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 who want to develop and the skills needed to put to practice 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 tech project, 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 tech; Peer feedback and Evaluation.

How is it assessed? Delegates are assessed by the delivery of the micro tech 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 contained 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
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 cycle, build operational capacity, and optimise product offers for target markets. Skills such as identifying capacity needs, unlocking effective budgets, 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/mid-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 demand 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 business.

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 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 course from initial theory to the development of practical examples and scenarios to develop the required skills to identify the essential areas of focus.

LEVEL 4 FOOD SAFETY
2 April (Day 1)
9 April (Day 2)
16 April (Day 3)
23 April (Day 4)
30 April (Day 5)

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 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 (ARID 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.

* See separate leaflet or visit website www.sofht.co.uk for further details.
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 importance of traceability 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. Concepts will be explained 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.

HACCP LEVEL 4 (5 DAY COURSE)*
3 July (Day 1) 10 July (Day 2)
17 July (Day 3) 24 July (Day 4)
31 July (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 capability; Effective traceability 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 is 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 that can be used to determine 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 challenge of all processes. In addition the course will look at product recall processes and the link with traceability.

ALLERGENS UNRAVELLED
24 September

Working with experts in the field of allergen risk assessment and management, we are pleased to offer this all embracing training course which will give you an up-to-date and comprehensive insight into the complex subject of food allergen management along with practical instruction in risk assessment. In particular we are pleased to be working with a trainer who is both the author of current published risk assessment guidance and a major contributor to retailer allergen codes of practice and training sessions. Risk assessment will be demonstrated step by step, and you will practice it within your operation, drawing on our trainer’s wealth of practical experience. This course will deliver the background understanding as well as the practical knowledge required to implement allergen management in your factory floor.

Who should attend? If you need an up-to-date understanding of approaches to allergen management and regulatory and retailer perspectives. If you are concerned that weaknesses in allergen management are exposing your business to risk and you need practical guidance in how to go about risk assessment. Do you want a clear insight into how to implement manageable and effective factory floor controls based on best practice advice from experts.

Course content: The course is specially designed to deliver on all of the above points and you will receive a comprehensive training pack containing reference information, risk assessment templates and the guidance needed to use them effectively within your company’s own environment at the end of the course.

MANAGING YOUR PEST CONTROL CONTRACT
1 October

Pest control is essential in any environment where food is processed or prepared. This service is almost invariably contracted out to a specialist company. Effective management of the contractor is essential if the relationship is to work effectively. ‘Managing Your Pest Control Contract’ training day will provide the information and advice necessary to implement and manage the contract successfully.

Who should attend? Those working in food, food-grade packaging and pharmaceutical manufacture, hospital and prison management, local authority environmental health.

Course content: Delegates will be given an overview on what pests and why, understanding pesticide legislation, why have a contract, the legal implications of using a contractor, setting your own objectives, understanding the contractors objectives, establishing the specification, selecting the contractor and monitoring performance.

SENSORY EVALUATION
8 October

This course will deliver an introduction to the principles of sensory analysis, and will screen delegates for their ability to taste against BS7667 Part 1: ISO 8586. This is a highly experiential, interactive and enjoyable course.

Who should attend? Technical, production or NPD professionals who would like an introduction to sensory analysis. Taste panel members who require screening for their ability to taste and an insight into the basic principles of sensory analysis. Businesses wishing to implement a more formal approach to sensory analysis, by developing a taste and aroma profile of existing products. Anyone who would like a refresher or insight into this fascinating subject – whether from a production, technical or development background.

Course content: What is sensory analysis, what senses are involved, what is the purpose of sensory evaluation? How can it be used in food production? The sense of vision and its role in sensory evaluation. How we taste with our eyes; Taste – what are the primary taste sensations and what is taste, and how does taste vary from person to person? Screening for ability to taste; Aroma and taste – mechanisms and words used to describe aroma; Developing an aroma and taste vocabulary; Feel and texture – how food behaves in the mouth; For the last part of the course you will be introduced to some simple taste panel tests.

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 anyone 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 standard; 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.
### TRAINEE APPLICATION FORM: TRAINING ACADEMY

**Bookings are confirmed by receipt of payment.**

**Date Please Tick**

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**Total Amount**

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### Notes:
- 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*.
- **Micro for non-Microbiologists, Pesticides in the Food Industry, Listeria Management Control, Root Cause Analysis & Sensory Evaluation - registration 09.45 with a start time of 10am and an approximate finish time of 3pm**

**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**

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**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 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**

**Visa**

**Card No.**

**Cardholders Name**

**Date Of Birth**

**Total Amount**

**Cardholders Statement Address**

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**Note:** If you require any further assistance, please contact: The Society of Food Hygiene and Technology, The Long Barn, Hurley Hall Barns, Nr Atherstone, Warwickshire CV9 2HT Tel: 01827 875200 Fax: 01827 875800 Email: admin@sofht.co.uk Website: www.sofht.co.uk The organisers reserve the right to modify the sessions without prior notice. Data Protection - The personal information provided by you, will be held on a database. The Society sends out promotional material about its activities. Please inform the Society’s office if you do not wish to receive this information.