifications in the HLT Health and Community Services training package, such as Certificate III in Health Support Services. Ensure you discuss pathways with your training provider in case there are credit transfer options available for future study.

Is this Course Right for You?

This course is suitable for workers with existing experience or qualifications in community services or health sector food services roles seeking to broaden their skills to include supervising others to ensure that food handling is carried out correctly and safely. It is suitable for Cooks, Chefs, Chef Managers, Production Supervisors (e.g. in Hospital Cook Chill Kitchens), Catering Managers etc.

This course is also suitable for students in VIC, QLD or ACT who are looking to achieve the mandatory Units of Competency required to be nominated as the Food Safety Supervisor in a Health or Community Services organisation such as a Hospital, Aged Care facility, Delivered Meals Organisation or Childcare Centre.

This course includes assessment requirement for completing written action reports. Assessment includes short answer questions. Tasks will include reading and revising food safety procedures and cleaning procedures. It also requires the completion of food safety documentation. Due to these requirements, good reading and writing skills are essential.

Language, Literacy & Numeracy Skills

These units of competency require a good command of spoken and written English and students will need to display communication skills with staff (real or simulated), the capacity to read written instructions and the ability to write and use numeracy skills at the level needed to complete food safety log-sheets. Specifically, students will need to be able to:

- adequately describe food safety incidents and write their actions on incident report forms
- read and revise various food safety and cleaning procedures
- listen or read about a food safety hazard and come up with satisfactory solutions to keep food safe.
- read and interpret relevant components of a food safety program, including policies, procedures and flow charts that identify critical control points
- complete basic documentation relating to monitoring food safety
- take and record temperatures and to calculate times

Language and literacy support may be arranged to assist learners on request. Support can be provided on a fee for service basis or referral may be made for external assistance, e.g. interpreting services.

Please contact Infocus Food Safety if you would like to complete a learning diagnostic tool prior to enrolling in this course.

Digital Literacy Skills

For students undertaking this course online, the following technology skills are required:

- basic computer skills
- sending/receiving email with attachments
- using a web browser
- finding resources through search engines
- cutting and pasting text
- downloading and installing software
- familiarity with using browser plug-ins/programs (e.g. PDF reader, YouTube etc.)
- using a word processing application, such as Microsoft Word
- experience/familiarity with a variety of file formats such as: .pdf, .doc or .docx
- familiarity with using document scanners to convert handwritten work to a PDF file
- upload files / submit assignments (useful guide for [Downloading and Uploading Files](#))
- be able to follow instructions to learn new technology skills (e.g. following a handout, a step-by-step tutorial, online video help, or access to support to learn necessary skills)

GFC Global provides a range of useful [free tutorials to improve your digital literacy skills](#)

Fees, Refunds, RPL and RTO Policies

This training is not subsidised by Government funding. **Please see our website for current course fees.**

Before enrolling in a course with Infocus Food Safety, you should read information on our courses, fees and training Policies and Procedures, including Recognition of Prior Learning (RPL). This information is available in our [Student Information Handbook](#).

Further Information

For any further information about this course, please contact Infocus Food Safety on **1300 818 408** or email training@infocusfood.com.au