

# SITSS00051 FOOD SAFETY SUPERVISION

Nationally Recognised Training



NATIONALLY RECOGNISED  
TRAINING

*Gain the skills, knowledge and practical experience you need to obtain a Food Safety Supervisor Certificate issued by the NSW Government Food Authority.*

## COURSE OVERVIEW

The food act 2003 (NSW) requires certain food businesses in the NSW hospitality and retail food service sector to have at least one trained Food Safety Supervisor.

The role of a Food Safety Supervisor (FSS) is to prevent individuals from becoming ill from food poisoning as a result of incorrect handling and preparation of food. This course is designed for supervisors and managers of food businesses in NSW.

## COURSE OUTCOME

This training aims to provide students with the Food Safety Supervisor Certificate issued by the NSW Government Food Authority and a Statement of Attainment in the unit(s) completed issued by the Registered Training Organisation, Acacia Education & Training.

## ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

- Applicants will be required to undertake a Language, Literacy & Numeracy assessment.
- Applicants will be required to complete a Pre-Training Review.
- Applicants must be able to attend all practical assessments on the assigned dates where required.



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## JOB OUTCOMES

This course will develop a range of skills that may be required for roles in the following areas:

- ✓ **Kitchen Staff**
- ✓ **Cafe/Bar Supervisor**
- ✓ **Food Van Operator**
- ✓ **Function & Event Staff**
- ✓ **Commercial Cook**

## COURSE DELIVERY



*See detailed information on delivery modes on page 3 of this guide.*

## COURSE DURATION

For students attending classroom based training, the course duration is two (2) days. For students completing the course via correspondence or online the time it will take to complete is flexible and dependent on ability and time available. See delivery modes for further information.

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# ESSENTIAL SKILLS FOR THE WORKPLACE



## WHAT THIS COURSE COVERS

- Key features of food safety compliance requirements as they impact workers at an operational level.
- Correct personal hygiene practices to prevent contamination of food that can cause food-borne illnesses.
- HACCP (Hazard Analysis and Critical Control Points) and other food safety principles, procedures and processes as they apply to particular operations to control food hazards.
- Skills and knowledge to handle food safety during the storage, preparation, display, service and disposal of food.
- Contents or organisational food safety program, especially procedures and monitoring documents.
- Equipment operating procedures, including how to calibrate, use and clean a temperature probe and how to identify faults.

## COMPLETION OF THIS COURSE

To achieve this qualification, students must successfully complete the required units of competency, as outlined on page 4 of this brochure. Where necessary, students must be able to attend all practical assessments on the assigned dates in order to successfully complete the course. Arrangements can be made to accommodate students under certain circumstances.

Upon successful completion of the Food Safety Supervisor skill set or the recertification, students will receive the:

- **Food Safety Supervisor Certificate** issued by the NSW Government Food Authority

and

- **Statement of Attainment in the unit(s) completed** issued by the Registered Training Organisation, Acacia Education & Training.

For more information visit

<http://www.foodauthority.nsw.gov.au/rp/fss-food-safety-supervisors/fss-certificates>

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## **COURSE DELIVERY**

This course can be delivered in a flexible program of online, correspondence or classroom training and self-paced learning activities. All delivery modes provide the students with support through their studies by a team of experienced trainers and assessors, who are on hand to answer any questions students may have and provide feedback on their progress.

### **Classroom:**

Training and assessment takes place in a classroom and involves discussions and group activities. Classroom based training also requires some self-directed learning, where further study and assessment activities are done by participants in their own time.

This delivery mode is in a face-to-face training environment which requires the student to attend two (2) full days of training to complete both the practical and theoretical components of this course.

Acacia only offers face-to-face training in specific locations and only on specific dates. For up-to-date information about upcoming classroom based training please contact Acacia.

Group bookings may be arranged also.

### **Online/Correspondence**

These delivery options allows the student to complete the course in their own time at a more flexible pace but must be completed and submitted within 3 months. Additional fees will be incurred at \$30 per month extension or \$50 for a 3 month extension.

The student is required to complete both the practical and theoretical components of the course. The theory based assessment can be completed at the students own pace and requires short answer responses. Resources are provided to assist in answering these questions.

The practical component of this assessment may require the student to have access to a commercial kitchen, otherwise it can be completed at home within a domestic kitchen, and to submit video evidence to Acacia so that a qualified trainer can assess the activity.

### **Online:**

All theory assessments can be completed and submitted via our online learning system, Acacia eCloud.

### **Correspondence:**

For theory assessments, Acacia will post the student a hard copy assessment or emailed an electronic fillable PDF assessment to be completed and posted or emailed back for review.

For any queries regarding the online or correspondence delivery modes, please contact Acacia before commencing the course.

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# STAY UP TO DATE IN YOUR INDUSTRY ROLE.



## ASSESSMENT OVERVIEW

- **Assessment:** The methods in which students are assessed may include theory based assessments, case studies, projects and observations.
- This qualification is ungraded. Successful students will receive a qualification which shows their level of achievement for each unit as Competent, unless Credit Transfer of Recognition of Prior Learning (RPL)\* is granted for any units, in which case that will be indicated instead.
- Every assessment must be successfully completed to demonstrate competence in each unit.
- If a student does not successfully complete an assessment, they will be given the opportunity to undertake a second assessment at another time.
- \* All students are eligible to apply for Recognition of Prior Learning (RPL). See section on Recognition of Prior Learning within this course brochure.

## USI (UNIQUE STUDENT IDENTIFIER)

All students studying nationally recognised qualifications are required to register for a USI before enrolment with a registered training organisation anywhere in Australia. It is free and easy to create one online at <https://www.usi.gov.au>

Feel free to contact Acacia Group for any help with this process.

## REQUIREMENTS

Acacia is committed to providing an inclusive learning environment. Principles of access and equity for all students are applied in all programs.

**Education:** There are no formal entry requirements for this qualification.

**Minimum age:** Applicants will need to be at least 15 years old. If under 18 years of age the enrolment form will need to be signed by a parent or guardian.

**English:** This course involves reading and undertaking a range of written assessments, as well as engaging with the trainer and assessor. Furthermore, the delivery mode relies on the extensive use of written communication.

## MATERIALS AND EQUIPMENT

If the student is completing the training in one of our classroom based sessions all necessary training and assessment materials and computer based equipment will be provided.

If the student is completing the training via correspondence students will require access to a computer with internet and Microsoft Office (or equivalent), software installed, a printer, a video recording device and may need access to a commercial kitchen. All other necessary training and assessment materials will be provided.

Students will require basic computing skills in order to complete the training.

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# ESSENTIAL SKILLS FOR THE WORKPLACE



## UNITS OF COMPETENCY

Below are the units of competency required for this course.

UNIT CODE	UNIT DESCRIPTION
SITXFSA001	Use hygienic practices for food safety
SITXFSA002	Participation in safe food handling practices

This skill set also requires the student to meet the State Food Authority requirements that may vary from state to state. In NSW these are called Key Focus Areas. There are three (3) additional Key Focus Areas required by the NSW Food Authority which have been embedded into the course. They include:

- Cleaning and sanitising
- Safe egg handling
- Allergen management

The video evidence needs to include a demonstration of each of the following elements:

- Clean and sanitise benches
- Wash hands
- Prepare a food or beverage item using safe food handling practices including:
  - > *Selecting and wearing the correct PPE (Personal Protective Equipment)*
  - > *Identification of Critical Control Points for food hazards*
  - > *Awareness of Cross Contamination points along the preparation process*
  - > *Monitoring of perishable/ heated foods in the danger zone*
  - > *Reporting an incident of food contamination, unsafe disposal and unsafe hygiene practices.*

The evidence needs to be demonstrated on three (3) separate instances which can be 3 separate days or 3 different preparations of food. To complete the practical the student will need access to a commercial or domestic kitchen including:

- A sink with hot water
- Cleaning and sanitising materials
- Waste disposal
- Paper towel
- Ingredients for food preparation
- Thermometer for recording food temperatures
- Fridge/cool room for storing ingredients correctly

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## **FOOD SAFETY SUPERVISOR RECERTIFICATION TRAINING**

Food Safety Supervisor certificates expire five (5) years from the date of issue. The expiry date is printed on each certificate. When a Food Safety Supervisor's Certificate is due to expire, the FSS will need to enrol in recertification training. This includes a recertification assessment which demonstrates the continued understanding of food safety as well as the key focus areas required by the NSW Food Authority:

- Allergen Management
- Safe Egg Handling
- Cleaning and Sanitising

When a Food Safety Supervisor's certificate expires, the business has **30 working days** to ensure:

1. The FSS renews their training; or
2. Another FSS with a current qualification is appointed.

After thirty (30) days the Food Safety Supervisor will need to complete the full Food Safety Supervisor course if they wish to obtain their NSW Food Authority certification.

To complete the recertification the student will require access to a commercial kitchen (either as an employee or a volunteer). This food workplace should:

- Have an operation commercial food preparation area, bar or kitchen with the fixtures, large and small equipment and workplace documentation defined in the assessment; can be a real industry workplace simulated industry environment such as a training kitchen servicing customers.
- Have real food ingredients and food items.
- Be fully equipped for food preparation (e.g. a commercial kitchen, catering production line or food preparation area of a food outlet).

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## REPLACING A FOOD SAFETY SUPERVISOR CERTIFICATE

Acacia Education & Training can only replace statements of attainment that it originally issued. If a replacement Statement of Attainment is needed the FSS can contact Acacia to provide us with their name, date of birth, address and reason for replacement and we can organise to have one posted.

If a replacement Food Safety Supervisor Certificate is needed due to a change, e.g. name, the FSS can contact either Acacia Education & Training or the NSW Food Authority.

If a Food Safety Supervisor Certificate is lost or damaged, the FSS can contact either Acacia or the NSW Food Authority to request a replacement.

Replacement certificates retain the original issue and expiry date. A FSS looking to replace an expired or soon-to-expire certificate will need recertification, see page 5 for further information. Please note, there is a small charge associated with re-issuing a Statement of Attainment and a Food Safety Supervisor Certificate.

## FEES

	Correspondence/Online	Classroom
<b>Option 1 - Skill Set</b>		
Includes the units:		<i>Prices determined on a case-by-case basis. Please contact Acacia for a quote.</i>
SITXFSA001 Use hygienic practices for food safety and	\$185	
SITXFSA002 Participate in safe food handling practices		
<b>Option 2 - Recertification</b>	\$149	-

## EXTENSION FEES

Where students do not meet the 3 month completion timeframe expected for the online or correspondence delivery mode, additional fees will be incurred at \$30 per month extension or \$50 for a 3 month extension.

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## **RPL (RECOGNITION OF PRIOR LEARNING)**

Acacia understand that you may already have many skills and areas of expertise that you have obtained in different ways and these are recognised through our Recognition of Prior Learning (RPL) process.

All students are entitled to apply for recognition in the course or qualification in which they are enrolled. This application should be made as soon as possible after enrolment. The aim of getting recognition is to avoid the completion of unnecessary learning activities in which a learner is already competent, by the provider assessing and acknowledging the skills and knowledge the student has acquired through formal and informal learning.

## **PLAGIARISM**

It is essential that the work students are assessed on is their own. Penalties will be imposed for students found cheating or plagiarising in an assessment. It must be clearly acknowledged if quoting or using other people's work.

## **STUDENT SUPPORT**

### **Academic support**

Students have access to trainer support throughout the duration of their course, whether they are learning via correspondence, online, or in class. Our experienced trainers are available to answer any questions students may have regarding the learning materials and assessments. The appointed trainer can be contacted via email, phone or video call, students will be provided with these contact details on course commencement.

### **Administrative support**

The administrative team is available during business hours (9am - 5pm) Mondays to Fridays and can assist students with all administrative enquiries or issues, including enrolment, change of contact details, class schedules, online learning and certification. The administrative team can be contacted using details further below.

## **APPLICATION TO ENROL**

Acacia is committed to ensuring all applicants clearly understand the details and outcomes of the course they are enrolling in. For information on the enrolment process and to apply please speak with your workplace coordinator, job service provider, contact us directly or use the online link on our website.