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Accreditation : This Module is a Nationally Accredited Course
Title : **SIRRFSA002A – MONITOR FOOD SAFETY PRORGAMS**
Field Of Study : **General Food Selling Stream: Food Safety**

What is this course all about?

This unit involves monitoring the implementation of the store or department food safety program based on hazard analysis and critical control point (HACCP) and coordinating corrective action, where required, to ensure compliance with food safety standards.

When you have finished this course you should be able to demonstrate your ability to:

Monitor implementation of the food safety program – SIRRFSA002A/01

- Communicate food safety requirements and procedures to relevant staff members as required.
- Monitor implementation of the food safety program according to food safety requirements.
- Provide mentoring and coaching support to support individuals or groups to implement the food safety program.
- Monitor individual and team performance to ensure compliance with legislative and statutory requirements and store procedures.
- Develop and maintain regular schedule or roster for store or department cleaning tasks and inspections according to the food safety program and legislative requirements.
- Inform team members of individual responsibilities for cleaning tasks.
- Implement procedures for prompt waste removal, especially spillage on floors, according to store procedures, the food safety program and legislative requirements.
- Implement procedures for prompt eradication of insects, pests and vermin according to store procedures, the food safety program and legislative requirements.
- Coordinate store procedures for safe storage of cleaning chemicals, insecticides and pesticides according to legislative requirements.

Respond to occurrences of noncompliance – SIRRFSA002/02

- ❑ Identify food safety problems and take corrective action promptly to minimise impact of contamination and spoilage.
- ❑ Implement store procedures for product recall identification, and promptly withdraw products from public sale as required.
- ❑ Promptly implement procedures for dealing with non-compliance according to the food safety program.
- ❑ Identify causes of non-compliance.
- ❑ Implement control measures to prevent recurrence.
- ❑ Report non-compliance according to store procedures and the food safety program.

Contribute to continuous improvement – SIRRFSA002A/03

- ❑ Identify and report potential food safety hazards.
- ❑ Review existing control measures to take account of changes and updated technical knowledge.
- ❑ Report to those responsible for the maintenance of the food safety program the need for changes required to adequately cover identified hazards.
- ❑ Identify opportunities to remove or minimise food safety risks.
- ❑ Record food safety information and performance according to store procedures and the food safety program.

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers /Supervisors / Team leaders
- ❑ Frontline service personnel

You will have better skills & knowledge and familiarise yourself more in the following areas –

Competency in this unit requires evidence that, you the candidate: -

- interpersonal communication skills to:
 - communicate requirements and procedures to staff including cleaning responsibilities
 - communicate with management, internal and external auditors and Food Act authorised officers
 - mentor and coach individuals and groups
 - report non-compliance and contribute to continuous improvement through clear

- and direct communication
 - ask questions to identify and confirm requirements
 - share information
 - give instructions
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
- literacy skills in regard to:
 - reading and interpreting store policy and procedures
 - reading and interpreting manufacturer instructions
 - Reporting.
- relevant legislation and statutory requirements
- relevant OHS requirements
- relevant industry codes of practice
- techniques for identifying actual and potential contamination and cross-contamination hazards
- procedures for waste removal
- procedures for eradication of insects and vermin
- methods for prevention and solution of contamination problems
- methods to eliminate contamination and cross-contamination
- storage requirements for cleaning chemicals, insecticides and pesticides
- Reporting of incidents, hazards and non-conformances of the food safety program in a variety of situations and to a number of different audiences, including management and staff.

You will have better knowledge and familiarise yourself more in relevant legislation, codes, regulations and standards which include:

- Occupational health and safety.
- environmental protection legislation;
- waste disposal
- hazardous substances and dangerous goods;
- manual handling;
- food safety regulations;

What Recognition will you achieve?

Where demonstrated competencies have been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on www.matrixtraininggroup.com/downloads.php In order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.