



The Society of
Food Hygiene
and Technology

WE'VE
INTRODUCED
9 NEW COURSES
FOR 2022!



TRAINING ACADEMY

Prospectus 2022

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

From meeting legal requirements, cleaning and 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 are either held online or held at SOFHT's centrally-based headquarters in Warwickshire.



The SOFHT Training Academy is a vibrant, cost effective and wide-ranging entity supported by industry leading trainers, many of whom are previous winners of the prestigious 'SOFHT Trainer of the Year' award for the quality of their training as well as their commitment to ensure a true learning environment for their students.

Each year we ensure that the prospectus for the Academy is topical, filled with perennial favourites and offering the skill development opportunities that sets SOFHT apart from other membership organisations.

As a trainer at heart, I am delighted to help steer the Academy and the high-quality training that we can offer – both face-to-face, virtually and via e-learning.

PETER LITTLETON, TRAINING SERVICES DIRECTOR

SOFHT Approved Trainer

Being a SOFHT approved trainer offers an opportunity to teach courses to candidates throughout the UK and across the world. The flexibility of remote learning in a live virtual classroom brings together regional and global workforces and allows more time to provide constructive feedback to help candidates achieve examination success.

The administration team at SOFHT are outstanding and make sure candidates receive all necessary training materials and handle their queries efficiently and promptly.

PETER ROSE, OWNER, PERCIPIO TRAINING LTD

Leading and Managing a Positive Food Safety Culture

Having worked within the technical department of Frank Roberts & Sons Ltd for 5 years, I have attended many SOFHT courses either in person at the training centre in Hurley or lately, due to Covid-19 restrictions, via online learning. I recently attended the online Leading and Managing a Positive Food Safety Culture training course, which saw a diverse range of food-based delegates join from around the world. The course leader was informative and delivered the course in a fun, refreshing manner preparing us fully for BRC Section 1- Senior Management Commitment. We will definitely be using SOFHT for future courses relevant to our business needs.

**AIMI ROBINSON, QA & HYGIENE MANAGER,
FRANK ROBERTS AND SONS LTD**

Internal Auditing

Despite COVID-19 constraints, SOFHT provided an excellent online Internal Auditing training course. The course was interactive and extremely informative. I enjoyed the numerous workshops, discussing ideas and getting various outlooks on auditing from other trainees. Working for a food consultancy, it is important to expand my knowledge on food health and safety auditing procedures and standards. I took a developed understanding of auditing away from the course and have applied this in my day-to-day role.

**ELEANOR WILSON, SPECIFICATION TECHNOLOGIST,
NT ASSURE LTD**

Mastering Allergen Management for Hospitality

Allergen control in the hospitality sector is critical, both from a food safety and business protection point of view. As a food allergy sufferer myself, I know that awareness of food allergens and their control is not always as good as it could be in this sector, and I was keen to see how SOFHT are highlighting this issue through their training.

This excellent, one-day, online session provided delegates with a clear understanding of the difference between an allergic reaction and a food intolerance, and of the associated symptoms. The pre-course workbook, supplied as part of the course, provided very useful information both in preparation for the course and to use as a reference source afterwards.

The course also highlighted the continuing challenge of raising allergen awareness in hospitality, especially of 'hidden' allergens, such as shellfish shells in drinking straws and almonds in gin!

**DEB SMITH, GLOBAL HYGIENE SPECIALIST,
VIKAN**

Level 4 in HACCP for Management

Brilliant course! Being able to do a non-residential course really suited me as I've wanted to do this course for a while but couldn't manage a week off work to do it. The tutor had a really good presenting style, I loved all the breakout room sessions and I felt well prepared for the exam.

**DR CATHY BUNN, TECHNICAL SUPERVISOR,
W&H MARRIAGE & SONS LTD**

I would definitely use this training provider and format again as I thought it worked well online. The course was at a good pace with plenty of detail, without information overload, and working through sample exercises and problems was really helpful.

**HANNAH JUSTICE, NPD TECHNICIAN,
WILKIN & SONS LTD**



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PESTICIDES IN THE FOOD INDUSTRY

20th January (online)
9.45am-3.00pm

The responsible use of pesticides has helped to ensure that there is a plentiful supply of high-quality fresh produce, cereals and food ingredients. But with thousands of pesticides available for use worldwide and continuing public concern over residues in food, it is important that those working in food supply chain companies have a good understanding of the issues that surround pesticide use, the benefits that they offer, techniques to minimise residues, legislation and consumer risk assessment.

Who should attend?

This course is aimed at Technical and Quality Managers and their staff responsible for the safety and integrity of fresh produce and food ingredients. Also, those entering food industry roles will gain an understanding in the key principles of pesticide use and management.

Course content:

The course will provide information on:

- ▶ Pesticides – what are they, why are they used?
- ▶ Principles of Integrated Pest Management (IPM)
- ▶ Legislation governing the control of pesticides.
- ▶ How to reduce the risk of maximum residue level (MRL) exceedances.
- ▶ Supply chain controls and managing retailer requirements.
- ▶ Consumer risk assessment and due diligence sample planning.
- ▶ National and international residue surveillance and enforcement.
- ▶ Latest developments in residue analysis.

To book this course please visit: www.sofht.co.uk/events/pesticides-in-the-food-industry-3/

LEVEL 2 AWARD IN FOOD ALLERGEN AWARENESS & CONTROL IN CATERING (RQF) ****NEW****

27th January (online) & 7th June (online)
9.30am-12.30pm

This half day accredited course is supported by Allergy UK, which regards it as suitable staff training for catering outlets that wish to apply for its Allergy Aware Scheme. It will provide information on food allergens and foods that commonly cause intolerances, the importance of effectively communicating information regarding allergic ingredients to customers and how staff can minimise the risk of cross-contamination from allergenic ingredients.

Who should attend?

This course is aimed at all those involved in food preparation and service within in the catering and hospitality industry such as management, supervisors, chefs, catering assistants and kitchen porters.

Course content:

The course will provide information on:

- ▶ Labelling legislation regarding food allergens and the impact of Natasha's Law on pre-packed foods for direct sale (PPDS)
- ▶ Procedures relating to the communication of ingredient information from supplier to consumer
- ▶ The importance of implementing controls to prevent contamination from allergenic ingredients
- ▶ The methods for managing ingredient controls and procedures.

This qualification is assessed by a multiple-choice question paper.

To book this course please visit:

27 January www.sofht.co.uk/events/level-2-food-allergen-awareness-control-in-catering/

7 June www.sofht.co.uk/events/new-level-2-food-allergen-awareness-control-in-catering/



HACCP FOR MANAGEMENT – REFRESHER ****NEW****

2nd February (online), 11th August (online) & 9th December (online)
9.00am-3.00pm

This comprehensive one-day course is suitable for anyone wishing to refresh their knowledge about the development, implementation and management of an effective HACCP system. The course content revisits PRPs and the 12 steps of HACCP with a particular focus on recent changes to Codex Alimentarius guidance for the General Principles of Food Hygiene. Candidates also receive the latest Highfield Publications HACCP textbook written by Professor Carol Wallace.

Who should attend?

Suitable for those who have previously completed the Level 4 Award in HACCP for Management or have an advanced qualification that are seeking to update their understanding.

To book this course please visit:

2 February www.sofht.co.uk/events/new-advanced-haccp-management-refresher-course-online-session/

11 August www.sofht.co.uk/events/haccp-for-management-refresher-online-session/

9 December www.sofht.co.uk/events/haccp-for-management-refresher-online-session-2/

Course content:

The course will provide information on:

- ▶ Management commitment and food safety culture
- ▶ Prerequisite programmes
- ▶ Allergen management for food business operators (Codex 2020)
- ▶ HACCP terminology (Codex 2020 updates)
- ▶ The 12 steps of HACCP (Codex 2020 updates)
- ▶ The role and responsibilities of the HACCP team
- ▶ Hazard analysis and justifications for outcomes
- ▶ Validation approaches
- ▶ Validation of the HACCP plan

INTERNAL AUDITING

3rd February (online), 7th July (classroom) & 1st December (online)
9.30am-4.30pm

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.

To book this course please visit:

3 February www.sofht.co.uk/events/internal-auditing-online-session-3/

7 July www.sofht.co.uk/events/internal-auditing-18/

1 December www.sofht.co.uk/events/internal-auditing-online-session-4/

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.

FOOD MICROBIOLOGY – REFRESHER ****NEW****

10th February (online)
9.30am-3.30pm

This one-day course is suitable for anyone wishing to refresh their knowledge around microbiology in the food manufacturing environment, with specific focus on Listeria and E. coli, emerging pathogens, environmental monitoring and new testing techniques.

Who should attend?

Suitable for those who have previously completed the Microbiology for Non-Microbiology course and would like an update on current issues, or anyone who has responsibility for microbiology standards and are seeking to update their understanding.

Course content:

The course will provide information on:

- ▶ The Basics
- ▶ The Baddies – Enhanced information on Listeria and E. coli
- ▶ Emerging Pathogens
- ▶ Food Spoilage
- ▶ Environmental Monitoring
- ▶ New Micro Testing Techniques

To book this course please visit: www.sofht.co.uk/events/new-food-microbiology-refresher/



LISTERIA MANAGEMENT & CONTROL

15th February (online)
10.00am-3.00pm

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.

Who should attend?

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.

Course content:

The course 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 of this course are that the delegate is equipped with the knowledge to:

- ▶ Identify key sources and reservoirs of Listeria species
- ▶ Understand, interpret and select the results of suitable test methods for Listeria
- ▶ Deploy practical control measures to minimise the risks of product contamination.

In addition, the role of cleaning and disinfection regimes and the training/awareness that can assist in establishing control, will be addressed.

To book this course please visit: www.sofht.co.uk/events/listeria-management-control-2/

LEVEL 3 AWARD IN FOOD ALLERGEN MANAGEMENT IN CATERING (RQF)

17th February (classroom) & 20 September (classroom)
9.00am-4.30pm

This one-day accredited course is supported by Allergy UK, which regards it as suitable staff training for catering outlets that wish to apply for its Allergy Aware Scheme. It will provide delegates with the knowledge and understanding relating to the control of food ingredients including allergens, at all stages of food purchase and production.

Who should attend?

This course is aimed at individuals responsible for the purchase, delivery, production and serving of food in the catering industry and those who own/manage a small catering business.

Course content:

The course will provide information on:

- ▶ The role of Managers in ensuring that food ingredients and allergens are effectively managed to prevent cross contamination on the premises
- ▶ Effective communication and training of staff

- ▶ 14 major serious allergens and their substitution in recipes
- ▶ Risk management including allergen audits compared to food safety audits
- ▶ Good practice including the reporting of incidents and near misses
- ▶ Physiology of an anaphylactic reaction, how it differs from food intolerances and auto-immune conditions
- ▶ New labelling legislation and changes to pre-packed foods for direct sale (PPDS)
- ▶ Unique selling point of benefits to the business of providing for the free-from customer.

This qualification is assessed by a multiple-choice question paper.

To book this course please visit:

17 February www.sofht.co.uk/events/level-3-food-allergen-management-in-catering/

20 September www.sofht.co.uk/events/level-3-food-allergen-management-in-catering-2/



LEVEL 4 AWARD IN HACCP FOR MANAGEMENT (CODEX PRINCIPLES) (RQF) – FAST TRACK TRAINING

18th & 25th February, 4th, 11th & 18th March (online)
9.00am–3.00pm (Day 5 finishes at 4.30pm)

The Society of Food Hygiene and Technology is now offering Level 4 Food Safety Courses for both food manufacturers and caterers in a Fast Track format to enable busy senior managers in the food industry to secure quality training without having to leave their business for consecutive days at a time.

Who should attend?

The Level 4 Award in HACCP for Management (CODEX Principles) (RQF) is aimed at learners who are working at management level within food manufacturing and catering environments, quality assurance staff or members of the HACCP team. This qualification would also be useful for trainers, auditors, enforcers and other food safety professionals. The objective of the qualification is to provide learners with the knowledge needed to develop, implement and evaluate CODEX-based HACCP food safety.

Unlike other Level 4 HACCP training courses where modules are taken consecutively often meaning senior staff have to be off-site for a whole week, modules in SOFHT's five-day food HACCP course will be run one day a week over five consecutive weeks (30 guided learning hours).

How is it assessed?

This qualification is assessed by a written examination that must be completed within 2.5 hours. The examination consists of 2 sections. Learners must achieve 60% in each section to be awarded an overall pass. Marks from both sections of the exam will be added together to determine the learner's overall grade. Learners will achieve a merit with a total overall score of 70-79 (70%) and a distinction with a total overall score of 80-100 (80%).

Course content:

Day 1

- ▶ Introduction to HACCP and Food Safety Management Systems
- ▶ HACCP and Legislation
- ▶ Food Safety Management Certification Schemes
- ▶ Management Commitment
- ▶ Prerequisite Programmes and Operational Prerequisite Programmes

Day 2

- ▶ The HACCP Team and HACCP Team Leader
- ▶ Scope and Terms of Reference
- ▶ Product and Process Description
- ▶ Intended Use
- ▶ Construction and On-site Confirmation of the Process Flow Diagram
- ▶ The CODEX 3 stages of Hazard Analysis

Day 3

- ▶ Critical Control Points
- ▶ Operational and Critical Limits
- ▶ Monitoring
- ▶ Corrective Actions
- ▶ Implementation

Day 4

- ▶ Validation versus Verification
- ▶ HACCP Documentation and Records
- ▶ Review
- ▶ Maintenance of the HACCP System

Day 5

- ▶ Revision
- ▶ Discussion and Review
- ▶ Lunch
- ▶ Written Examination

Note: Homework and suggested reading is offered at the end of each learning module.

To book this course please visit: www.sofht.co.uk/events/level-4-award-in-haccp-for-management-codex-principles-fast-track-day-1/



LEVEL 3 AWARD IN HACCP FOR FOOD MANUFACTURING (RQF)

1st & 8th March (online)

Day 1: 9.00am-3.00pm, Day 2: 9.00am-5.00pm

Food businesses are required by law to implement and effectively maintain a food safety management system based on the principles of HACCP. Regulation (EC) No.852/2004 on the Hygiene of Foodstuffs also requires those responsible for the development and maintenance of HACCP systems to have received adequate training in the application of its principles.

Who should attend?

This accredited course is delivered on 2 consecutive days (RQF) and is aimed at supervisors, managers, owners and anyone else responsible for HACCP. Candidates will gain a practical understanding of HACCP based on industry best practice, current legislation and real-life case studies. The course materials also include a comprehensive level 3 textbook.

We recommend that you have completed a level 3 food safety course prior to enrolment although this is not essential.

How is it assessed?

The assessment method for this qualification is a 1-hour examination, consisting of 30 multiple choice questions. To pass 18 or more questions must be answered correctly. A merit will be awarded for 24 or more questions answered correctly.

Course content:

Day 1

- ▶ Introduction to food safety management
- ▶ Common food safety hazards
- ▶ Pre-requisite programmes
- ▶ The legal requirements for HACCP
- ▶ Preparing for the implementation of HACCP
- ▶ Flow diagrams
- ▶ Hazard analysis and control measures
- ▶ Critical control point
- ▶ Critical limits, target levels and tolerances

Day 2

- ▶ Monitoring
- ▶ Corrective actions
- ▶ Verification vs validation
- ▶ Documentation and records
- ▶ HACCP review
- ▶ Examination

To book this course please visit: www.sofht.co.uk/events/level-3-award-in-haccp-for-food-manufacturing-1st-8th-march-2022/

FOUNDATION OF FOOD SAFETY & HYGIENE

10th March (online)

9.30am-4.30pm

This one-day course provides practical knowledge in food safety and hygiene standards in a food manufacturing environment.

Who should attend?

This course is aimed at supervisory and management roles of any function within your business, focusing on key topics to enhance food safety knowledge in order to produce safe food.

Course content:

The course will cover bite-size learning sessions on general principles of cleaning, foreign body prevention, pest prevention, internal audits and allergen management.

To book this course please visit: www.sofht.co.uk/events/foundation-of-food-safety-hygiene-2/

LEVEL 4 AWARD IN MANAGING FOOD SAFETY – REFRESHER ****NEW****

17th March (classroom)

9.00am-4.30pm

This one-day bespoke course will provide learners with an update in HACCP based procedures and the threats and vulnerabilities to their food business.

Who should attend?

This course is suitable for those who have successfully completed the Level 4 Advanced Food Safety qualification and would like an update on the changes to legislation in food safety management and future developments.

Course content:

The course will cover food safety management systems and due diligence with lessons learned from recent court cases; the managing of allergen hazards and the Food Information (Amendment) Regulations 2019 known as Natasha's Law for PPDS; the Food Hygiene Rating Scheme and how to achieve 5 stars for your business and calorie labelling on menus with future developments proposed in this area.

To book this course please visit: www.sofht.co.uk/events/level-4-award-in-managing-food-safety-refresher-classroom-session/



TRAINING TO TRAIN ****NEW****

21st & 22nd March (online)
9.30am-4.30pm

Day 1 concentrates on the stages of learning and the teacher/training cycle. 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.

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.

To book this course please visit: www.sofht.co.uk/events/training-to-train-3/

Course content:

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

HYGIENIC DESIGN ****NEW****

31st March (classroom)
9.30am-4.30pm

Hygienic Design (designing something that is easy to clean) is key to the maintenance of safe food production. Despite being championed by the European Hygienic Engineering Design Group (EHEDG) for over 25 years, awareness of hygienic design principles and their application within the food industry is still limited. The Global Food Safety Initiative (GFSI) maintains a scheme to benchmark food safety standards for food manufacturers and any food business operating to GFSI benchmarked standards should be aware of the requirements, and of hygienic design principles.

Who should attend?

Any business operating to GFSI benchmarked standards. It will be particularly beneficial to those working in Technical or Hygiene roles.

To book this course please visit: www.sofht.co.uk/events/hygienic-design-classroom/

Course content:

The course will provide information on:

- ▶ Introduction to EHEDG and hygienic design principles
- ▶ Regulatory and GFSI recognised COP standard requirements, and guidance related to hygienic design
- ▶ An overview of GFSI Scopes JI and JII
- ▶ Good and bad examples of hygienic design
- ▶ Benefits of hygienic design
- ▶ ½ hour practical workshop

LEVEL 2 AWARD IN NUTRITION FOR HEALTH ****NEW****

7th April (classroom)
9.00am-4.30pm

This one-day accredited course will provide learners with the knowledge and understanding of the relationship between diet, health and well-being, as well as the role of food labelling and other factors in food choices. It will equip learners with an awareness of the importance of healthy eating and the need to provide special diets/foods for specific clients.

Who should attend?

This course is aimed at chefs and supervisors involved in the preparing and serving of food in the hospitality industry, fitness industry and institutional catering sectors including workplaces.

Course content:

The course will provide information on:

- ▶ Main sources and roles of the macro and micro-nutrients required daily by the body
- ▶ The effect that different cooking methods have on the micro-nutrients and how to maximise nutritional value in foods

- ▶ How small changes from ingredient selection to adapting quantities in recipes and cooking methods can affect the nutritional content of meals
- ▶ The calories required by individuals and how this can vary between life stages
- ▶ The legal requirement to display calorie information on menus and food labels for large businesses from April 2022
- ▶ The preparation of menus for those with special diet requests including vegetarians and vegans.
- ▶ The demand for more food choices such as veganism means caterers need to understand where the macro and micro-nutrients can be found in plant-based foods, their combinations and bioavailability for optimum health.

This qualification is assessed by a multiple-choice question paper.

To book this course please visit: www.sofht.co.uk/events/level-2-award-in-nutrition-for-health/



CIP PROCESSES/AUTOMATED CLEANING

26th April (online)
9.30am-4.30pm

This course is designed to review the automated cleaning systems currently available in the food, beverage and dairy industries including clean-in-place (CIP), tray/rack washers and robotic food production equipment. As well as establishing the potential problem areas, the course will focus on getting the best out of the equipment either via optimisation or retrofitting. Presenters will then review current and future developments in automated cleaning technology.

Who should attend?

The course is aimed at Production staff, Hygiene Managers & QA Managers, or as an additional learning module and refresher for Engineering staff in the industry.

To book this course please visit: www.sofht.co.uk/events/cip-processes-automated-cleaning/

Course content:

The course will provide information on:

- ▶ CIP systems, tray/rack washers, robotic systems
- ▶ Choosing the right chemical products for use in automated systems
- ▶ Assessing the efficiency of automated cleaning systems
- ▶ Optimising and enhancing automated cleaning systems
- ▶ Potential future developments.

ENVIRONMENTAL MANAGEMENT TRAINING FOR FOOD MANUFACTURERS

29th April & 6th May (online)
9.30am-4.30pm

This certified two-day course has been developed by subject matter experts to support supervisors and managers working in any sector including food manufacturing, retail and catering. Candidates will gain essential knowledge and skill in how to assess and improve environmental sustainability within their own department and team.

Who should attend?

This course is for employees responsible for environmental management or sustainability and require detailed knowledge of environmental and sustainability principles, management tools and other skills to effectively deliver positive change.

To book this course please visit: www.sofht.co.uk/events/environmental-management-training-for-food-manufacturers/

Course content:

The course will provide information on:

- ▶ Risks and opportunities from environmental sustainability
- ▶ Laws and other compliance obligations
- ▶ Key environmental sustainability issues
- ▶ Improving environmental sustainability performance
- ▶ Drivers for change and barriers
- ▶ Using data for performance improvement
- ▶ Environmental sustainability across the value chain
- ▶ Improving resource efficiency
- ▶ Employees and sustainability performance

LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE

12th May (online) & 7th October (online)
10.00am-3.00pm

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, hospitality and food manufacturing.

Course content:

The course will provide information on:

- ▶ 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.

To book this course please visit:

12 May www.sofht.co.uk/events/leading-managing-a-positive-food-safety-culture-3/

7 October www.sofht.co.uk/events/leading-managing-a-positive-food-safety-culture-online-session/



LEVEL 3 AWARD IN FOOD SAFETY FOR CATERING OR FOOD MANUFACTURING (RQF)

13th, 20th & 27th May (online)
9.00am-3.00pm (Day 3 closes at 5.00pm)

This three-day course takes a practical approach in how to implement and maintain high standards of food hygiene and safety to protect consumers from harm and help the food business operator comply with current legislation.

Training will provide the candidate with a thorough understanding in how to identify and control common food safety hazards and manage an effective food safety management system based on the principles of HACCP.

Course content is also relevant to current food safety legislation, industry best practice, Codex Alimentarius international food standards and clauses within BRCGS codes of practice and other similar food safety and quality certification schemes.

Who should attend?

The course has been specifically developed for those working in food manufacturing, catering or retail. Suitable for managers, supervisors and anyone else with a responsibility for maintaining high standards of food safety.

We recommend that you have completed a level 2 food safety course prior to enrolment although this is not essential.

How is it assessed?

The assessment method for this qualification is a 90 minute examination, consisting of 45 multiple choice questions.

Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a pass mark of 60% (27/45). Learners will receive a Distinction if they achieve a pass mark of 80% (36/45).

Course content:

DAY 1

- ▶ An Introduction to food safety
- ▶ Microbiology
- ▶ Food poisoning bacteria
- ▶ Foodborne diseases
- ▶ Generic control measures for reducing risk of food poisoning organisms
- ▶ Non-bacterial food poisoning

DAY 2

- ▶ Contamination
- ▶ Physical hazards
- ▶ Chemical hazards
- ▶ Allergenic hazards
- ▶ Personal hygiene
- ▶ Pest control
- ▶ Cleaning and disinfection
- ▶ HACCP and food safety management

DAY 3

- ▶ Food safety management
- ▶ Inspection and auditing
- ▶ Training
- ▶ Food safety culture
- ▶ Food safety legislation and enforcement

To book this course please visit:

www.sofht.co.uk/events/level-3-award-in-food-safety-for-catering-or-food-manufacturing-rqf/



CLEANING TOOL SELECTION, USE AND MAINTENANCE ****NEW****

19th May (classroom)
9.30am-4.30pm

Cleaning is a critical step in the management of food safety. Consequently, the correct selection, use and maintenance of cleaning equipment by the food industry is essential to minimise the risk of microbial, allergen and foreign body cross-contamination, and aid compliance to relevant regulations and standards. Additionally, it can improve cleaning efficacy, food quality and shelf-life, reduce waste, minimise product recalls and protect/improve business reputation and income.

Who should attend? Relevant to all food businesses and personnel working in a food production environment, particularly those working in Technical or Hygiene roles.

Course content: The course will provide practical advice and information on how to select, use and maintain cleaning equipment to minimise food safety risks in food production:

- ▶ Selection – choosing the right tool for the job; regulatory and standard requirements; hygienic design; supporting documentation; sourcing
- ▶ Use - preparation before first use; minimising spread of contamination (by cleaning equipment, cleaning method, & hygiene staff); when, where and how to clean
- ▶ Maintenance - management, maintenance, and storage of cleaning equipment

To book this course please visit: www.sofht.co.uk/events/cleaning-tool-selection-use-and-maintenance/

PRACTICAL FOOD LABELLING & LEGISLATION

26th May (classroom) & 10th November (online)
9.30am-4.30pm

This one-day course will provide an initial understanding of food labelling requirements within the Food Information to Consumers Regulation (FIC), including its application post- Brexit.

Who should attend? The course is suitable for Technical Directors, Consultants, Quality Managers, NPD Managers, Food Technologists, Regulatory Compliance Officers and Specification Technologists.

Course content:
The course will provide information on:

- ▶ Food labelling law
- ▶ Penalties for food labelling non-compliance
- ▶ Mandatory food information
- ▶ The effect of product specific legislation and compositional standards
- ▶ An overview of controls on voluntary information and product claims.

These will be illustrated with labelling examples, and, where possible, practical exercises.

To book this course please visit:

26 May www.sofht.co.uk/events/practical-food-labelling-legislation-classroom-session/

10 November www.sofht.co.uk/events/practical-food-labelling-legislation-online-session/

MICROBIOLOGY FOR NON-MICROBIOLOGISTS

9th June (classroom) & 3rd November (online)
9.30am-3.30pm

This one-day 'taster session' 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? The course is 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 laboratory tests for microbes and what those results mean for you. 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 will complete the programme.

To book this course please visit:

9 June www.sofht.co.uk/events/microbiology-for-non-microbiologists-classroom-session/

3 November www.sofht.co.uk/events/microbiology-for-non-microbiologists-online-session/



LEVEL 4 AWARD IN MANAGING FOOD SAFETY (RQF) – FAST TRACK TRAINING

10th, 17th & 24th June, 1st & 8th July (online)
9.00am-3.00pm (Day 5 finishes at 4.30pm)

The Society of Food Hygiene and Technology is now offering Level 4 Food Safety Courses for both food manufacturers and caterers in a Fast Track format to enable busy senior managers in the food industry to secure quality training without having to leave their business for consecutive days at a time.

Unlike other Level 4 food safety training courses where modules are taken consecutively often meaning senior staff have to be off-site for a whole week, modules in SOFHT's five day food hygiene course will be run one day a week over five consecutive weeks (40 guided learning hours). You could just attend one day for an attendance certificate, if a particular module was of interest to you!

Who should attend? SOFHT's Level 4 course is designed to meet industry's need for a high level practical qualification with external accreditation – candidates enrolling for this course will take the Highfield examination either for manufacturers or caterers sector specific level 4 – making it ideal for senior food managers, production managers, area managers, hygiene auditors and trainers as well as those working at a senior level in the foodservice industry.

How is it assessed? The assessment consists of a two part examination. Part 1 will be multiple choice and part 2 will be written answers (4 out of 6 questions).

Course pre-requisite We recommend that you have completed a level 3 food safety course prior to enrolment although this is not essential. Regular attendance at SOFHT breakfast club meetings and courses will also greatly aid candidates wishing to take this examination.

Course content:

Day 1: Food Hazards

- ▶ Welcome
- ▶ Introduction to Food Safety management
- ▶ Microbiology
- ▶ Food Contamination and control from purchase to dispatch

Day 2: Food Safety Microbial Hazards

- ▶ Food poisoning
- ▶ Foodborne disease

Day 3: Operational Requirements and Controls

- ▶ Needed to Ensure Food Safety
- ▶ Personal Hygiene and training
- ▶ Food Spoilage and Preservation
- ▶ Design and Construction of Food premises and Equipment
- ▶ Cleaning and Disinfection
- ▶ Integrated Pest Control

Day 4: Food Safety Management Procedures and Compliance with Food Safety Legislation

- ▶ Food Safety Legislation
- ▶ Supervisory Management
- ▶ HACCP

Day 5

Note: Day 5 can only be attended by candidates that have received a minimum of 40 hours directed study.

- ▶ Revision
- ▶ Discussion
- ▶ Examination Paper 1
- ▶ Lunch
- ▶ Examination Paper 2
- ▶ Review and close

Note: Homework and suggested reading is provided at the end of each learning module.

To book this course please visit: www.sofht.co.uk/events/level-4-award-in-managing-food-safety-fast-track-day-1/

ROOT CAUSE ANALYSIS

23rd June (classroom)
9.45am-3.00pm

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.

To book this course please visit: www.sofht.co.uk/events/root-cause-analysis-classroom-session/



FOOD SAFETY RISK ASSESSMENT

14th July (classroom)
9.30am-4.30pm

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.

To book this course please visit: www.sofht.co.uk/events/food-safety-risk-assessment/

LEVEL 3 AWARD IN HEALTH & SAFETY IN THE WORKPLACE (RQF) ****NEW****

8th ,15th & 22nd September (online)
9.00am-3.00pm (Day 3 finishes at 4.30pm)

This three-day accredited (RQF) course is designed to motivate the delegate to think and behave in a manner that delivers high standards of health and safety supervision. Candidates will gain knowledge in current health and safety law, common workplace hazards and effective control measures to eliminate or reduce the risk to an acceptable level.

Who should attend? The course is suitable for anyone in a supervisory, team leader or managerial role who is responsible for health and safety in the workplace.

Course content: The course will provide information on:

- ▶ An introduction to health and safety
- ▶ Accidents, injuries and work-related ill health
- ▶ Legal aspects of health and safety

- ▶ The management of health of safety
- ▶ Risk assessment
- ▶ COSHH and hazardous substances
- ▶ Workplace health, safety and welfare
- ▶ Operating equipment safety
- ▶ Fire safety
- ▶ Health at work
- ▶ Ergonomics
- ▶ Manual handling operations
- ▶ Display screen equipment
- ▶ The role of the manager or supervisor
- ▶ Measuring and monitoring performance

To book this course please visit: www.sofht.co.uk/events/level-3-award-in-health-safety-in-the-workplace-online-session/

TRACEABILITY SYSTEMS

13th September (online)
9.30am-4.30pm

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 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?

This one-day 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 for 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.

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: The course will provide information on:

- ▶ UK/EU legal requirements for traceability
- ▶ Traceability requirements
- ▶ National/ International Standards
- ▶ 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
- ▶ Defining effective recall systems in the event of an incident

To book this course please visit: www.sofht.co.uk/events/traceability-systems-online-session/



MANAGING YOUR PEST CONTROL CONTRACT

6th October 2022 (classroom)
9.30am-4.30pm

Pest management is essential in any environment where food or food- grade packaging is manufactured or stored. This service is almost invariably contracted out to a specialist company, so effective management of the contractor is essential if the relationship is to work effectively. This one-day course will provide the information and advice necessary to implement and manage the contract successfully.

Who should attend? Those working in the food and food-grade packaging industry, hospitality, local authority and environmental health who are involved in managing pest control contracts.

Course content: The course will provide information 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 contractor's objectives
- ▶ Establishing the specification selecting the contractor and monitoring performance

To book this course please visit: www.sofht.co.uk/events/managing-your-pest-control-contract-classroom-session/

EFFECTIVE MANAGEMENT OF CLEANING AND HYGIENE

20th October 2022 (classroom)
9.30am-4.30pm

This one-day course covers a subject which is key to all food businesses and has been refreshed to reflect current trends in hygiene management including expectations of major retailers and the BRC standards.

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); demonstrate the common cleaning methods employed; and demonstrate the elements of an effective hygiene management system.

Who should attend? 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: The course will provide information on:

- ▶ Obstacles of maintaining good hygiene standards
- ▶ Effective hygiene management systems
- ▶ Importance of selecting the correct cleaning chemicals and materials
- ▶ Novel cleaning technologies
- ▶ Role of cleaning from the perspective of microbiological concerns, allergen control, species authenticity and pest prevention
- ▶ Systems for validating, verifying, and auditing hygiene standards
- ▶ Effective use of trend analysis and KPI targets.

To book this course please visit: www.sofht.co.uk/events/effective-management-of-cleaning-and-hygiene-5/

SENSORY EVALUATION

24th November (classroom)
9.30am-4.30pm

This highly interactive 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.

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 panel team and procedures; and anyone who would like a refresher or insight into this fascinating subject – whether from a production, technical or development background.

Course content: The course will provide information on:

- ▶ What sensory analysis is
- ▶ What senses are involved
- ▶ What the purpose of sensory evaluation is
- ▶ How it can be used in food production
- ▶ The sense of vision and its role in sensory evaluation
- ▶ How we taste with our eyes
- ▶ What the primary taste sensations are and what taste is
- ▶ How taste varies 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

Delegates will also be introduced to some simple taste panel tests.

To book this course please visit: www.sofht.co.uk/events/sensory-evaluation-classroom-session/



LEGIONELLA AWARENESS

29th November (online)
9.30am-4.30pm

This introductory course will enable delegates to understand the potential risks, responsibilities, and relevant standards regarding the management of Legionella.

Who should attend?

This course is aimed at Technical, Health & Safety and SHE Managers, Hygiene Managers, and those with an interest in understanding the need of Legionella management.

Course content:

This course will enable you to identify the management issues to follow to enable you to recognise and address the risks from this micro-organism.

Topics will include:

- ▶ Background and history of Legionella and why it is a problem
- ▶ Types of "at risk" water systems, UK regulations
- ▶ Legislation and guidance
- ▶ Responsibilities
- ▶ Risk assessment
- ▶ Management (including control, cleaning & disinfection etc)
- ▶ Record keeping
- ▶ Monitoring through sampling and analysis.

To book this course please visit: www.sofht.co.uk/events/legionella-awareness-online-session/

COURSE PRICING

All course prices are quoted at the daily rate (exc. VAT) and any additional costs listed.

Course Title	Course Length	Daily Rate (exc. VAT)			Additional Costs (exc. VAT)
		Member	Non-Member	Student	
Accredited Courses					
Level 2 Award in Food Allergen Awareness & Control in Catering (RQF)	½ day	£83	£116	£50	Exam Fee £39 Course Book £9 (inc p&p)
Level 2 Award in Nutrition for Health	1 day	£166	£232	£60	Exam Fee £19 Course Book £5
Level 3 Award in Food Allergen Management in Catering (RQF)	1 day	£166	£232	£60	Exam Fee £19 Course Book £4
Level 3 Award in Food Safety for Catering or Food Manufacturing (RQF)	3 days	£166	£232	£60	Exam Fee £60 Course Book £18 (inc p&p)
Level 3 Award in HACCP for Food Manufacturing (RQF)	2 days	£166	£232	£60	Exam Fee £60 Course Book £18 (inc p&p)
Level 3 Award in Health & Safety in the Workplace (RQF)	3 days	£166	£232	£60	Exam Fee £60 Course Book £18 (inc p&p)
Level 4 Award in HACCP for Management (Codex Principles) (RQF) – Fast Track Training	5 days	£166	£232	£60	Exam Fee £80 Course Book £33 (inc p&p)
Level 4 Award in Managing Food Safety (RQF) – Fast Track Training	5 days	£166	£232	£60	Exam Fee £80 Course Book £38 (inc p&p)
SOFHT Courses					
Environmental Management Training for Food Manufacturers	2 days	£166	£232	£60	Exam Fee £19
Leading and Managing a Positive Food Safety Culture	1 day	£166	£232	£60	Course Book £18 (inc p&p)
Sensory Evaluation	1 day	£260	£348	£85	
Training to Train	2 days	£166	£232	£60	
All other courses	1 day	£166	£232	£60	
Course Refreshers					
HACCP for Management	1 day	£166	£232	£60	Course Book £18 (inc p&p)
Level 4 Award in Managing Food Safety	1 day	£166	£232	£60	Course Book £6
All other course refreshers	1 day	£166	£232	£60	

Reservations and directions: An acknowledgement of booking will be sent on receipt of the completed booking form, together with directions to the venue (for classroom courses) and a receipted VAT invoice will be issued for all monies received. Payment of fees or a PO number is required in advance of the course start date.

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 872500 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.

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