

Australian Capital Territory

Food (Training Approval) Guidelines 2015 (No 1)

Notifiable instrument NI2015–166

made under the

Food Act 2001, s 119 (Food safety training approval guidelines)

1 Name of instrument

This instrument is the *Food (Training Approval) Guidelines 2015 (No 1)*.

2 Commencement

This instrument commences on the day after notification.

3 Purpose

To approve food safety training courses that can be completed for appointment as a food safety supervisor in a registered food business.

4 Approval

The guidelines as set out in Schedule 1 are approved.

5 Revocation

This instrument revokes the *Food (Training Approval) Guidelines 2013 (No 1)* NI2013-153.

Dr Paul Kelly
Chief Health Officer
2 April 2015

Schedule 1

Food Safety Training Approval Guidelines

1. Overview

These guidelines cover food safety training requirements that apply to food safety supervisors in registered food businesses in the ACT.

Under section 117 of the *Food Act 2001*, all registered food businesses must appoint a food safety supervisor. In order to be appointed as a food safety supervisor, a person must hold a valid statement of attainment, issued by a Registered Training Organisation, for a food safety training course that is approved by way of these guidelines.

Registered food businesses that **sell *potentially hazardous food*** must appoint a food safety supervisor who has completed competency based training in each of the prescribed units relevant to their industry sector, as detailed in section 1.1 below.

Registered food businesses that **do not sell *potentially hazardous food*** must appoint a food safety supervisor who has completed either online I'M ALERT Food Handler Training, as detailed in section 1.2 below, or any of the competency units listed in section 1.1.

Registered food businesses that **sell food at a *declared event***, must appoint a food safety supervisor who has completed either online I'M ALERT Food Handler Training, as detailed in section 1.2 below, or any of the competency units listed in section 1.1.

1.1 Competency based training

The Australian Qualifications Framework provides for competency units of nationally recognised training to be delivered by Registered Training Organisations (RTOs). The authoritative source of information about current competency units is the National Register of Vocational Education and Training (VET), published at www.training.gov.au.

The competency units identified in Table 1 and delivered by a RTO are the prescribed training courses for food safety supervisors in businesses that sell *potentially hazardous food*. Different competency units apply depending on the industry sector in which the food business operates.

For the purposes of these guidelines, the following definitions apply:

- **Hospitality** food businesses are those that handle, prepare or cook food prior to sale. Such businesses generally include: cafes, restaurants, pubs, clubs, hotels, fast food outlets, supermarkets, delicatessens, butchers and caterers, amongst others.
- **Retail** food businesses are those that sell pre-packaged food only; they do not prepare or handle unpackaged foods. Such businesses generally include: convenience stores, grocers and petrol stations, amongst others.
- Food businesses in the **Health and Community Services** sector are those that deliver a food service as part of a health care, child care or aged care service, such as in a hospital, hospice, nursing home or childcare centre.

Industry sector	Prescribed Competency Units
Hospitality <i>e.g. restaurants, cafes, fast food/take away outlets, hotels, supermarkets</i>	Both units: SITXFSA101 Use hygienic practices for food safety; and SITXFSA201 Participate in safe food handling practices.
Retail <i>e.g. convenience stores, grocers, petrol stations</i>	SIRRFSA001A Apply retail food safety practices
Health and Community Services <i>e.g. hospitals, child care centres, nursing homes</i>	All three units: HLTFS207C Follow basic food safety practices; and HLTFS309C Oversee the day-to-day implementation of food safety in the workplace; and HLTFS310C Apply and monitor food safety requirements. <p style="text-align: center;">OR</p> <p style="text-align: center;"><i>Both units from the Hospitality sector above.</i></p>

Table 1 – Approved training courses for businesses that sell potentially hazardous food

From time to time, competency units can be superseded and unit titles and codes can change on the National Register of VET. If the title or code of a prescribed course is updated or superseded, the subsequent unit title or unit code is an approved food safety training course. A statement of attainment in the previous unit will continue to be recognised for **five years** from the date of issue; a food safety supervisor will not need to update their training just because the unit is updated.

1.2 I'M ALERT Food Safety Training

I'M ALERT Food Safety Training is an on-line training course hosted by Environmental Health Australia providing basic training in safe food handling. This training is available free of charge via the ACT Health website.

Although all registered food businesses must appoint a food safety supervisor, certain businesses have the option of training their food safety supervisor by way of I'M ALERT Food Safety Training, rather than competency based training. These include:

- registered food businesses that do not sell any *potentially hazardous foods*;
- businesses or organisations only selling food at an event declared to be a regulated event under the *Food Act 2001*.

Alternatively, these food businesses may choose to appoint a food safety supervisor who has completed any of the competency based training listed in section 1.1

Food Business category	Minimum training required
Food businesses that do not sell <i>potentially hazardous foods</i>	All modules of the I'M ALERT Food Safety Training OR Any of the competency units listed under <i>Hospitality or Health and Community Services</i> in Table 1
Food businesses at a <i>declared event</i>	All modules of the I'M ALERT Food Safety Training OR Any of the competency units listed under <i>Hospitality or Health and Community Services</i> in Table 1

Table 2 – Approved training courses for businesses exempt from competency based training

Evidence of completion of the I'M ALERT training is required. The certificate of completion and training acknowledgement form, issued by the website, should be retained as proof of food safety training.

2. Recognition of prior learning

The Australian Qualifications Framework provides for the recognition of learning outcomes that have already been achieved. There are a number of processes available for establishing credit, including recognition of prior learning (RPL), and credit transfer for components of other qualifications already completed. Both of these involve an RTO making an assessment to determine the extent to which that individual's previous learning and experience is equivalent to the learning outcomes of the components of the qualification.

A statement of attainment issued by an RTO based on RPL or credit transfer is acceptable for the purposes of appointing a food safety supervisor.

3. Validity period for food safety training

A statement of attainment that satisfies the prescribed training requirements will be valid for **five years** from date of issue.

For example, a chef who completed their qualification in another jurisdiction less than 5 years ago can be appointed as a food safety supervisor. However, if their qualification was completed more than 5 years ago they must renew their skills by completing the required competency units.

Food businesses should have regard for the training validity period to ensure continuity of having a suitably trained food safety supervisor at all times, consistent with the requirements of Part 9A of the *Food Act 2001*.

4. Mutual recognition and approval of other courses of training

A statement of attainment that meets the minimum requirements for appointment as a food safety supervisor in another Australian State or Territory jurisdiction will be considered valid in the ACT, for **five years** from the date of issue.

The Chief Health Officer, or delegate, may approve other food safety training on a case-by-case basis, having regard for the appropriateness of the training for the activities of the food business.

5. Definitions

Potentially hazardous food means food that must be kept within a certain temperature range to:

- (a) minimise the growth of any pathogenic micro-organisms that may be in the food; or
- (b) prevent the formation of toxins in the food.

Declared event means an event declared by the Minister to be a regulated event under the *Food Act 2001*.