

Course Outline

Internal Auditor Training – Food Safety -2 Day



Training Products	BSBAUD402 Participate in a quality audit FBPAUD4001 Assess compliance with Food Safety programs
Type	Units of competency
Training Product Status	Current
Purpose	Participants will learn how to conduct an internal audit upon a food business using the Food Standards Code and some other GFSI standards.
Delivery Method	Class-room based with pre-reading and post workplace assessment
Location	Melbourne - Address: QMS Audits, 123 Gardenvale Rd, Gardenvale 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.
Course Duration	2 days face-to-face in the classroom. Typically, it will take a learner 6 weeks 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 an internal auditor, satisfies formal training requirements for BRC and SQF standards.
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 for this course, however it is highly recommended participants have undertaken a HACCP Principles and Applications workshop or have a strong working knowledge of HACCP. Whilst HACCP Principles are refreshed in this course, it is assumed participants have a good understanding of HACCP – both from a document and implementation perspective.
Entry Requirements	To gain entry to the course QMS Audits Training requires learners to: <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>
Training Arrangements	The delivery of this course is in 3 parts: Part 1 – Pre-course learning begins prior to face-to-face aspect. <ul style="list-style-type: none"> • Before face-to-face training, learners will be given access to or posted pre-reading materials.

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	<p>Part 2 – is the face-to-face aspect of the course and will take place over two days in a boardroom style setting. Students will experience conducting an internal audit, as part of a team.</p> <ul style="list-style-type: none"> • Day 1 will focus on certification systems, who can be an Internal Auditor. Planning an Internal Audit and evidence. Review of HACCP and conduct an Internal Audit on HACCP. • Day 2 – A review of the FSC 3.2.3, conducting an Internal Audit using the FSC 3.2.3. Labelling requirements and training requirements. Look at Pre-requisite programs, traceability and recalls and auditee behavior. An exam is completed at the end of day 2. <p>Part 3 – is the post course assessment and requires the student to prepare a portfolio of work in a real workplace environment.</p>
<p>Workplace Involvement</p>	<p>A workplace assignment on a case study will be conducted by students as a post-assessment task.</p>
<p>Additional Support</p>	<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>
<p>Assessment Arrangements</p>	<p>The assessments are collated in a section of the workshop manual for easy student reference. A variety of assessment methods are used including:</p> <p>Assessment Tasks and Methods</p> <ul style="list-style-type: none"> • In-class food safety audit, based on photographic evidence • Classroom exam • Case study involving a food safety audit using a recognised standard.
<p>Course Credit</p>	<p>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.</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>
<p>Recognition of Prior Learning (RPL)</p>	<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>

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	<p>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.</p> <p>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.</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>
<p>Costs</p>	<p>Total Course Fees \$ 1225.00</p> <p>RPL Costs:</p> <ul style="list-style-type: none"> • Application Fee - \$0 • Charge per unit of competency - \$500 <p>Total course fees may be reduced to account for the number of units undertaken via RPL or where Course Credit has been granted.</p> <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>
<p>Inclusions</p>	<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 \$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.
<p>Selection Process</p>	<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 is able to meet your individual needs. The assessment is conducted as an online test</p> <p>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.</p>
<p>How to apply</p>	<p>If you would like to enrol into the Internal Auditor Training Workshop, please follow the prompts on the website to complete the checkout process.</p>

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Once we receive your form you will be sent an online enrolment and LLN form to complete.