



## Course Outline

### **Food Safety Practices and Procedures (GMP)** FoodBev SETA Skills Programme Registration No: 09SP000295040191/0

## Course Target Group

This course is targeted at line supervisors and shop floor.

## Course Objective

- This course is designed specifically to “Train the Trainer”, creating internal client capacity & sustainability within your organisation.
- The course is modular based, allowing for flexibility in structure. Various customizing options are available to ensure relevance and compatibility to suit the specific nature of your business.
- Each module has clear objectives which include attaining some knowledge or information about the topic and practicing tasks to develop the key skills to train and impart knowledge.
- At the end of each section there is a list of key learning points and a self-test to assess progress and areas still requiring development.
- The course manuals are illustrated with photographs of live examples in a manufacturing environment and contain examples of schedules and log sheets that can be used in the workplace.

## Course Content

### **Module 1: Introduction to Food Safety & HACCP**

This module provides a basic understanding of:

- Product quality and food safety in the food industry
- The categories of hazards that affect food safety
- The good manufacturing practices that directly influence a food safety programme
- What Hazard Analysis Critical Control Point is and what to do in the workplace

### **Module 2: Cleaning & Sanitation in the Workplace**

This module provides a detailed understanding of cleaning practices and the role of cleaning in an effective Food Safety Programme.

Delegates are introduced to:

- Master Cleaning Schedules
- Cleaning Methods
- Monitoring of effectiveness

### **Module 3: Pest Control in the Workplace**

This module provides a detailed understanding of pest control and the role of pest management in an effective Food Safety Programme.

Delegates learn:

- To identify signs of pest activity



- To identify pest types and categories
- A methodology for reporting pest sightings
- To understand why pests are hazardous
- Steps to take in pest control

#### **Module 4: Personnel Practices**

This module provides a detailed understanding of operational methods and personnel practices including:

- Hygiene and health standards
- Practices relating to protective clothing and jewellery

#### **Module 5: Control of Operation**

This module provides a detailed understanding and application of:

- Food safety audits
- Inspection and approval of raw materials
- Handling and storing raw materials
- Handling non-conforming materials
- Methods for identifying and tracing materials
- Identifying, monitoring and taking corrective action for Critical Control Points
- HACCP

#### **Module 6: Design and Facility (Engineering & Maintenance for Food Safety)**

This module provides a detailed understanding of the elements of engineering & maintenance for food safety:

- Design of equipment and structures
- The role of engineering standards
- The Maintenance Programme:
  - ✓ Planned maintenance
  - ✓ Condition monitoring
  - ✓ Repairs and breakdown procedures
  - ✓ Post maintenance cleaning
  - ✓ Food safety audits

### **Learning Assumed To Be In Place**

Knowledge, comprehension and application of language, natural science and technology principles at NQF Level 1.

### **Course Duration**

Duration : 3 days depending on size and level of group



## Assessment & Certification

Delegates will be assessed by means of a written examination and case studies. Successful candidates with employer companies registered with FoodBev SETA will receive a "letter of endorsement" from FoodBev SETA indicating successful completion of the requirements of the unit standards.

SAQA No.	Unit Standard Title	NQF Level	NQF Credits
9042	Demonstrate an understanding of food or beverage safety practices and procedures in a food or beverage manufacturing environment.	3	7
120404	Maintain personal hygiene, health and presentation in a food handling environment.	1	4
120410	Clean and sanitise food manufacturing equipment and surfaces manually.	1	4
243193	Practice good health and grooming habits.	2	4
		<b>TOTAL</b>	<b>19</b>

## Skills Levy Claim

### Mandatory Grants

Employers may claim up to 60% of the Skills Levy that they have paid to the SETA via the Receiver of Revenue. Conditions & claim forms are available on the website at [www.foodbev.co.za](http://www.foodbev.co.za).

### Discretionary Grants

- Skills Programme**  
You may claim a Discretionary Grant of R50.00 per person per NQF Credit earned for any person assessed as competent on our registered Skills Programmes.
- Learnerships**  
Discretionary Grants are also available for anyone enrolled on a Learner ship. Full details should be obtained from the FoodBev SETA (Tel: 011 802 1211).

## Contact Details

For more information regarding the above or any other training requirements, please contact our **Training Administrator, Emily Ackerman** on 021 713 2380 or email [training@wha.co.za](mailto:training@wha.co.za)



## Implementation Methodology

### Step One: Provision of Material and User License

Wareham & Associates will Licence the Client to utilise the training material provided for a specific scope of operation, e.g. a manufacturing plant or specific operational site.

### Step Two: Customising

The training material is reviewed by the Wareham & Associates Training Facilitator and the Client representative, and is tailored to the Client's specific operation by editing the narrative and obtaining extensive digital images of the Client's environment. These images are then embedded in the training material.

### Step Three: Train the Trainers/Mentors

A team of Client trainers/mentors are selected and embark on the intensive consolidated Food Safety Practices & Procedures training programme, led by the Wareham & Associates Facilitator. On completion of the course, the trainers/mentors are assessed for competency by an Assessor who is registered with the FoodBev SETA to assess unit standards.

### Step Four: Delegate Registration/ Material Issue/ Training

Shop floor delegates are formally registered and the relevant Module material is issued to them. Mentors are allocated to a group of delegates and commence the training and mentoring process. We recommend a maximum of 20 delegates per mentor.

### Step Five: Formative Assessments

These are conducted by the Client's appointed Assessors upon completion of each Module. Delegates may only proceed to the next Module once they have been found competent by means of the assessment of the preceding Module. Assessment Tools are provided by Wareham & Associates. Records of each assessment must be maintained by the Client.

### Step Six: Summative Assessments

Summative Assessments are conducted by Assessors registered with the FoodBev SETA (either the Client's or those of Wareham & Associates) resulting in certification for competent delegates. The assessment process is moderated by Wareham & Associates