# Course Outline

## HACCP Workshop - Principles and Applications

| Training Products | FDFFS2001A Implement Food Safety Program and Processes  
|                   | FDFTEC3001A Participate in a HACCP Team |

### Type
- Units of competency

### Training Product Status
- Current

### Purpose

This course is suitable for food business owners, quality managers and other employees who are wanting to become either a HACCP team leader or member are included in the target group. Participants may be looking to either implement or maintain or review a HACCP-based Food Safety Program in their workplace.

Participants will learn how to apply the 12 steps of HACCP (including the 7 principles), along with development of the required pre-requisite programs, into a cohesive food safety program for a food business.

### Delivery Method
- Class-room based with pre-reading and post workplace assessment

### Location
- **Melbourne** - Address: Travelodge, 66 Aurora Lane, Docklands VIC 3008. Phone: 03 8615 100
- **Sydney** - Address: Regus, Level 4, Australia Square Plaza, 95 Pitt St, Sydney. Phone: 02 82498100
- **Brisbane** - Address: Mantra South Bank, 161 Grey St, South Bank Brisbane, South Bank, 4101. Phone: 07 3305 2500
- **Adelaide** - Address: Regus, 25 Grenfell St, Adelaide, 25 Grenfell Street, Adelaide CBD, 5000. Phone: 08 8424 2300.

### Course Duration
- 2 days in the class room. Typically, it will take a learner 1 month to complete all course activities from start to finish. This includes the pre-learning activities and the face-to-face delivery and post-course assessment

### Career Outcomes
- Food business owners, quality managers and other employees who are wanting to become either a HACCP team leader or member. Participants may be looking to either implement or maintain or review a HACCP-based Food Safety Program in their workplace

### Education Pathways
- There are no formal pathways for this course however the unit covered provide credit toward a number of qualifications in the Food Processing Training Package, and is also contained in a number of qualifications from other training packages.

### Pre-requisites
- There are no pre-requisites

### 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.

On enrolment Students must confirm that they are working in a food business:

- With a workplace supervisor able and willing to provide third party reports about skills demonstrated in the workplace.
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| Training Arrangements | The delivery of this course is in 3 parts:  
| Part 1 – Pre-course learning begins 2 weeks prior to face-to-face aspect.  
| - 2 weeks before face-to-face training, learners will be given access to or posted pre-reading materials.  
| Part 2 – Face-to-face aspect of the course and will take place over two days. The training room is laid out in boardroom style to act as a simulated work environment that reflects what they will experience when building a HACCP plan as part of a team.  
| - Day 1 will focus on the legislative framework including the Food Standards Code and how it relates to a HACCP plan and HACCP certification. The theory underpinning the legislation will be examined so students understand what a pathogen is and how to control it, how to prevent cross contamination through workflow. The HACCP pre-requisite programs will also be covered so students understand the foundations for a HACCP program. Students will be given a homework assignment to prepare a training matrix.  
| - Day 2 will involve practical class activities in which they begin to build their own HACCP plans using templates covering Scope and HACCP team, Product description and Flow Chart, Hazard Analysis, a HACCP Audit table, Verification Schedule, Procedures, Validation and Verification. The day concludes with the written exam.  
| Part 3 – is the post course assessment and requires the student to deliver a toolbox talk and prepare a portfolio of work in a real workplace environment.  |

| Workplace Involvement | A workplace supervisor will be required to sign off on the observation checklist, a series of tasks to be completed in the workplace.  |

| 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 Individual Support Plan 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  
| 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 | Assessments are clustered to streamline delivery and avoid repetition.  
| A variety of assessment methods are used including:  
| Assessment Tasks and Methods  
| - Toolbox talk in the workplace  
| - Classroom exam  
| - Training matrix started in class and finished as homework  
| - Third party reports – supervisor observations in the workplace  
| - Portfolio of evidence completed with HACCP team in the workplace  |

| 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.  |
**HACCP Workshop - Principles and Applications**

<table>
<thead>
<tr>
<th>Recognition of Prior Learning (RPL)</th>
<th>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 and interview stage 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.</th>
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| Costs | **Total Course Fees** $ 950  
**RPL Costs:**  
- Application Fee - $0  
- Charge per unit of competency - $475  
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  
- Additional copies of text books or any other learning and assessment. A fee of $20 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 includes a written test an interview to complete the verbal component of the test.  
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. |

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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.*

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**HACCP Workshop - Principles and Applications**

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<th>How to apply</th>
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<tr>
<td>If you would like to enrol into the HACCP Workshop - Principles and Applications Please follow the prompts on the website to complete an online enrolment. Once we receive your completed forms and approved your enrollment we will send you the Pre-Course Materials.</td>
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If you would like to discuss this course in more detail, please call us for a confidential discussion on 03 9523 7505.

This course outline should be read in conjunction with QMS Audit’s Student Handbook.