

Course Outline

Food Safety Supervisor – Health and Community



Training Products	HLTFSE007 – Oversee the day-to-day implementation of food safety in the workplace. HLTFSE001 – Follow basic food safety practices. HLTFSE005 – Apply and monitor food safety requirements
Type	Units of competency
Training Product Status	Current
Purpose	The course applies to all organisations with permanent or temporary kitchen premises or smaller food preparation areas. This includes restaurants, cafes, clubs, and hotels; tour operators; attractions; function, event, exhibition and conference catering; educational institutions; aged care facilities; correctional centers; hospitals; defense forces; cafeterias, kiosks, canteens and fast-food outlets; residential catering; in-flight and other transport catering. Participants will gain skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses and to handle food safely during the storage, preparation, display, service and disposal of food.
Delivery Method	Self-paced, Classroom or Virtual classroom with post workplace assessment
Location	Melbourne - Address: QMS Audits, 123 Gardendale Rd, Gardendale 3185. Phone 1300 404 505, Contact person: Melissa Saario Sydney - Address: Vibe Hotel, 111 Goulburn Street, Sydney NSW 2000. Phone: 02 8272 3300. Brisbane Address: Mantra South Bank, 161 Grey St, South Bank Brisbane, South Bank, 4101. Phone: 07 3305 2500. Adelaide - Address: Rydges, 1 South Tce, Adelaide SA 5000. Phone: 08 8216 0300. Live Virtual Classroom – Instructor led live online. Self-paced – self paced learning online.
Course Duration	1 days face-to-face in the classroom or live virtual classroom. 8 hours self-paced learning. Typically, it will take a learner 6 weeks to complete all course activities from start to finish. This includes the face-to-face or self-paced delivery and post-course assessment.
Career Outcomes	This course will enable students to be Food Safety Supervisors in the Health and Community industry.
Education Pathways	There are no formal pathways for this course however the units covered provide credit toward a number of qualifications in the Community Services and Health Training.
Pre-requisites	There are no pre-requisites for this course.
Entry Requirements	To gain entry to the course QMS Audits Training requires learners to: • Be over 18 years of age. • Learners are required to participate in a language, learning and numeracy test to demonstrate that they have appropriate* learning, reading, writing, oral communication and numeracy skills for this course. *Australian Core Skills Framework level 2 is required for all areas.

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Training Arrangements	The delivery of this course is in 2 parts: Part 1 Option 1 is the face-to-face aspect of the course and will take place over one day in a classroom setting. Option 2: Self-paced online learning will take place over 8 hours. The structure of the course is as follows. Lesson 1: Risk Based Approach Lesson 2: Biological Hazards Lesson 3: Bacteria and Potentially Hazardous foods Lesson 4: Allergens Lesson 5: Chemicals, Physical and Quality Hazards Lesson 6: Food Regulations Lesson 7: Hygiene of Food Handlers Lesson 8: What Food Handlers Must Do Lesson 9: Personal Hygiene Task Lesson 10: Handwashing Lesson 11: People Lesson 12: Food Safety Program Lesson 13: Process Steps Lesson 14: Food Processing Lesson 15: Food Packaging Lesson 16: Cleanliness Lesson 17: Premises and Equipment Lesson 18: Non-compliance Part 2 – is the post course assessment and requires the student to complete remaining assessment tasks in a real workplace environment.
Workplace Involvement	A workplace supervisor will provide third party observation after the course.
Additional Support	All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an <i>Individual Support Plan</i> will be developed which may include: • Mentoring from trainers • Additional classes, tutorials and workshops • Online support and exercises for some courses • Computer and technology support • Referral to external support services • Reasonable adjustment to assessments

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	Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.
Assessment Arrangements	For Classroom and Live virtual training: The assessments are collated in a section of the workshop manual for easy student reference. For Self-paced training: The assessments are accessed through the online portal. A variety of assessment methods are used including: Assessment Tasks and Methods • Classroom exam • Observation assessment Supervisor checklist
Course Credit	QMS Audits can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed. There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment. *Please refer to your Student Handbook for more information on Course Credit.
Recognition of Prior Learning (RPL)	Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. QMS Audits has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment, but you may also apply up to 2 weeks into your course. During the entry process QMS Audits will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence. A trainer/assessor will be available to assist you throughout this process. *Please refer to your Student Handbook for more information on RPL.
Costs	Total Course Fees See current price list for fee options. RPL Costs: • Application Fee - \$0 • Charge per unit of competency - \$400 Total course fees may be reduced to account for the number of units undertaken via RPL or where Course Credit has been granted. Nationally Recognised Training does not incur GST. Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met. *Please refer to your Student Handbook for our Fees and Refunds Policy.
Inclusions	Unless otherwise specified, course fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling. Additional charges apply if students require: • Additional copies of a student's record of results and/or statement of attainment. A cost of \$50 per document plus the cost of postage if required.

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	• Additional copies of text books or any other learning and assessment. A fee of \$60 per printed document applies if required. • Printing costs as may be required to complete assessments or homework activities, or if students require a copy of any records that QMS Audits holds about them. QMS Audits provides printing or copying for a cost of 20c per page, however students may use their own or other printing facilities. • Where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, the student will need to re-enroll into the unit or units in question and will be charged a pro-rata course fee based on the number of units required to be undertaken.
Selection Process	You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that QMS Audits is able to meet your individual needs. The assessment is conducted online. If you do not achieve the required level in your LLN assessment QMS Audits will (where possible) provide student support measures. Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.
How to apply	If you would like to enrol into the Food Safety Supervisor Workshop, please follow the prompts on the website to complete the checkout process. Once we receive your form you will be sent an online enrolment including the LLN to complete.