


Course Outline

HACCP Workshop - Principles and Applications

Training Products	FBPFYSY2001 Implement Food Safety Program and Procedures FBPFYSY3002 Participate in a HACCP Team	 <p>NATIONALLY RECOGNISED TRAINING</p>
Type	Units of competency	
Training Product Status	Current	
Purpose	<p>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.</p> <p>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.</p>	
Delivery Method	Class-room based with pre-reading and post workplace assessment	
Location	<p>Melbourne - Address: QMS Audits, 123 Gardenvale Rd, Gardenvale Vic 3185. Phone 1300 404 505. Contact person: Melissa Saario</p> <p>Sydney - Address: Vibe Hotel, 111 Goulburn Street, Sydney NSW 2000. Phone: 02 8272 3300, Contact Keira-Jayne Duffield</p> <p>Brisbane Address: Mantra South Bank, 161 Grey St, South Bank Brisbane, South Bank, 4101. Phone: 07 3305 2500, Contact person: Alesha Farnham</p> <p>Adelaide - Address: Rydges Adelaide, 1 South Terrace, Adelaide CBD, 5000. Phone: 08 8216 0305. Contact person: Tracey Allen</p>	
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, Beverage and Pharmaceutical Training Package, and is also contained in a number of qualifications from other training packages.	
Pre-requisites	There are no pre-requisites	
Entry	To gain entry to the course QMS Audits Training requires learners to:	

QMS Audits Training RTOID: 45344

Address: PO Box 149 Elsternwick 3185 | Phone: 1300 404 505 | Email: info@qmsaudits.com.au

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Requirements	<ul style="list-style-type: none"> • 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. <p>*Australian Core Skills Framework level 2 is required for all areas.</p> <p>On enrolment Students must confirm that they are working in a food business:</p> <ul style="list-style-type: none"> • With a workplace supervisor able and willing to provide third party reports about skills demonstrated in the workplace
Training Arrangements	<p>The delivery of this course is in 3 parts:</p> <p>Part 1 – Pre-course learning begins 2 weeks prior to face-to-face aspect.</p> <ul style="list-style-type: none"> • 2 weeks before face-to-face training, learners will be given access to or posted pre-reading materials. <p>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.</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Workplace Involvement	<p>A workplace supervisor will be required to sign off on the observational checklist, a series of tasks to be completed in the workplace.</p>
Additional Support	<p>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:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>
Assessment	<p>Assessments are clustered to streamline delivery and avoid repetition.</p>

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Arrangements	<p>A variety of assessment methods are used including: Assessment Tasks and Methods</p> <ul style="list-style-type: none"> • 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	<p>QMS Audits Training 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.</p> <p>There is no charge to apply for Credit.</p> <p>To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p> <p>*Please refer to your Student Handbook for more information on Course Credit.</p>
Recognition of Prior Learning (RPL)	<p>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.</p> <p>QMS Audits Training 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.</p> <p>During the entry process and interview stage QMS Audits Training 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.</p> <p>A trainer/assessor will be available to assist you throughout this process.</p> <p>*Please refer to your Student Handbook for more information on RPL.</p>
Costs	<p>Total Course Fees \$1250</p> <p>RPL Costs:</p> <ul style="list-style-type: none"> • Application Fee - \$0 • Charge per unit of competency - \$475 <p>Nationally Recognised Training does not incur GST.</p> <p>Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.</p> <p>*Please refer to your Student Handbook for our Fees and Refunds Policy.</p>
Inclusions	<p>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.</p> <p>Additional charges apply if students require:</p> <ul style="list-style-type: none"> • 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

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	<p>students require a copy of any records that QMS Audits Training holds about them. QMS Audits Training provides printing or copying for a cost of 20c per page, however students may use their own or other printing facilities.</p> <ul style="list-style-type: none">• 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	<p>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 Training is able to meet your individual needs. The assessment includes a written test.</p> <p>If you do not achieve the required level in your LLN assessment QMS Audits Training 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.</p>
How to apply	<p>If you would like to enrol into the HACCP Workshop - Principles and Applications</p> <p>Please follow the prompts on the website to complete an online enrolment.</p> <p>Once we receive your completed forms and approved your enrolment we will send you the Pre-Course Materials.</p>

If you would like to discuss this course in more detail, please call us for a confidential discussion on 1300 404 505

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