

Certificate IV in Food Surveillance

91497NSW

This certificate is ideal for council employees or council contractors who have been appointed with food surveillance or food inspection responsibilities. This role is commonly undertaken by Environmental Health Officers. The course would also be suitable for people employed in a food surveillance role by other enforcement agencies.

Food Surveillance officers play a key role in the delivery of quality food safety outcomes to the community by ensuring food businesses comply with relevant food safety standards and legislation.

The Local Government Training Institute has developed this program to offer flexibility and on going support. To gain this certificate, participants can combine recognition of current work-related skills and knowledge with structured training and assessment to enhance their capabilities in areas important to their organisation and their career.

Duration

It will normally take between 6 to 9 months to complete the learning and assessment for this qualification although you may progress at a faster pace.

Delivery and Assessment

This qualification is delivered via correspondence methods, using on-line technologies. Participants will be required to complete a range of assessment activities including workplace based assessment projects.

Participants will be required to read and interpret relevant legislation and on completion of the course have a thorough working knowledge and application of the Australia New Zealand Food Standards Code.

For participants undertaking the course in NSW there will also be the opportunity to attend regional workshops conducted by the NSW Food Authority.

Further details on the learning and assessment options are available in the Pre-Enrolment Information for this Certificate.

Eligibility Criteria

Applicants must meet one of the following entry requirements:

- have a higher school certificate, and/or
- have completed at least one semester of tertiary-level studies, and/or
- be able to demonstrate experience at an AQF IV level in a related food industry or local government role

To successfully complete the course, it is recommended that participants are currently working with an organisation where it is possible to have hands-on application of food surveillance and be able to conduct inspections of food businesses under the supervision of an experienced food inspector. This will help to ensure the development and assessment of relevant practical skills.

If the participant is not employed by a relevant organisation, it is recommended that a formal work placement be arranged while undertaking the course.



Local Government Training Institute

4 Sandringham Ave Thornton NSW 2322 AUSTRALIA

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Recognition of Prior Learning

Recognition of prior learning will be available. For further information please refer to the Pre-Enrolment Information or contact the LGTI Certificate Programs Coordinator.

Fees payable to Local Government Training Institute

✓ \$3,500 (GST FREE)

Units of Competency

To obtain the Certificate IV in Food Surveillance through LGTI, participants must successfully complete the following 16 units of competency:

Common Units

LGACORE102B	Follow defined OHS policies and procedures
LGACOMP008A	Apply conflict resolution strategies
PSPETHC401A	Uphold and support the values and principles of public service

Regulatory and Compliance

LGACOM406A	Investigate alleged breaches of legislation and prepare documentation
PSPREG401C	Exercise regulatory powers
LGAREGS406A	Support programs to enforce compliance
PSPREG408C	Conduct search and seizure
LGAEHRR504C	Implement public education programs to improve community compliance

Specialist Food Inspection Units

FDFFSCHZA	Identify, evaluate and control food safety hazards
LGAEHRH405A	Conduct routine inspections of food premises
LGAEHRR501C	Implement council's responsibilities in food safety

Specialist Food Safety Units

LGAEHRH303A	Undertake vector control duties
FDFFSCOMA	Communicate and negotiate to conduct food safety audits

Other Electives

PSPREG411A	Gather information through interviews
PSPREG413A	Undertake inspections and monitoring
PSPREG402C	Promote client compliance

How to obtain further details and apply for the course

For further details and an enrolment package, please contact:

Client Liaison and Support Officer

Ph: 4922 2342

rochellet@lgti.com.au

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Course Information

(Incorporating pre-enrolment information)

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Welcome

Welcome to the Certificate IV in Food Surveillance.

As a result of changes to the NSW Food Act 2003, and the establishment of the Food Regulation Partnership, it was identified that a comprehensive training program needed to be developed that met the needs of people who have food surveillance responsibilities as a part of their job. The changes to the legislation has highlight potential skills shortages in the area of food surveillance and compliance, that is currently not met by other training and education programs.

The Local Government Training Institute (LGTI), has worked closely with the NSW Food Authority in the development of this training program, which has resulted in the course becoming a nationally accredited qualification directly targeted at environmental health professionals, who have food surveillance and compliance responsibilities, as a part of their job role.

Along with the NSW Food Authority we look forward to partnering with you to develop your food surveillance skills through this the course. We are confident that the course will significantly contribute to you being able to carry out your duties in a professional manner and significantly contribute to the improvement of food safety standards, and reduce the impact of foodborne illness caused by the retail food sector.

This course Information guide will provide you with valuable information about the course and help you identify the best way for you to undertake the course, which best suits your particular situation.

LGTI hopes you enjoy your learning experience.

Course Duration

This is a two-year program, however can choose to complete the program sooner by working at their own pace to demonstrate competence against all units of competency.

Eligibility Criteria

Applicants must meet one of the following entry requirements:

- have a higher school certificate, and/or
- have completed at least one semester of tertiary-level studies, and/or
- be able to demonstrate experience at an AQF IV level in a related food industry or local government role.

To successfully complete the course, it is recommended that participants be currently working with an organisation where it is possible to have hands-on application of food surveillance and be able to conduct inspections of food businesses under the supervision of an experienced food inspector. This will help to ensure the development and assessment of relevant practical skills.

If the participant is not employed by a relevant organisation, it is recommended that a formal work placement be arranged while undertaking the course.

Learning at Certificate IV Level

To successfully complete this course at certificate IV level, you will need to:

- demonstrate understanding of a broad knowledge base incorporating some theoretical concepts
- apply solutions to a defined range of unpredictable problems
- identify and apply skill and knowledge areas to a wide variety of contexts with depth in some areas
- identify, analyse and evaluate information from a variety of sources
- take responsibility for own outputs in relation to specified quality standards
- take limited responsibility for the quantity and quality of the output of others.

Workplace Support

Throughout the program, you will require the support of your employer to provide you with assistance to develop the required skills. This support could include offering a suitable mentor, monitoring your progress, providing encouragement and feedback, providing ample opportunity and resources to complete work based projects, as well as providing time to undertake the course and develop the skills required. Your supervisor will also be asked to assist with reporting on your workplace performance through observation checklists.

There are a number of subjects have an on-the-job component for which you need your employer's support. For example you will be required to complete 5 inspections of food premises. This will generally need to be completed under the supervision of a suitably qualified and experienced Authorised Officer. The amount of time and how support is given is to be determined by you, your employer and supervisor.

Course Structure

There are two learning pathways that participants can follow, whilst progressing through the Certificate IV in Food Surveillance. As a part of the Food Regulation Partnership, the NSW Food Authority conducts a range of workshops and training associated with the New EHO Network. The training provided is published each year in the Food Regulation Partnership Training Calendar. Attendance at these workshops provides a valuable learning opportunity for those people wishing to complete the Certificate IV in Food Surveillance, because the majority of the subjects in the course have been aligned to the training provided by the NSW Food Authority. Although the workshops are not compulsory, attendance is highly recommended. Be aware, not all subjects in the Certificate IV in Food Surveillance have an associated workshop.

Regardless of whether you attend the workshops presented by the NSW Food Authority or not, all people enrolled in the Certificate IV in Food Surveillance will have access to the various handouts, and presentations provided in the workshops via LGTI's website, as a part of the overall resources available to trainees to enable you to successfully complete the course. Other resources will include Subject Guides, and Assessment Handouts for each subject, or group of subjects.

The subjects covered in the course include:

- National framework
- Food Act & Food Regulation
- Local Government Act
- Food Standards Code
- Guidelines
- Enforcement agency responsibilities
- Elementary Food Science
- Human Health
- Food premises Approval
- Construction of food premises
- Food handling practices
- Cleaning & sanitising
- Pest control
- Food labelling
- Food safety programs
- Inspections
- Risk assessment
- Food sampling
- Food complaint investigations
- Foodborne illness investigations
- Inspection equipment
- Ethics and professional standards
- Communication
- Enforcement policy
- Gathering evidence
- Warnings
- Improvement Notices
- Prohibition Orders
- Seizures
- Penalty Notices
- Prosecutions
- Publication

NOTE 1: A number of subjects may be group together, and covered during a training workshop. As a result the additional learning and support materials will be arranged accordingly.

NOTE 2: Appendix 1 outlines the suggested order in which it is recommended the subjects be completed.

Learning Pathways

Examine the Food Regulation Partnership Training Calendar, available from the NSW Food Authority. Determine the training that will be conducted in your location. If training is available follow Learning Pathway 1. If training is not available, or you are unable to attend the training, follow Learning Pathway 2.

Learning Pathway 1	Learning Pathway 2
<ul style="list-style-type: none"> • Participants attended a NSW Food Authority workshop conducted at a regional location. • During the workshop participants are provided with the opportunity to work on case studies and scenarios and are provided with various worksheets and handouts. • Any work completed in the workshop would be used by the participants as a part of their portfolio of evidence, for the course • Each subject will have an associated ‘Subject Guide’ and ‘Assessment Handout’ outlining the assessment requirements. 	<ol style="list-style-type: none"> 1. If participants are unable to attend a workshop, they are provided with on-line access to the workshop materials, including presentations, handouts, worksheets etc. <ul style="list-style-type: none"> • Participants will be required to completed the various activities that were conducted at the workshop and submit them for feedback, from the trainer. • Each subject will have an associated ‘Subject Guide’ document outlining the assessment requirements.
<ul style="list-style-type: none"> • On completing of each workshop, participants will be required to complete a range of assessment tasks as outlined in the ‘Assessment Handout’. 	<ol style="list-style-type: none"> 2. Participants will be required to complete a range of assessment tasks as outlined in the ‘Assessment Handout’ document, for each subject.
<ul style="list-style-type: none"> • All remaining subjects will be available for download from LGTI’s website. • For each subject, participants will have access to a ‘Subject Guide’, and ‘Assessment Handout’. • The study guide will outline: <ul style="list-style-type: none"> ○ Learning objectives, ○ A proposed study plan, ○ Lists of learning resources, and ○ Learning activities. 	<ul style="list-style-type: none"> • All remaining subjects will be available for download from LGTI’s website. • For each subject, participants will have access to a ‘Subject Guide’, and ‘Assessment Handout’. • The study guide will outline: <ul style="list-style-type: none"> ○ Learning objectives, ○ A proposed study plan, ○ Lists of learning resources, and ○ Learning activities.
<p>NOTE: For some subjects an on-the-job learning component will be required, and will be outlined the ‘Subject Guide’ document.</p>	<p>NOTE: For some subjects an on-the-job learning component will be required, and will be outlined the ‘Subject Guide’ document.</p>

Table 1 – Learning Pathways



Recognition of Prior Learning RPL and Direct Credit

Recognition of Prior Learning enables LGTI into account skills or knowledge you already have.

These skills or knowledge may have been picked up through experience gained in your current job, past jobs, by reading, or other relevant life experiences. This is often called 'informal learning'.

You may have gained these competencies through training courses, usually referred to as 'formal learning'.

This means if you already know how to do something to the standard required by the training course, you may be able to skip that part of the training and have your current competence recognised.

Direct Credit

Participants may apply for a direct credit transfer towards other completed qualifications or statements of attainment have completed in the past which directly match units of competency in the Certificate IV in Food Surveillance. You can apply for direct credit for one or more units.

How do I apply for RPL or direct credit?

Each subject has an 'Assessment Handout'. The 'Assessment Handout' specifies what you are required to do to be assessed for that subject. Included in the 'Assessment Handout' is a self assessment checklist (SAC) that you can work through, if you believe you are able to demonstrate your skills and knowledge based on your work, or other training you have completed.

The SAC requires you to identify the skills and knowledge you possess, explain how you use your skills and knowledge in the workplace, and provide evidence from the workplace to support what you said. Evidence can be examples of your work, a report from a supervisor, or even performance appraisals.

More detail on the self assessment process is included in each subject's Assessment Handout.

Resources needed to complete the course

As mentioned above, to successfully complete this course, you will be provided with:

- Subject Guides,
- Assessment Handouts
- Training workshop handouts,
- Training workshop presentations,
- Various other documents provided by the NSW Food Authority.

In addition, you will require, or have access to the following documents:

- NSW Food Act 2003
- Food Amendment Act 2007 (NSW)
- Food Regulation 2004 (NSW)
- FSANZ Food Standards
- Pathway to partnership - a guide to food regulation in NSW, Part One and Two, January 2008. NSW Food Authority.
- Local Government Act 1993 (NSW)
- NSW Food Authority - Priority Classification System

All additional information or publications required will be outlined if the Subject Guide for each subject

Contact information

Local Government Training Institute

Phone: 02 49 222 333

Fax: 02 4966 0655

Post: PO Box 137, Thornton NSW 2322 or contact us via email at reception@lgti.com.au



Appendix 1

A number of subject have pre-requisites so, the recommended order you should complete the course is as follows.

1	Regulatory Framework	National framework FL-01 Food Act & Food Regulation FL-02 Local Government Act FL-03 Food Standards Code FL-04
2	Enforcement agency Responsibilities & Guidelines	Guidelines FL-05 Enforcement agency responsibilities FL-06
3		Elementary Food Science FSC
4		Human Health HH
5		Ethics and professional standards FIP-07
6		Communication FIP-08
7		Food premises approval FHE-01
8		Construction of food premises FHE-02
9		Food handling practices FHE-03
10		Cleaning & sanitising FHE-04
11		Pest control FHE-05
12		Food labelling FHE-06
13		Food safety programs FHE-07
14		Enforcement policy ENF-01
15	Regulatory Tools	Warnings ENF-03 Improvement Notices ENF-04 Prohibition Orders ENF-05 Seizures ENF-06 Penalty Notices ENF-07 Prosecutions ENF-08 Publication ENF-09
16		Food sampling FIP-03
17	Inspecting Food Businesses	Inspections FIP-01 Risk assessment FIP-02 Inspection equipment Fip-06
18	Investigations	Food complaint investigations FIP-04 Foodborne illness investigations FIP-05 Gathering evidence ENF-02

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Enrollment Declaration

This declaration needs to be completed and forwarded to LGTI prior to commencement of the course

Forward to:

Local Government Training Institute

PO Box 137

Thornton NSW 2322

Fax: 4966 0655

Please fill in all details clearly.

Full name:

Work Address:

Postcode:

Contact telephone number:

Email address:

PARTICIPANT DECLARATION

I declare that I have read Course Information document for the Certificate IV in Food Surveillance.

I further declare that where required, I have sought clarification, further information or advice from the Local Government Training Institute.

As a result I am ready to commence the Certificate IV in Food Surveillance.

Participant's Signature: _____

Note: The attachment of this statement on any electronically submitted declaration will be deemed to have the same authority as a signed statement.

