



The Society of
Food Hygiene
and Technology

WE'VE
INTRODUCED
4 NEW COURSES
FOR 2020!



TRAINING ACADEMY

Prospectus 2020

The Society of Food Hygiene and Technology's exciting training package, consisting of one to five-day courses, focuses on the topical issues affecting everyone working in today's fast-moving food industry.

From meeting legal requirements, cleaning, hygiene to pest control, there is a cost effective relevant course for everyone.

The courses are led by some of the leading food hygiene and safety experts in the UK and held at SOFHT's centrally-based headquarters in Warwickshire.



TRAINING TO TRAIN

12 & 13 February (two-day course)
2 & 3 December (two-day course)
CPD Level 3 Accredited Award

Who should attend? A two-day course to assist those wanting to train and develop the skills needed to put together and present a training course. Day 1 concentrates on the stages of learning and the teacher/training cycle. On day 2 delegates are expected to do a 20 minute micro teach on a subject of their choice. This could be a personal interest/hobby or work related.

What can students expect to learn? It is expected that the delegate will understand: Ground rules and ice breakers; The learning cycle and learning styles; Teacher/training cycle; Lesson plan; Health and safety requirements; Micro teach; Peer feedback and Evaluation.

How is it assessed? Delegates are assessed by the delivery of the micro teach session.

LEVEL 3 FOOD SAFETY (3 DAY COURSE)*

3, 4 & 5 March

PRACTICAL FOOD LABELLING & LEGISLATION

11 March, 19 November

This one-day course will provide an initial understanding of the new food labelling requirements outlined within the European Food Information to Consumers Regulation No 1169/2011 (FIC).

Who should attend? This is suitable for technical directors, consultants, quality managers, NPD managers, food technologists, regulatory compliance officers and specification technologists.

Course content: The course gets straight to the heart of the matter and will cover: food labelling law; penalties for food labelling non-compliance; mandatory food information, including nutrition (required from December 2016), compositional standards and an overview of product claims. These will be illustrated by practical exercises and labelling examples.

HOW MANY BEANS NEW

12 March (Workshop 1)

21 May (Workshop 2)

16 July (Workshop 3)

Thought to Fork Management

This inter-related trio of workshops aims to give attendees an understanding of the stages and critical decision points in food and drink product development, and subsequently equip them with the skills to translate concepts into tangible products, avoid roadblocks in the development journey, build operational capacity, and optimise product offers for target markets. Skills such as identifying capacity needs, unlocking effective solutions, accurately scoping costs and understanding target market requirements are essential for food business viability.

Who should attend? This course is intended for trainees in a food business; individuals from any sized food business moving into new or increased responsibility roles, or looking to upskill or refresh skills; entrepreneurs and individuals from start-ups and small/medium sized businesses or diversifying food or farming businesses.

Workshop 1: Introduction to the Product Development Cycle, review and evaluation of concepts against business goals to create successful safe food products

Workshop 2: Introduction to Scale Up, requirements, potential implications for product performance and business continuity

Workshop 3: Introduction to Getting Your Food Products on Store Shelves, growth considerations around volume, turnover and profit, exploring different sales channels and understanding increased technical requirements.

All workshops have pre-work and follow-up work, use case studies, provide tools such as worked examples and checklists, and have opportunities for Q&A

MICROBIOLOGY FOR NON-MICROBIOLOGISTS

19 March & 5 November

This course provides an essential guide to microbiology within the food manufacturing environment and how it can impact on the daily 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 content: 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 will be given on how to minimise those bacterial risks. A profile on food poisoning and a study of the major bacterial groups completes the programme.

FOOD SAFETY RISK ASSESSMENT NEW

26 March

Risk assessment is a key tool in the development of HACCP, TACCP and VACCP plans and risk assessment principles can be widely applied when developing food safety procedures. This course provides practical guidance on techniques which can easily be adopted into your business to be used by staff at all levels with effective results.

Who should attend? The course is suitable for anybody participating in HACCP and other teams and those who are involved in developing systems and procedures.

Course content: The course is designed as a practical workshop which will take delegates through the process from initial theory to the development of practical examples and scenarios to develop the required skills to identify the essential areas of focus.

INTERNAL AUDITING

5 May & 10 September

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 internal auditing.

Who should attend? The course will suit current internal auditors seeking to enhance their knowledge, anybody wishing to become an internal auditor and those with responsibility for managing internal audit programmes.

Course content: The 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. Successful completion of the short exam at the end of the course will lead to certification.

PESTICIDES IN THE FOOD INDUSTRY NEW

7 May

Aim: This is a half-day course is designed to ensure that attendees gain an overview of pesticide legislation, assessment of safety, testing and interpretation of results. The course will be highly participative and will use practical examples to enable learning to be easily applied to real business situations.

Who should attend? The course will suit technical managers at food manufacturers and retailers seeking to enhance their knowledge. No prior knowledge of pesticides is required.

Course content: The course covers UK and EU pesticide legislation, how MRLs are derived and safety factors calculated. The testing of pesticides and interpretation of results including safety factors (ARfD and ADI) to determine significance. It includes a practical exercise to develop a residue testing plan based on risk assessment, and a crisis management exercise. The course concludes with a short quiz.

LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE

14 May & 22 October

Building a business culture that supports a strong food safety ethic and behaviour is becoming more and more important.

It is simply not enough to train your food handlers in prerequisite programmes and HACCP plans. The right culture needs to be embedded throughout the business and be led from the top.

This course takes a step-by-step approach in how you can develop and maintain a positive food safety culture that delivers safe food to your customers and looks after your brand. Content is particularly useful in providing key knowledge in achieving new and additional



requirements within the BRC Global Standard for Food Safety Issue 8. These include food safety culture [clause: 1.1.2] and management review (1.1.4).

Who should attend? This course is intended for food safety professionals and leaders in businesses where food safety is paramount. It applies to all sectors including small independent food manufacturers and retailers, large chains in retail, casual dining and hospitality, and food manufacturing.

Course content: Introduction to food safety culture; Factors influencing a food safety culture; The role of leadership and management; Components of a food safety culture; How to assess an existing food safety culture; Developing and promoting a positive food safety culture, How to create a clear plan for continual success.

Course book required @ £12 + VAT.

LISTERIA MANAGEMENT CONTROL

NEW

4 June

This course will examine the practical identification, management and control of Listeria species in a food, dairy or beverage processing environment. Using case studies we will examine the root cause of several notable outbreaks/incidents and discuss the actions that could have been taken to prevent the issues.

This course is suitable for hygiene managers and supervisors, technical personnel involved in microbiological control, auditors and anyone concerned with the control of this key pathogen. The nature of training is particularly suitable for non-microbiologists as the technical issues and terms will be clearly explained and placed into a context that is easily understood.

The key learning outcomes for this course are that the delegate is equipped with the knowledge to identify key sources and reservoirs of Listeria species, can understand, interpret and select the results of suitable test methods for Listeria as well as being able to deploy practical control measures to minimise the risks of product contamination. In addition, the role of cleaning and disinfection regimes and the training/awareness events that can assist in establishing control will be addressed.

ROOT CAUSE ANALYSIS

11 June

There is an increasing expectation and focus on the use of Root Cause Analysis (RCA) in relation to audit and other non conformances. This course provides practical guidance on RCA techniques which can easily be adopted into your business with effective results.

Who should attend? The course is suitable for anybody with responsibility for investigating non conformances or managing corrective actions within their company.

Course content: The course is workshop based and will take delegates through the RCA process from the point at which a non conformance has been identified. Scenarios will be explored where the RCA process is used to generate outcomes significantly different and ultimately more effective than those designed simply to address the symptoms of the problem.

LEVEL 4 FOOD SAFETY*

8 September (Day 1)

15 September (Day 2)

22 September (Day 3)

29 September (Day 4)

6 October (Day 5)

TRACEABILITY SYSTEMS

17 September

In an ever changing world where consumers expect and demand that they and the company providing the food knows where it has come from, traceability is of paramount importance. The view that one step forward and one step back traceability is sufficient is dated. It is crucial to be able to conduct mass balance traceability and the fully understand the requirements of the system. Do you know at a touch of a button just where every raw material or product including packaging came from and when?

Aim/objective of the course: The course will provide an understanding of the following areas: EU Legal requirements for traceability; Traceability requirements: National/ International Standard; The scope of an effective traceability system; An overview of the types of traceability systems available; Logical steps to deliver an effective traceability system; Defining the requirements of mass balance traceability; Ensuring procurement of effective and relevant supplier information; Establishing traceability and recall tests; and Defining effective recall systems in the event of an incident.

Who should attend: This is suitable for technical directors or managers, consultants, quality managers, NPD managers, food technologists, regulatory compliance officers and specification technologists.

Course content: This course will provide the background and overview for the EU legal requirements for traceability. It will also look at the range of systems and methods to manage traceability in the industry and define the scope of an effective traceability system at all elements of the supply chain. The course will also look at mass balance traceability and the requirements of the system as well as testing and challenging of all processes. In addition the course will look at product recall processes and the link with traceability.

ALLERGEN MANAGEMENT FOR HOSPITALITY MADE EASY

NEW COURSE, NEW COURSE MATERIAL AND NEW TRAINER

13 October

Managing Allergens within hospitality can be a minefield and FBOs can sometimes feel that it adds extra complication to the already complex process of running a business. We will take you on a step by step journey to ensure you are not just complying with the latest Legislation but also going the extra mile to ascertain the safety of your customers and protect your staff.

What we will cover: Communication and Training, Risk Management – cross contamination and allergen audits vs standard food safety audits, Good Practice -reporting of incidents and near misses, Software vs manual systems, #14 Allergens and more, The law and changes to PPDS, Unique Selling Point – benefits to the business of providing for the FreeFrom customer

Who should attend? This course is aimed at Management, Supervisors, Chefs, Kitchen Management and will be of a level 3 (Intermediate) standard.

EFFECTIVE MANAGEMENT OF CLEANING AND HYGIENE

15 October

This course has been refreshed to reflect current trends in hygiene management including expectations of major retailers and the BRC standards.

Who should attend? This course covers a subject which is key to all food businesses and is relevant to any personnel working in a food production environment. It will be particularly beneficial to those working in technical or hygiene roles.

Course content: It will consider the obstacles of maintaining good hygiene standards, how these can be overcome and will explore the elements of an effective hygiene management system. The importance of selecting the correct cleaning chemicals and materials with an overview of some novel cleaning technologies. The course will encompass the role of cleaning from the perspective of microbiological concerns, allergen control, species authenticity and pest prevention. Systems for validating, verifying and auditing hygiene standards will be explained along with the options for effective use of trend analysis and KPI targets.

On completion of the course, delegates will be able to: demonstrate how a hygiene management system meets the hygiene requirements of the process (related to control of: microbiological contamination, allergen contamination, species authenticity, infestation); To demonstrate the common cleaning methods employed; To demonstrate the elements of an effective hygiene management system.

LEVEL 3 AWARD IN DELIVERING TRAINING

4 & 12 November WEBINARS

9.30am - 3.30pm

26 November ASSESSMENT

9.00am - 5.00pm



COURSE	COURSE DURATION	DATE PLEASE TICK	MEMBERS NON-MEMBERS	
			RATES EXCLUDE VAT	
TRAINING TO TRAIN (2 day course)	2 DAYS	12 & 13 February <input type="checkbox"/>	£302	£420
LEVEL 3 FOOD SAFETY (3 day course)	3 DAYS	3, 4 & 5 March <input type="checkbox"/>	See separate leaflet or visit www.sofht.co.uk for further details	
PRACTICAL FOOD LABELLING & LEGISLATION	1 DAY	11 March <input type="checkbox"/>	£151	£210
HOW MANY BEANS (Workshop 1) NEW	1 DAY	12 March <input type="checkbox"/>	£220	£300
MICROBIOLOGY FOR NON-MICROBIOLOGISTS*	1 DAY	19 March <input type="checkbox"/>	£151	£210
FOOD SAFETY RISK ASSESSMENT NEW	1 DAY	26 March <input type="checkbox"/>	£151	£210
INTERNAL AUDITING*	1 DAY	5 May <input type="checkbox"/>	£151	£210
PESTICIDES IN THE FOOD INDUSTRY** NEW	1 DAY	7 May <input type="checkbox"/>	£195	£245
LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE (Plus £12 for course book)	1 DAY	14 May <input type="checkbox"/>	£151	£210
HOW MANY BEANS (Workshop 2) NEW	1 DAY	21 May <input type="checkbox"/>	£220	£300
LISTERIA MANAGEMENT CONTROL** NEW	1 DAY	4 June <input type="checkbox"/>	£151	£210
ROOT CAUSE ANALYSIS**	1 DAY	11 June <input type="checkbox"/>	£151	£210
HOW MANY BEANS (Workshop 3) NEW	1 DAY	16 July <input type="checkbox"/>	£220	£300
LEVEL 4 FOOD SAFETY (Day 1)	1 DAY	8 September <input type="checkbox"/>	See separate leaflet or visit www.sofht.co.uk for further details	
INTERNAL AUDITING*	1 DAY	10 September <input type="checkbox"/>	£151	£210
LEVEL 4 FOOD SAFETY (Day 2)	1 DAY	15 September <input type="checkbox"/>	See separate leaflet or visit www.sofht.co.uk for further details	
TRACEABILITY SYSTEMS	1 DAY	17 September <input type="checkbox"/>	£151	£210
LEVEL 4 FOOD SAFETY (Day 3)	1 DAY	22 September <input type="checkbox"/>	See separate leaflet or visit www.sofht.co.uk for further details	
LEVEL 4 FOOD SAFETY (Day 4)	1 DAY	29 September <input type="checkbox"/>	See separate leaflet or visit www.sofht.co.uk for further details	
LEVEL 4 FOOD SAFETY (Day 5)	1 DAY	6 October <input type="checkbox"/>	See separate leaflet or visit www.sofht.co.uk for further details	
ALLERGEN MANAGEMENT FOR HOSPITALITY MADE EASY** NEW	1 DAY	13 October <input type="checkbox"/>	£151	£210
EFFECTIVE MANAGEMENT OF CLEANING AND HYGIENE	1 DAY	15 October <input type="checkbox"/>	£151	£210
LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE (Plus £12 for course book)	1 DAY	22 October <input type="checkbox"/>	£151	£210
MICROBIOLOGY FOR NON-MICROBIOLOGISTS*	1 DAY	5 November <input type="checkbox"/>	£151	£210
LEVEL 3 AWARD IN DELIVERING TRAINING	3 DAYS	4, 12 & 26 November <input type="checkbox"/>	See separate leaflet or visit www.sofht.co.uk for further details	
PRACTICAL FOOD LABELLING & LEGISLATION	1 DAY	19 November <input type="checkbox"/>	£151	£210
TRAINING TO TRAIN	2 DAYS	2 & 3 December <input type="checkbox"/>	£151	£210

JOIN TODAY and enjoy reduced rates on these courses.

A range of categories of membership are available and many additional benefits; please contact the Society's office for more details.

Reservations and directions

An acknowledgement of booking will be sent together with directions to the venue on receipt of the booking form. A receipted VAT invoice will be issued for all monies received. Payment of fees is required by the date of the course.

Fees (per session):

For Society Members and non Members see form opposite (VAT to be charged at applicable rate). Cheques should accompany reservations and be made payable to The Society of Food Hygiene and Technology.

NON MEMBERS CAN JOIN NOW!

Fee for STUDENTS to attend any[†] of these courses:

£50 (exc VAT)^{††}

[†]Student fee for How Many Beans workshops is £100 (exc VAT)

^{††}Limited places and subject to availability.

CONTINUING PROFESSIONAL DEVELOPMENT:

Certificates of attendance will be available after the session.

Please tick if you require a CPD Certificate

NOTE: Registration is 09.00 and the courses start at 09.30 and an approximate finish time of 4.30pm, with the exception of the following courses:

*Internal Auditing registration 09.00 with a start time of 09.15 and an approximate finish time of 4.30pm

**Microbiology for non-Microbiologists, Pesticides in the Food Industry, Listeria Management Control, Root Cause Analysis & Allergen Management for Hospitality Made Easy- registration 09.45 with a start time of 10am and an approximate finish time of 3pm

Title	Name
Position	
Company	
Address	
Postcode	
Telephone	
Email	

£	Signed	Date
Administration details • 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.		
Cancellations/Substitutions: • Cancellations must be received by letter, fax or email by no less than 4 weeks prior to the event 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. • The Society shall not be liable for the reimbursement of any travel or associated costs incurred by the delegate due to cancellation by either party.		
Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	Card No. <input type="text"/>
Cardholders Name	Total Amount	
Expiry Date <input type="text"/>	Car Security No. <input type="text"/>	
Cardholder's Statement address (if different from above)		
Postcode		