

## ***Diploma in Food Industry Quality Assurance Management Information***

### **What is it?**

*The Diploma in Food Industry Quality Assurance Management is a qualification based on a series of demonstrated competencies, comprising of four short courses and relevant food industry experience.*

### **Who is it for?**

Many food industry businesses place existing staff into Quality Assurance Management roles without personnel having any prior experience in either a management role or in a quality assurance role. This qualification is designed to provide the skills and knowledge for personnel who are expected to take on the roles and responsibilities related to QA Management, or for those wishing to gain these qualifications for professional development with the aim of moving into a QA Management role. Large Companies may consider using this Qualification as a prerequisite for future employment in a QA management role.

### **What do I need to do?**

**COURSE REQUIREMENTS** – must have been attended since 2000

- Evidence of Certificate of Attainment at a two or three day HACCP Course
- Evidence of Certificate of Attainment at an Internal or External Food Safety Auditor Course
- Evidence of Certificate of Attainment from Food Safety Quality Assurance Management Course (AFS Course)
- Evidence of Certificate of Attainment from Advanced Quality Assurance Management Course (AFS Course)
- Evidence of working experience in the food industry

Where candidates are not able to provide evidence of all of the above but have relevant experience in HACCP and/or auditing then talk to our staff about recognised prior learning and ways of meeting the prerequisites.

### Course Information

#### Principles and Application of HACCP Course

Hazard Analysis Critical Control Point (HACCP) is a universally accepted tool used to identify and prevent food safety hazards. This three-day course is aimed at giving participants an in depth knowledge of the principles of HACCP and how to apply it to your business.

#### *Course Content*

- FSANZ Food Safety Standards – the legislation
- quality assurance programs
- hazards associated with food processing
- support programs
- HACCP – the theory and practice of HACCP plan preparation
- One hour optional exam

Course is assessed based on participation in group exercises and a one hour examination.

#### Internal Food Safety Auditor Course

#### *Course Content*

- Principles of quality assurance
- Auditing techniques
- Auditing principles
- Food safety program requirements
- Development of internal audit checklists

*Course is assessed based on participation in group exercises and a workplace audit report*

### Quality Assurance Management in the Food Industry

#### *Course Content (focussed on management outcomes)*

- Risk management including risk assessment and Due Diligence
- Regulatory requirements and the liabilities for food business
- HACCP Plan reviews – validation and verification of CCP's
- Support Programs – validation and verification methodologies
- Communication skills – reporting to senior management and to customers; continuous improvement; conducting meetings
- Staff management – job descriptions and competency determinations
- Resources – where to find relevant information
- Document control – what is needed to ensure control
- QA management process – product assessment, procedures and work instruction controls, interpreting laboratory reports; shelf life maintenance
- Internal and external audit management

Course is assessed based on participation in group exercises, take home assessment and one hour examination.

#### Advanced Quality Assurance Management Course

#### *Course Content (focussed on management outcomes)*

- Statistical and trend analysis techniques
- Problem solving
- Crisis Management
- Cost of quality
- Budgeting processes
- Good Laboratory Practices
- Intellectual Property Management
- High risk process management
- Multi shift and multi-site management
- Contract manufacturing management
- Professional development
- Emerging food safety hazards
- Understanding social accountability

*Course is assessed based on participation in group exercises, take home assessment and one hour examination.*

### Competencies required.

If you are not familiar with competencies, please visit the National Training Information Service website <http://www.ntis.gov.au/>

COMPETENCY	NUMBER
Implement the food safety program and procedures	FDFCORFSY2A
Control food contamination and spoilage	FDFTECCCS4A
Participate in a HACCP team	FDFOPHCP3A
Monitor the implementation of quality and food safety programs*	FDFCORQFS3A
Manage internal audits*	FDFIMMIA4A
Monitor the implementation of GMP procedures*	FDFPHGMP3A
Present and apply workplace information	FDFCORWCM2A
Measure and record workplace information	FDFOPTMR1A
Participate in an audit process*	FDFOPTPAP3A
Design and maintain programs to support legal requirements	FDFPLDMP5A
Manage people in the work area	FDFPMPW4A
Apply an understanding of legal requirements in food production	FDFTECLEG4A
Manage quality customer service	BSBFLM507A
Recruit, select and induct staff	BSBMGT506A
Establish effective workplace relationships	BSBFLM503A
Manage budgets and financial plans	BSBMGT504A
Participate in product recalls	FDFTECPPR4A
Describe and analyse data using mathematical principles	FDFTECNUM4A
Use basic mathematical principles	FDFCORBM2A
Manage a work area within budget	FDFIMMWB4A
Facilitate and capitalize on change and innovation	BSBFLM510A
Implement sampling procedures	FDFOPTISP2A

\* these may be replaced with three of the four below

Assess compliance with food safety programs	FDFFSACA
Communicate and negotiate to conduct food safety audits	FDFFSCOMA
Conduct food safety audits	FDFFSFSA
Identify, evaluate and control food safety hazards	FDFFSCHZA

### Explanatory Notes

- All applicants must be able to demonstrate that they meet the competencies listed for the Award of this Diploma.
- Evidence of Certificates of Attainment must be issued by a Registered Training Organisation.
- If you believe that you have the knowledge and skills required for the various competencies there may be other ways of demonstrating this, and this is called Recognised Prior Learning (RPL).
- We can offer Recognised Prior Learning for the HACCP course and Auditing courses only. You must attend the other courses with Advancing Food Safety, as they are specific to Food Safety in the Food Industry. If you believe you have the skills and knowledge but do not have a Certificate of Attainment in the competencies required issued by a Registered Training Organisation, you can choose to sit the assessment for either the HACCP or Internal Auditing course as follows:
  - HACCP course, you can sit a written one hour assessment supervised by one of our trainers, at a time arranged with us. These can only be undertaken in one of the Australian Capital cities. This is at a cost of \$82.50.
  - Internal Food Safety Auditor Course, you can do a take home assessment task which will be marked by one of our trainers. This is at a cost of \$55.00
- Please note that our package of competencies is focused on the food processing industry competencies. If you have attended a HACCP course offered under the Hospitality, Healthcare, Meat, Wine or Retail Food industry training packages then these may be deemed equivalent depending upon the level of the competencies issued.
- Advancing Food Safety reserves the right to determine whether or not any applicant meets the criteria listed, wherever RPL applies, to enable the Diploma to be issued. We have developed the criteria for this Diploma in the interests of the industry and food safety professionals and therefore it is our decision as to whether RPL is sufficient to demonstrate required competencies.

### Interested in the Diploma?

Course schedule and information is available at [www.haccptown.com.au](http://www.haccptown.com.au) or by contacting (02) 9898 0344.

#### **Register your interest in the Diploma by completing the following:**

- Please send me an application form to apply for the Diploma in Food Industry QA Management - \$440 (application fee)
- Please contact me to further discuss this qualification
- Please send me information and schedules for the following courses:
  - Principles & Applications of HACCP
  - Internal Food Safety Auditor
  - Food Safety QA Management
  - Advanced Food Safety QA Management

Title (Mr/Mrs/Ms): \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Company: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_