



The Society of[®]
Food Hygiene
and Technology

SOFHT Training Academy

Prospectus 2016



Stand out with the right training

Look – we've maintained
our 2015 prices and
introduced 2 new
courses!



SOFHT Training Academy

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

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

PRACTICAL FOOD LABELLING

18 February 2016

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, which elements are required to be present on a food label, compositional standards and an overview of product claims. These will be illustrated by practical exercises and labelling examples.

LEVEL 4 FOOD SAFETY

25 February 2016 (DAY 1)

See separate leaflet or visit our website www.sofht.co.uk for further details.

INTERNAL AUDITING

10 March, 8 September, 2016

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 internal auditors seeking a formal qualification, those who wish to become internal auditors and managers of 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

17 March 2016, 10 November 2016

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 contents: The course will cover an introduction to basic microbiology along with an overview of how a laboratory tests for microbes. The main sources of factory-based bacteria will be examined and guidance 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.

LEVEL 4 FOOD SAFETY

24 March 2016 (DAY 2)

See separate leaflet or visit our website www.sofht.co.uk for further details.

LEVEL 4 FOOD SAFETY

28 April 2016 (DAY 3)

See separate leaflet or visit our website www.sofht.co.uk for further details.

ROOT CAUSE ANALYSIS

12 May 2016

There is an increasing expectation and focus on the use of Root Cause Analysis in relation to audit and other non conformance. 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 conformance 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.

BIOCIDES AND DISINFECTION

19 May 2016

To give a broad understanding of the role biocides play within disinfection protocols, the practical options and legal/code of practice requirements.

Who should attend? Technical, hygiene, production and quality management teams.

Course content: The course is specially designed to look at:

- Target microorganisms – bacteria, fungi, spores
- Adhered cells and biofilms
- Legal requirements including BPR and legislation relating to MRL's
- Disinfectant types
- Application techniques
- Factors affecting disinfection efficacy
- Disinfectant approval
- Disinfectant selection
- Disinfection resistance and cell persistence
- Wholeroom disinfection
- Verification of disinfection.

LEVEL 4 FOOD SAFETY

26 May 2016 (DAY 4)

See separate leaflet or visit our website www.sofht.co.uk for further details.

FOOD SAFETY CULTURE

9 June 2016

Food safety management is commonly conceived to include matters such as time/temperature processes, sampling, post-process contamination, hygiene training and HACCP. However following an outbreak of E. coli O157 in South Wales in 2005 and the publication of the Public Inquiry Report, it became clear that cultures and behaviours also have a significant impact in influencing a business's compliance with food hygiene legislation.

This course recognises the importance of traditional approaches to food safety, but also helps delegates understand that these traditional approaches will be greatly enhanced by working towards a positive food safety culture.

Who should attend? This course is intended for food safety professionals involved with food safety in retail, foodservice industry, and food processing plants.

Course content: On completion of the course delegates will:

- Know what food safety culture is.
- Appreciate how food safety culture complements

and enhances more traditional approaches to food safety management.

- Understand why it is important to develop a positive food safety culture.
- Have the basic skills to help their business develop a positive food safety culture.
- Know how to measure your culture.
- Recognise what a positive safety culture looks like.

EFFECTIVE MANAGEMENT OF CLEANING AND HYGIENE

16 June 2016

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:

- 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

30 June 2016 (DAY 5)

See separate leaflet or visit our website www.sofht.co.uk for further details.

HACCP VERIFICATION AND VALIDATION

7 July 2016

Validation and verification play key roles within HACCP systems. Techniques and procedures are constantly being refined making it difficult to keep up with this very important HACCP principle. This course will aim to provide a clear explanation for those that are new to this HACCP Principle whilst at the same time being informative and challenging to those who already have a basic understanding. Please note, many of the issues and challenges raised in this course are only briefly covered in other HACCP courses, if at all.

Who should attend? The course is aimed at anyone who takes part in their company's HACCP and pre-requisite planning, implementation and monitoring programs, i.e. food safety and hygiene managers, quality and technical managers, engineers and members of a HACCP team. It is an advantage to have attended our HACCP and HACCP Pre-requisite Program courses, but not essential. The course is also very useful for trainers who teach level 2, 3 and 4 food safety courses. Internal auditors will also benefit from attending the course. There is no examination on completing this 1 day course.

Course content: This course covers verification and validation of your HACCP system, and how to set up an



internal auditing system. Also learn how to maintain your food safety or HACCP system, including required documentation. Topics covered include: on-going verification throughout the life of the HACCP system, validation activities, follow-up and completion of corrective actions, revising the HACCP system and on-going training.

VULNERABILITY ASSESSMENT / VACCP

21 July 2016

Since the Horsegate scandal of 2013, recognition of the potential for food fraud and the necessity for vulnerability risk assessments throughout the food supply chain has become more important, resulting in development of risk assessment techniques and the creation of Vulnerability Assessment Critical Control Point (VACCP) programmes.

Who should attend? This course is suitable for technical, quality and supply chain/purchasing managers as well as consultants, NPD managers and technologists.

Course content: The course reviews the background to vulnerability assessment and the requirements of the BRC Global standard for food relating to vulnerability assessment. Tools to assist support the development of risk assessment are introduced with group/workshop exercises to supplement learning.

LEVEL 4 FOOD SAFETY

28 July 2016 (DAY 1)

See separate leaflet or visit our website www.soft.com for further details.

LEVEL 4 FOOD SAFETY

25 August 2016 (DAY 2)

See separate leaflet or visit our website www.soft.com for further details.

HACCP PRE-REQUISITES

15 September 2016

Pre-requisite programmes are the building blocks on which HACCP plans are developed. They are important in controlling cross-contamination after food has been treated to ensure no harmful bacteria have survived.

The need for good hygiene standards and procedures has always been important for an effective HACCP program, thus procedures are known by a variety of names. For example, Good Hygiene Practices (GHP) and Good Manufacturing Practices (GMP). Most food businesses have had these types of programme in place for many years, they constituted an essential tool in traditional food control.

These concepts are still essential in a modern food control system by providing the basic environmental and operating conditions for production of safe food. This course will introduce the delegate to the new concept of formalising the pre-requisite programme alongside HACCP, and the legal requirement of documented monitoring of these programmes.

Who should attend? The course is aimed at anyone who takes part in their company's HACCP and pre-requisite planning, implementation and monitoring programme. The course is also useful for trainers who teach level 2, 3 and 4 food safety courses and internal auditors will also benefit from attending the course. There is no examination on completing this 1 day course.

Course content: The course is designed to complement our HACCP course and can be attended as a standalone course and before or following attendance of HACCP training.

ALLERGENS UNRAVELLED

20 September 2016

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.

LEVEL 4 FOOD SAFETY

29 September 2016 (DAY 3)

See separate leaflet or visit our website www.soft.com for further details.

MANAGING YOUR PEST CONTROL CONTRACT

6 October 2016

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 contractors objectives, establishing the specification, selecting the contractor and monitoring performance.

NUTRITIONAL ANALYSIS

20 October 2016

Nutritional analysis of products forms a crucial part of any food manufacture's systems. This course will give an insight in the methodology involved in generating the data for nutritional label information as well as the tolerances for the nutritional declarations and will form a good introduction to those new to food labelling. With the European Food Information to Consumers Regulation No 1169/2011 (FIC) on the provision of food information to consumers bringing together EU rules on general food labelling and nutrition labelling into one piece of legislation, the course will aid in an understanding of nutrients to be labelled, and tolerances.

Who should attend? Managers, NPD Technologist and Food Technologist responsible for generating and monitoring of new and existing nutritional label information.

Course content: The course will introduce delegates to the methods involved in producing the data for nutritional labelling (Full Nutritional Analysis). Methodology for all the major nutrients will be covered explaining the bench work involved and the calculations. This will lead into a look at the tolerances for the nutritional declarations for food labelling. The final part of the course will look at the uncertainty of nutritional methods covering why uncertainty exists, what level of uncertainty to expect as well as ways to reduce uncertainty.

LEVEL 4 FOOD SAFETY

27 October 2016 (DAY 4)

See separate leaflet or visit our website www.soft.com for further details.

HACCP

3 November 2016

This course is the A to Z of HACCP plan development, it provides an overview of HACCP and explains the basic requirements to set up and maintain an effective and successful HACCP system. The second part you learn all about the 7 principles and 12 steps of HACCP. The last session is a workshop where you complete a series HACCP forms and checklists for a set case study. Within the second part you will learn all about the 7 principles and 12 steps of HACCP. The last session is a workshop where you will complete a series HACCP forms and checklists for a set case study.

Who should attend? The course is aimed at anyone who takes part in their company's HACCP and pre-requisite planning, implementation and monitoring programme. The course is also very useful for trainers who teach level 2, 3 and 4 food safety courses. There is no examination on completing this 1 day course.

Course content: Session 1 Introduction to HACCP - We find out about HACCP and how it is used to control common food safety hazards. We also examine how important it is to secure management commitment, what factors to consider when selecting the HACCP team and HACCP coordinator. We also examine what HACCP training is required to ensure staff are competent to fill their roles. We conclude by looking at both pre-requisite programme and different types of HACCP plans.

Session 2 Development and implementation of a HACCP plan - In this session we learn all about the 7 principles of HACCP and the 12 steps of HACCP.

Session 3 HACCP WORKSHOP - Using case studies we practice the principles and steps taught in session 2.

Course presentation, hand-outs and workbooks will be provided.

LEVEL 4 FOOD SAFETY

24 November 2016 (DAY 5)

See separate leaflet or visit our website www.soft.com for further details.

PESTICIDE RESIDUES IN FOOD

1 December 2016

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 essential that the food industry keeps up-to-date with the complex issues surrounding legislation, surveillance, consumer risk assessment and analysis.

Who should attend? The course is aimed at technical and quality managers responsible for the safety and integrity of fresh produce and food ingredients.

Course content: Current and future legislation governing the control of pesticides, how to implement Supply Chain Controls and managing Retailer requirements. The principles of Consumer Risk Assessment and Due Diligence sample planning. A review of National and International residue surveillance and enforcement, and the latest developments in residue analysis.

SOFHT Training Academy 2016 Booking Form

COURSE TITLE	COURSE DURATION	DATE (PLEASE TICK)	MEMBERS RATE (exc vat)	NON-MEMBERS RATE (exc vat)
PRACTICAL FOOD LABELLING	1 day	18 Feb 2016 <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY (DAY 1)	1 day	25 Feb 2016 <input type="checkbox"/>	See separate leaflet or visit our website www.sofht.co.uk for booking details.	
INTERNAL AUDITING*	1 day	10 Mar 2016 <input type="checkbox"/> 8 Sept 2016 <input type="checkbox"/>	£145	£195
MICROBIOLOGY FOR NON-MICROBIOLOGISTS	1 day	17 Mar 2016 <input type="checkbox"/> 10 Nov 2016 <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY (DAY 2)	1 day	24 Mar 2016 <input type="checkbox"/>	See separate leaflet or visit our website www.sofht.co.uk for booking details.	
LEVEL 4 FOOD SAFETY (DAY 3)	1 day	28 Apr 2016 <input type="checkbox"/>	See separate leaflet or visit our website www.sofht.co.uk for booking details.	
ROOT CAUSE ANALYSIS*	1 day	12 May 2016 <input type="checkbox"/>	£145	£195
BIOCIDES AND DISINFECTION	1 day	19 May 2016 <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY (DAY 4)	1 day	26 May 2016 <input type="checkbox"/>	See separate leaflet or visit our website www.sofht.co.uk for booking details.	
FOOD SAFETY CULTURE	1 day	9 Jun 2016 <input type="checkbox"/>	£145	£195
EFFECTIVE MANAGEMENT OF CLEANING & HYGIENE	1 day	16 Jun 2016 <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY (DAY 5)	1 day	30 Jun 2016 <input type="checkbox"/>	See separate leaflet or visit our website www.sofht.co.uk for booking details.	
HACCP VERIFICATION & VALIDATION	1 day	7 Jul 2016 <input type="checkbox"/>	£145	£195
VULNERABILITY ASSESSMENT / VACCP	1 day	21 Jul 2016 <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY (DAY 1)	1 day	28 Jul 2016 <input type="checkbox"/>	See separate leaflet or visit our website www.sofht.co.uk for booking details.	
LEVEL 4 FOOD SAFETY (DAY 2)	1 day	25 Aug 2016 <input type="checkbox"/>	See separate leaflet or visit our website www.sofht.co.uk for booking details.	
HACCP PRE-REQUISITES	1 day	15 Sept 2016 <input type="checkbox"/>	£145	£195
ALLERGENS UNRAVELLED	1 day	20 Sept 2016 <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY (DAY 3)	1 day	29 Sept 2016 <input type="checkbox"/>	See separate leaflet or visit our website www.sofht.co.uk for booking details.	
MANAGING YOUR PEST CONTROL CONTRACT	1 day	6 Oct 2016 <input type="checkbox"/>	£145	£195
NUTRITIONAL ANALYSIS*	1 day	20 Oct 2016 <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY (DAY 4)	1 day	27 Oct 2016 <input type="checkbox"/>	See separate leaflet or visit our website www.sofht.co.uk for booking details.	
HACCP	1 day	3 Nov 2016 <input type="checkbox"/>	£145	£195
LEVEL 4 FOOD SAFETY (DAY 5)	1 day	24 Nov 2016 <input type="checkbox"/>	See separate leaflet or visit our website www.sofht.co.uk for booking details.	
PESTICIDE RESIDUES IN FOOD	1 day	1 Dec 2016 <input type="checkbox"/>	£145	£195
TOTAL COST (inc vat)				

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 acknowledgment 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.

Fee for STUDENTS to attend any of these courses: £50 (exc vat)*

* limited places and subject to availability.

Continuing Professional Development:

Certificates of attendance will be available after the session.

(please tick if you require a CPD Certificate)

NOTE: Registration is 09.00 and the courses start at 09.30 and an approximate finish time of 4.30pm.
 * The following course times differ from the standard schedule: Internal Auditing registration 09.00 with a start time of 09.15 and an approximate finish time of 4.30pm (10th March & 8th September). Root Cause Analysis (12 May) and Nutritional Analysis (20 October) registration 09.45 with a start time of 10am and an approximate finish time of 3pm (you may need to download a copy of Adobe Acrobat Reader. This can be downloaded free of charge from www.adobe.com)

Name	Signed	Date
Position	ADMINISTRATION DETAILS • All bookings will be acknowledged and confirmation will be sent on receipt of payment. • Cheques to be made payable to The Society of Food Hygiene and Technology or charge credit card. MasterCard <input type="checkbox"/> or Visa <input type="checkbox"/>	
Company	• 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.	
Address	[Card Payment Grid: 16 columns, 2 rows of boxes for card details]	
	Cardholder's name	Total amount £
Postcode	Expiry date	Card Security No.
Telephone	Cardholder's Statement address (if different from left)	
Email	Postcode	

If you require any further assistance, please contact:
 The Society of Food Hygiene and Technology, The Granary, Middleton House Farm, Tamworth Road, Middleton, Staffs B78 2BD
 Tel: 01827 872500 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.