

# TRAINING ACADEMY

## Prospectus 2019



WE'VE  
MAINTAINED  
OUR PRICES AND  
INTRODUCED  
2 NEW COURSES  
FOR 2019!

**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 Staffordshire.



## PRACTICAL FOOD LABELLING & LEGISLATION

29 January & 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.

## LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE

7 February, 14 May & 10 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 programs 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 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 business leaders 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.

## TRAINING TO TRAIN

12 & 13 February (2 day course)

4 & 5 December (2 day course)

CPD Level 3 Accredited Award

**Who should attend?** A 2 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. 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, Evaluation

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

## LEVEL 4 FOOD SAFETY\*

21 February (DAY 1)

## LEVEL 4 FOOD SAFETY\*

21 March (DAY 2)

## INTERNAL AUDITING

28 March & 5 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.

## MICROBIOLOGY FOR NON-MICROBIOLOGISTS

2 April & 7 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.

## GETTING READY FOR BRC ISSUE 8 NEW

11 April

The BRC Global Standard for Food Safety is changing and businesses will be audited against the new requirements from 1st February 2019. Is your business ready for the changes which include a number of important new requirements and changes to existing clauses?

This workshop will take delegates through the changes and describe suggested approaches to enable them to be effectively incorporated into existing company systems.

It is strongly advised that those attending bring their own copy of the issue 8 standard which can be obtained from the BRC Bookshop [www.brcbookshop.com/bookshop/food-safety](http://www.brcbookshop.com/bookshop/food-safety) or from BRC Participate [www.brcparticipate.com/signin](http://www.brcparticipate.com/signin). This will enable the delegate to make reference to the official document whilst the changes are being discussed.

**Who should attend?** Site technical staff, technical and quality managers and their teams; and consultants.

## LEVEL 4 FOOD SAFETY\*

25 April (DAY 3)

## LEVEL 3 FOOD SAFETY

(3 Day course)\*

30 April, 1 & 2 May

## ROOT CAUSE ANALYSIS

9 May

There is an increasing expectation and focus on the use of Root Cause Analysis 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\*

23 May (DAY 4)

## IMPROVING QUALITY & SAFETY THROUGHOUT EFFECTIVE COMMUNICATION NEW

6 June

Driving improvement and achieving the required quality and safety standards cannot be done on your own. Sustained long lasting improvement needs the help and input of colleagues within your own team and within other departments.

This course gives you the tools and techniques and the underpinning knowledge, to enable you to communicate with others effectively, in your style, to get the right results every day.

Good communication skills will achieve 'buy in' and understanding, giving a result that 'sticks' so you will be able to move onto the next challenge.

This course uses examples and case studies from the food industry, from the trainer's experience at the sharp end on the factory floor and in working with our most demanding customers in all departments.

**Who should attend?** This course is suitable for managers who have responsibility to achieve improvements in food safety, food hygiene and quality, who manage and work with others.

**Course Content:** Practical workshops with examples in a safe, confidential space, backed up by the theory and underpinning knowledge you need to gain confidence and improve and build on your communication skills. Topics include: Understanding your own communication style and preferences. Recognising the preferences of colleagues. How do we prefer to give and receive information. Preparation before communicating. Active communication – listening, hearing and understanding verbal and written approaches, plus body language. Equality and diversity within communication. Giving and receiving feedback. Checking in – has your message been received – did you receive the right message?



## AUTOMATED CLEANING

13 June

This new course is designed to review the currently available automated cleaning systems available in the food, beverage and dairy industries including 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 retro-fitting. Presenters will then review current and future developments in automated cleaning technology.

**Who should attend?** The course is aimed at hygiene, technical and engineering managers as well as those wishing to develop such cleaning systems in the future.

**Course content:** 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 and Potential future developments.

## EFFECTIVE MANAGEMENT OF CLEANING AND HYGIENE

20 June

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 4 FOOD SAFETY\*

27 June (DAY 5)

## HACCP LEVEL 3 (2 Day course)\*

9 & 10 July

## LEVEL 4 FOOD SAFETY\*

18 July (DAY 1)

## LEVEL 4 FOOD SAFETY\*

22 August (DAY 2)

## ALLERGENS UNRAVELLED

12 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 be shown how to integrate 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 controls on the 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. If you want a clear insight into how to implement manageable and effective factory floor controls based on best practice advice from experts. If you want to sense check existing risk assessment and control measures against expert guidance. If you want to be sure you will achieve compliance with BRC Global Standard for Food Safety. If you want to be able to clearly and confidently demonstrate to your customers that you have a sound allergen management system based on a robust risk assessment approach.

**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.

## SENSORY EVALUATION

19 September

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 panel team and procedures. 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, 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.

## LEVEL 4 FOOD SAFETY\*

26 September (DAY 3)

## MANAGING YOUR PEST CONTROL CONTRACT

3 October

Pest control 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. 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?** 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 contractor's objectives, establishing the specification, selecting the contractor and monitoring performance.

## LEVEL 4 FOOD SAFETY\*

24 October (DAY 4)

## LEVEL 4 FOOD SAFETY\*

21 November (DAY 5)

## TRACEABILITY SYSTEMS

28 November

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; 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.



COURSE	COURSE DURATION	DATE PLEASE TICK	MEMBERS NON-MEMBERS	
			RATES EXCLUDE VAT	
PRACTICAL FOOD LABELLING & LEGISLATION	1 DAY	29 January <input type="checkbox"/>	£145	£195
LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE (Plus £12 for course book)	1 DAY	7 February <input type="checkbox"/>	£145	£195
TRAINING TO TRAIN	2 DAYS	12-13 February <input type="checkbox"/>	£290	£390
LEVEL 4 FOOD SAFETY DAY 1	1 DAY	21 February <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
LEVEL 4 FOOD SAFETY DAY 2	1 DAY	21 March <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
INTERNAL AUDITING*	1 DAY	28 March <input type="checkbox"/>	£145	£195
MICROBIOLOGY FOR NON-MICROBIOLOGISTS**	1 DAY	2 April <input type="checkbox"/>	£145	£195
GETTING READY FOR BRC ISSUE 8 <b>NEW</b>	1 DAY	11 April <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY DAY 3	1 DAY	25 April <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
LEVEL 3 FOOD SAFETY	3 DAYS	30 April <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
ROOT CAUSE ANALYSIS**	1 DAY	9 May <input type="checkbox"/>	£145	£195
LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE (Plus £12 for course book)	1 DAY	14 May <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY DAY 4	1 DAY	23 May <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
IMPROVING QUALITY & SAFETY THROUGHOUT EFFECTIVE COMMUNICATION <b>NEW</b>	1 DAY	6 June <input type="checkbox"/>	£145	£195
AUTOMATED CLEANING	1 DAY	13 June <input type="checkbox"/>	£145	195
EFFECTIVE MANAGEMENT OF CLEANING AND HYGIENE	1 DAY	20 June <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY DAY 5	1 DAY	27 June <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
HACCP LEVEL 3 (Plus £16.95 for course book)	2 DAYS	9-10 July <input type="checkbox"/>	£290	£390
LEVEL 4 FOOD SAFETY DAY 1	1 DAY	18 July <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
LEVEL 4 FOOD SAFETY DAY 2	1 DAY	22 August <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
INTERNAL AUDITING*	1 DAY	5 September <input type="checkbox"/>	£145	£195
ALLERGENS UNRAVELLED	1 DAY	12 September <input type="checkbox"/>	£145	£195
SENSORY EVALUATION**	1 DAY	19 September <input type="checkbox"/>	£295	£395
LEVEL 4 FOOD SAFETY DAY 3	1 DAY	26 September <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
MANAGING YOUR PEST CONTROL CONTRACT	1 DAY	3 October <input type="checkbox"/>	£145	£195
LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE (Plus £12 for course book)	1 DAY	10 October <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY DAY 4	1 DAY	24 October <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
MICROBIOLOGY FOR NON-MICROBIOLOGISTS**	1 DAY	7 November <input type="checkbox"/>	£145	£195
PRACTICAL FOOD LABELLING & LEGISLATION	1 DAY	19 November <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY DAY 5	1 DAY	21 November <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.soft.co.uk">www.soft.co.uk</a> for further details	
TRACEABILITY SYSTEMS	1 DAY	28 November <input type="checkbox"/>	£145	£195
TRAINING TO TRAIN	2 DAYS	4-5 December <input type="checkbox"/>	£290	£390

**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)<sup>†</sup>**

<sup>†</sup>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

\*\*Root Cause Analysis, Sensory Evaluation & Micro for non-Microbiologists - 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
<b>Administration details</b> • 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.		
<b>Cancellations/Substitutions:</b> • 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		