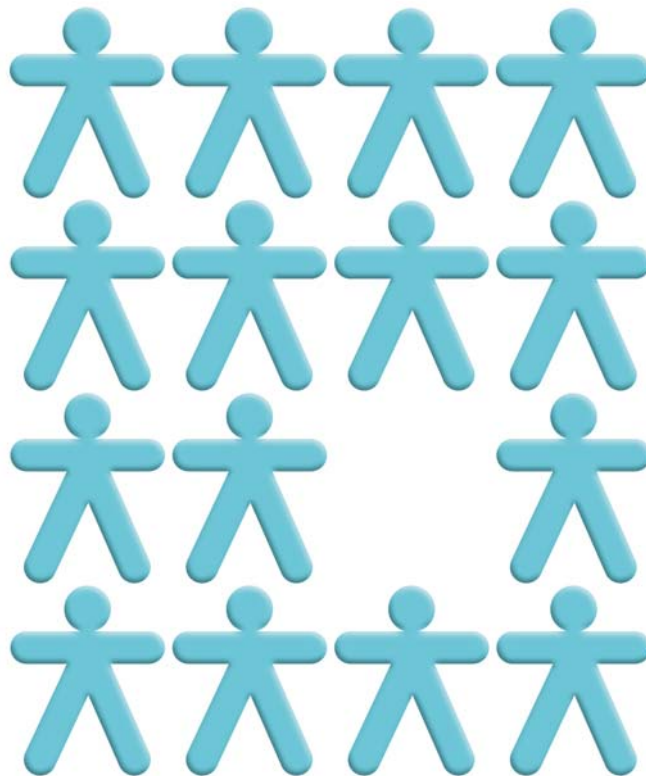




The Society of
Food Hygiene
and Technology

SOFHT TRAINING ACADEMY

PROSPECTUS 2011/2012



Stand out with the right training





HACCP

9th May 2011 & 7th November 2011

A one-day course delivering everything that is needed to design, implement and maintain HACCP systems and how to apply them to the running of a business.

Who should attend?: This is suitable for directors, line managers, supervisors, HACCP team leaders and their team as well as support staff including engineers. Manufacturers, caterers, food retailers and those who audit food premises can also benefit.

Course content: This course will look at the fundamentals of HACCP and the thinking behind it, enabling delegates to understand the importance of having an effective food management system in their business. Time will be spent explaining the requirements of HACCP regulations and implications for all business from SMEs to large multi-nationals. Work sessions will help delegates design, document and implement a risk-based HACCP system based on Codex principles.

AN INSPECTOR CALLS

11th May 2011 & 16th November 2011

This one day course is an invaluable guide to the right way to go about conducting an interview with environmental health enforcement officers.

Who should attend?: Directors and managers who want to understand the correct procedures to follow for a successful inspection outcome.

Course content: Through an interactive briefing using case studies from a solicitor's archive files, attendees will be able to observe actual interviews under PACE caution and learn how to avoid the pitfalls arising from an investigation. A study of how witness statements and evidence are gathered for a case as well as how questioning of suspects take place will also give useful insight in preparation for a visit. An insider's view of the importance of good practice by the regulator throughout the process will equip attendees with all the necessary perspectives in any future investigation.

SUPPLIER QUALITY ASSURANCE

6th June 2011 & 26th January 2012

A one day course for delegates to assess whether their current supplier quality assurance systems are stringent enough and legally compliant, as well identifying cost effective solutions in problem areas.

Who should attend?: Managers or supervisors responsible for raw material supply and quality assurance.

Course content: In line with the Food Safety Act of 1990, delegates will be shown how to carry out an effective assessment of a supplier base and the importance of exercising all reasonable precautions and due diligence. Systems for monitoring the ability of suppliers to provide safe and legal raw materials will be explored followed by a discussion of the merits of self-audit questionnaires versus audits. Third party certification of suppliers will also be considered, with an overall aim of achieving the best results while minimising costs to the business.

WORKING SAFELY WITH HAZARDOUS SUBSTANCES IN THE FOOD INDUSTRY

8th June 2011 & 15th February 2012

This one day course offers a comprehensive view of the key principles in identifying the risks associated with hazardous chemicals, dust and micro-organisms and how to manage them through adopting risk-based strategies.

Who should attend?: Those involved in dealing with hazardous substances in the workplace, in particular anyone with the responsibility for carrying out COSHH assessments and for REACH.

Course content: Beginning with an introduction to the latest relevant legislation, the course will demonstrate how to effectively identify substances hazardous to health and how they can cause injury or ill-health. A guide to conducting CoSHH assessments and developing control strategies will be covered, along with a session on REACH and its impact in the workplace.

PEST CONTROL

28th June 2011 & 14th December 2011

Pests are a leading cause of poor food hygiene and 'prevention is better than cure'. This one day course aims to target prevention and show how a business can save money and vitally, its reputation.

Who should attend?: Managers and supervisors of food businesses whether manufacturing, retail or catering and those with operational responsibilities for pest control.

Course content: A bold look at the health dangers posed by insects, birds and rodents and how they threaten food processing and preparation. Key elements of the course include: what you can do to prevent problems occurring, particularly how to stop pests entering a premises; how to spot evidence of an infestation and how to treat and control it. Pointers are also provided for ultimate protection in what to look for in a specialist pest control contract.

PTTLS (PREPARING TO TEACH IN THE LIFELONG LEARNING SECTOR)

11th-15th July 2010 & 6th-10th February 2012

PTTLS is a nationally accredited qualification for those who want to teach or train others within the workplace. The five day intensive course helps candidates achieve a standard recognised as 'the threshold qualification' for all new tutors.

Who should attend?: Anyone who wants to enter a teaching or training role or those who are already in a role and wish to upgrade their qualifications.

Course content: This fast paced, highly interactive and fun course includes planning a teaching session and a scheme of work, understanding the role of the tutor, the training cycle, meeting individual learner needs, teaching and learning methods and assessment and evaluation strategies. Delegates must be prepared to complete a learning plan prior to the course, spend time on homework and undertake a presentation at the end of the course. Successful candidates will gain certification from the Highfield Awarding Body for Compliance.

From meeting legal requirements, to cleaning, pest control, HACCP and training, there is a cost effective, relevant course for everyone. The courses are run by some of the leading food hygiene and safety experts in the UK and held at SOFHT's centrally-based headquarters in Staffordshire.

CLEANING & HYGIENE TRAINING

19th July 2011 & 25th October 2011

Ideal for anyone new to the field or wishing to refresh skills, this one day course will cover the chemistry and principles of good hygiene management relevant to food industry personnel.

Who should attend?: Hygiene and Technical managers and equivalent personnel involved in the food manufacturing industry.

Course content: Among the topics covered will be the importance of cleaning in food manufacturing environments, from the basics of hand hygiene and simple steps to improve hygiene to surface cleaning chemistry including the principles of open plant cleaning, detergent chemistry and how to select detergents. The course will also cover how to operate, maintain and clean tray washers as well as various types of factory auditing and the documentation required.

INTERNAL AUDITING

15th September 2011 & 15th March 2012

The benefits of effective internal auditing is recognised by many organisations and this one day course is designed to ensure that attendees gain an understanding of the skills and techniques required to get the most out of the process.

Who should attend?: The course will suit internal auditors seeking a formal qualification, those who wish to become internal auditors as well as managers of internal audit programmes.

Course content: The comprehensive course covers the entire process of Internal Auditing from the use of risk assessment to determine audit plans, to developing templates and audit scopes to ensure thoroughness and consistency through to the completion of effective audits and the management of corrective actions. Workshops are run throughout the day to support the learning process and successful completion of the short exam at the end of the course will lead to certification.

MICROBIOLOGY FOR NON MICROBIOLOGISTS

20th September 2011 & 21st March 2012

This course provides an essential guide to microbiology within the food manufacturing environment and how it can impact on the day to day running of a site.

Who should attend?: A one day 'taster session' suitable for those requiring basic microbiological knowledge in order to operate safely in food manufacturing.

Course contents: The course will cover an introduction to basic microbiology along with an overview of how a laboratory tests for microbes. The main sources of factory-based bacteria will be examined and guidance given on how to minimise those bacterial risks. A profile on food poisoning and a study of the major bacterial groups completes the programme.

ACHIEVING EFFECTIVE ALLERGEN CONTROL

22nd September 2011 & 6th March 2012

This highly topical course serves to unravel the complexities of allergen management and aims to provide the tools to conduct an in-house operational health-check.

Who should attend?: Company technical managers, senior production managers and those responsible for setting product Quality and Commercial standards.

Course content: The one day course covers the requirements of recent legislation on allergens in the food industry including FSA Guidance Notes and Best Practice labelling advice; what can be learnt from food allergen recalls and the controls that can be put in place to prevent recurrence; how to identify common sources of allergen cross-contamination; allergen risk assessment principles to identify controls for implementation; managing label claims – 'free-from' with special reference to the new Gluten Free requirements and practical advice on health-checking internal systems through auditing and monitoring activities.

BRC FOOD SAFETY STANDARD ISSUE 5

6th October 2011 & 29th February 2012

This intensive course will assist with the transition from previous versions of the BRC Global Standard for Food Safety by examining the key changes in the way the Issue 5 standard operates including its certification process and audit protocol.

Who should attend?: A must for anyone responsible for implementing the standard such as directors and senior managers, quality assurance, technical and supply chain managers as well as BRC consultants and food industry trainers.

Course content: Attendees will gain an in-depth understanding of the background and history of BRC standards, the implementation and maintaining of the standard, the benefits of certification, the key requirements of the safety standard, how to prepare for an audit and what is involved in the certification process. Presented by a Chief Certification Officer, the course is delivered with an insider's view and offers an up-to-date interpretation of BRC Position Statements.

SENSORY EVALUATION

11th October 2011

This one day sensory course is designed to educate the palate to enable 'tasters' to evaluate and describe food products in an objective and structured way.

Who should attend?: Aimed at technical, quality and NPD managers, food technologists, quality assurance staff, taste panellists and production managers.

Course content: Beginning with an acquaintance of the four taste elements of Salt, Acid, Sweet and Bitter, delegates will undergo threshold screening to establish taste sensitivity. The course will look at how smell effects taste, an appreciation of Mouthfeel and Geometric attributes as well as the impact of colour on intensity of flavour. Delegates will undertake sensory descriptions which can be used to assist NPD teams in product matching and benchmarking.



Booking Form

“ Course Title ”	Course Duration	Date 1 (please tick)	Date 2 (please tick)	Members Rate (excluding VAT)	Non-Members Rate (excluding VAT)
HACCP	1 day	9 May 2011 <input type="checkbox"/>	7 Nov 2011 <input type="checkbox"/>	£145	£195
AN INSPECTOR CALLS	1 day	11 May 2011 <input type="checkbox"/>	16 Nov 2011 <input type="checkbox"/>	£145	£195
SUPPLIER QUALITY ASSURANCE	1 day	6 June 2011 <input type="checkbox"/>	26 Jan 2012 <input type="checkbox"/>	£145	£195
WORKING SAFELY WITH HAZARDOUS SUBSTANCES IN THE FOOD INDUSTRY	1 day	8 Jun 2011 <input type="checkbox"/>	15 Feb 2012 <input type="checkbox"/>	£145	£195
PEST CONTROL	1 day	28 Jun 2011 <input type="checkbox"/>	14 Dec 2011 <input type="checkbox"/>	£145	£195
PTTLS (PREPARING TO TEACH IN THE LIFELONG LEARNING SECTOR)	5 days	11-15 July 2011 <input type="checkbox"/>	6-10 Feb 2012 <input type="checkbox"/>	£500	£595
CLEANING & HYGIENE TRAINING	1 day	19 July 2011 <input type="checkbox"/>	25 Oct 2011 <input type="checkbox"/>	£145	£195
INTERNAL AUDITING	1 day	15 Sept 2011 <input type="checkbox"/>	15 Mar 2012 <input type="checkbox"/>	£145	£195
MICROBIOLOGY FOR NON MICROBIOLOGISTS	1 day	20 Sept 2011 <input type="checkbox"/>	21 Mar 2012 <input type="checkbox"/>	£145	£195
ACHIEVING EFFECTIVE ALLERGEN CONTROL	1 day	22 Sept 2011 <input type="checkbox"/>	6 Mar 2012 <input type="checkbox"/>	£145	£195
BRC FOOD SAFETY STANDARD ISSUE 5	1 day	6 Oct 2011 <input type="checkbox"/>	29 Feb 2012 <input type="checkbox"/>	£145	£195
SENSORY EVALUATION	1 day	11 Oct 2011 <input type="checkbox"/>	-	£350	£400
				Total Cost (inc VAT)	<input type="text"/>

Name <input type="text"/>	Signed <input type="text"/>	Date <input type="text"/>
Position <input type="text"/>	ADMINISTRATION DETAILS <ul style="list-style-type: none"> All bookings will be acknowledged and confirmation will be sent on receipt of payment. Cheques to be made payable to The Society of Food Hygiene and Technology or charge credit card. 	
Company <input type="text"/>	<ul style="list-style-type: none"> Cancellations/Substitutions: Cancellations must be received by letter, fax or email by no less than 4 weeks prior to each course and will be subject to an administration charge of £30.00 + VAT. Thereafter no refunds will be given. Substitutions may be made and the correct delegate rate will be applied. 	
Address <input type="text"/>	MasterCard <input type="checkbox"/> or Visa <input type="checkbox"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
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Telephone <input type="text"/>	Cardholder's Statement address (if different from left) <input type="text"/>	
Email <input type="text"/>	<input type="text"/>	
		Postcode <input type="text"/>



The Society of Food Hygiene and Technology
 If you require any further assistance, please contact:
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 Tel: 01827 872500 Fax: 01827 875800
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