

## **AUDITING FOOD SAFETY ACTIVITIES AND PROCESSES - TRAINING COURSE FOR FOOD LAW ENFORCEMENT OFFICERS**

### **INFORMATION FOR LOCAL COURSE ORGANISERS**

#### **The Course:**

The Auditing Food Safety Activities and Processes training course is delivered over 2 consecutive days.

The course is intended for qualified officers who already have an introductory understanding and experience of auditing food safety systems. Delegates should be fully conversant with the course objectives. Organisers should ensure that delegates are advised on the course objectives and content. Places on the course should, in most cases, be restricted to one officer from each local authority. Any request for more than one place from any local authority should be notified to the FSA who will consider the request. In many cases, therefore, places will need to be offered to local authorities within neighbouring food liaison groups.

#### **The Cost:**

The cost of the course will be subsidised by the FSA through their local authority training budget. You may plan on the basis that the cost per delegate will not exceed £40 - £50 per day. Advertisements for local courses may be based on this figure.

Individual delegates/local authorities will need to make decisions on whether they wish to travel daily or stay overnight. Travel and any overnight costs have to be met by the delegate/local authority. Local organisers may be in a position to negotiate special rates at local hotels and to make these known when the courses are advertised.

#### **Fees/Charges/Costs:**

The FSA will cover and pay for the cost of the trainer and associated teaching materials.

#### **Role of Local Course Organisers:**

Courses should be organised by or on behalf of the Food Liaison Group or CIEH Branch, or Centre. In exceptional circumstances courses may be organised by a local authority but this will need to be with the full knowledge and agreement of the FSA.

Local course organisers will arrange and pay for the cost of the venue, and refreshments (see below).

The local course organisers will advertise and promote the course within their local Centre/Branch/Food Group, and deal with all enquiries from participants about course arrangements.

Buffet finger snack lunches are preferred where course organisers provide refreshments. Such arrangements allow tutors to circulate around groups and enhance inter-group discussions. Sit down lunches tend to be more formal and often cannot be served within the hour allowed for lunch.

Local course organisers will collect the course fees and deal with local course administration i.e. distribution of course programme etc. Course notes and other teaching material will be provided by the training provider.

Mutually convenient dates will be agreed with the trainer direct.

### **Teaching Accommodation and Venue:**

In securing accommodation local organisers will need to recognise that the training course is fairly intensive and only accommodation which provides a suitable teaching environment should be accepted. The accommodation should also be free from disturbance and external distractions. The course will be limited to a maximum of 20 participants.

### **Facilities Required:**

5 tables and seating in cabaret style with 4 seated at each table and a separate table for the trainer;

Multi-media Projector and Screen;

5 flip charts and stand (one for each table) with spare chart.

### **Profits/Deficit of Funds:**

Local courses are costed to 'break even'. The local course organisers can retain any surplus arising from the course.

### **Assessments/Examination:**

There is no examination at the end of the course. Certificates are awarded to candidates to represent 13½ hours Continuing Professional Development

Organisers should advise delegates that if sessions are missed they may not receive a Course Certificate.

Auditing Food Safety Activities and Processes course planning sheet

**Additional Information:**

Attached: course aims  
course programme

**FSA Contact:**

If you require any further information, please contact Bob Pilling (e-mail: [robert.pilling@foodstandards.gsi.gov.uk](mailto:robert.pilling@foodstandards.gsi.gov.uk) - telephone: 020 7276 8436 or fax: 020 7276 8463).

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