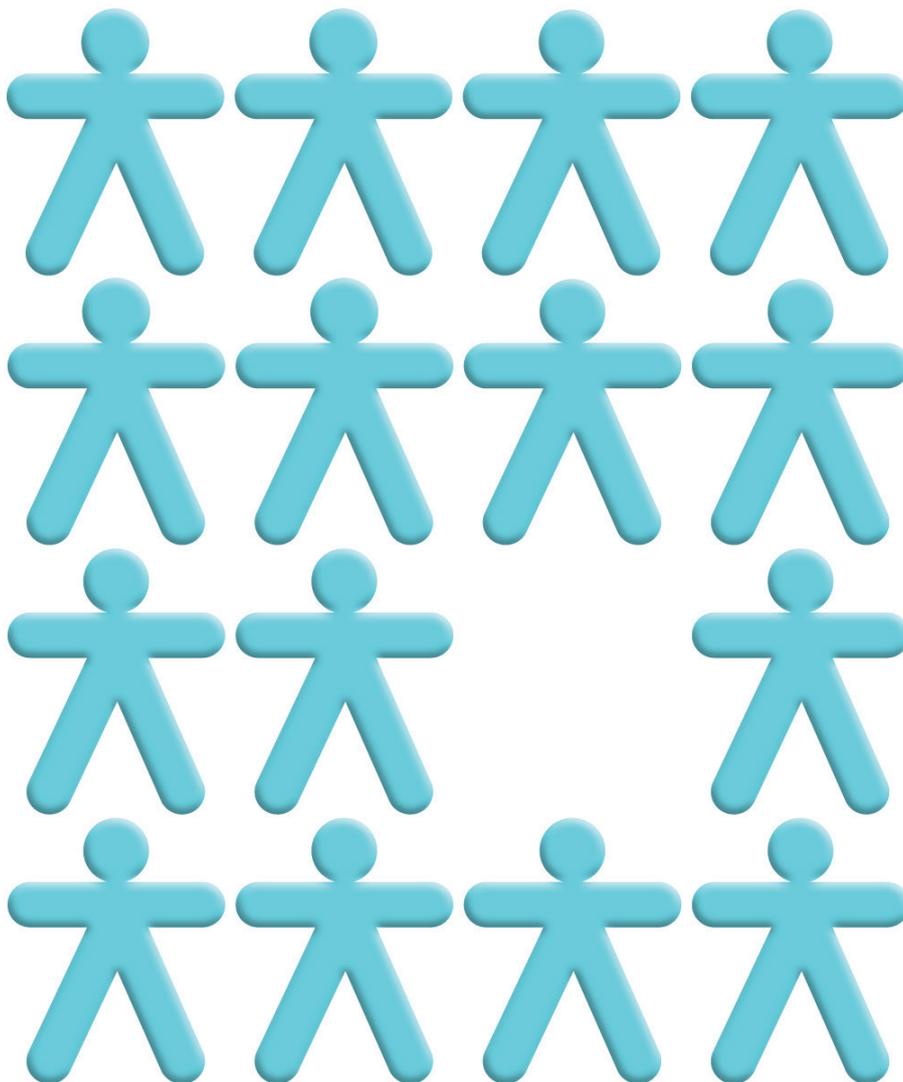




The Society of<sup>®</sup>  
Food Hygiene  
and Technology

# SOFHT Training Academy

Prospectus 2014



**Stand out**  
with the  
right training



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# 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.

Prospectus 2014

## HACCP PRE-REQUISITES

13 February 2014

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, these procedures are known by a variety of names. For example, Good Hygiene Practices (GHP) and Good Manufacturing Programme (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.

## LEVEL 4 FOOD SAFETY

27 February 2014 (DAY 1)

See separate leaflet or visit our website [www.sofht.co.uk](http://www.sofht.co.uk) for further details.



## LEVEL 4 FOOD SAFETY

27 March 2014 (DAY 2)

See separate leaflet or visit our website [www.sofht.co.uk](http://www.sofht.co.uk) for further details.



## MICROBIOLOGY FOR NON-MICROBIOLOGISTS

3 April 2014

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

17 April 2014 (DAY 3)

See separate leaflet or visit our website [www.sofht.co.uk](http://www.sofht.co.uk) for further details.



## ROOT CAUSE ANALYSIS

15 May 2014

This course is designed to give practical food industry examples of how to use the tools, develop implementation plans and measure improvements.

**Who should attend?** It is aimed at production and quality managers and anyone else who deals with management and prevention systems in the workplace.

**Course content:** RCA practice helps solve problems by identifying and establishing corrective actions at the root cause of events, as opposed to simply addressing their symptoms. By focusing correction on root causes, problem recurrence can be prevented. This is a key feature of the BRC standard and companies going for certification need to understand how to apply these techniques to the best effect.

## LEVEL 4 FOOD SAFETY

29 May 2014 (DAY 4)

See separate leaflet or visit our website [www.sofht.co.uk](http://www.sofht.co.uk) for further details.



## LEVEL 4 FOOD SAFETY

26 June 2014 (DAY 5)

See separate leaflet or visit our website [www.sofht.co.uk](http://www.sofht.co.uk) for further details.



## ACHIEVING EFFECTIVE ALLERGEN CONTROL

2 July 2014

Allergens are the primary reason for the recall of products across the food industry; with the financial cost of recalls.

**Who should attend?** HACCP Team Members, Technical Managers, Technical Consultants, Compliance Managers and those responsible for setting product Quality and Commercial standards.

**Course content:** This course will provide delegates with a range of tools and the necessary information to carry out a full product risk assessment for allergen presence. Focusing on key areas such as regulatory requirements, industry and Government guidance and experiences of food businesses throughout the supply chain. By the end of the day delegates will possess a working knowledge of the processes available to enable the review or implementation of risk assessments and allergen management processes and procedures.

## LEVEL 4 FOOD SAFETY

31 July 2014 (DAY 1)

See separate leaflet or visit our website [www.sofht.co.uk](http://www.sofht.co.uk) for further details.



## LEVEL 4 FOOD SAFETY

28 August 2014 (DAY 2)

See separate leaflet or visit our website [www.sofht.co.uk](http://www.sofht.co.uk) for further details.



## A RIGHT WAY TO HANDLE YOUR NEXT INSPECTOR VISIT?

11 September 2014

An EHO calling at even the best run food business causes anxiety. For some, it could be panic with the threat of prosecution. This one

day course equips you with the steps to handle any enforcement officer visit, with invaluable guidelines covering the right way to conduct an inspection, interview etc.

**Who should attend?** Directors, managers and business owners.

**Course content:** Through an interactive briefing using case studies from solicitors' archive files, delegates will be able to observe actual interviews under PACE caution and learn how to avoid the pitfalls arising from an investigation. See how witness statements and evidence are gathered as well as the impact of questioning of suspects; These will prepare you for your next visit. We will give an insider's view of the importance of good practice in order to equip attendees with all the necessary perspectives for any future investigation.

## LEVEL 4 FOOD SAFETY

18 September 2014 (DAY 3)

See separate leaflet or visit our website [www.sofht.co.uk](http://www.sofht.co.uk) for further details.



## ISO 22000:2005 EXPLAINED

25 September 2014

A one-day course applicable to all organisations of all sizes involved in any aspect of the food chain seeking to put systems in place to ensure the consistent provision of safe products.

**Who should attend?** This course has universal relevance to those in the food industry looking to implement a food safety management system.

**Course content:** Delegates will be given an overview of the standard and its requirements, how it fits within the portfolio of ISO and food safety standards currently in place, the benefits of implementing a food safety management system and the advantages of achieving the certification.

## HACCP VERIFICATION AND VALIDATION

30 September 2014

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 prerequisite 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 Prerequisite 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.

## INTERNAL AUDITING

2 October 2014

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.

## FOOD LABELLING & LEGISLATION

9 October 2014

A one-day course which aims to provide an initial understanding of the complex **NEW** food information regulation requirements relating to food labelling. It is ideal for anyone new to the field or as a refresher for those dealing with labelling of products on a regular basis.

**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

23 October 2014 (DAY 4)

See separate leaflet or visit our website [www.sofht.co.uk](http://www.sofht.co.uk) for further details.



## EFFECTIVE MANAGEMENT OF CLEANING AND HYGIENE

30 October 2014

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

**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. The course will also be based on the following Learner Outcomes:

- 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.

## HACCP

6 November 2014

This course is the A to Z of HACCP plan development, it begins with 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.

**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 prerequisite 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 thumbs, hand-outs and workbooks will be provided.

## NUTRITIONAL ANALYSIS

13 November 2014

Nutritional analysis of products forms a crucial part of any food manufacturers systems. This course will give an insight in the methodology involved in generating the data for nutritional label information and will form a good introduction to those new to food labelling.

**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. In the second part of the course the uncertainty of nutritional methods will be discussed covering why uncertainty exists, what level of uncertainty to expect as well as ways to reduce uncertainty.

## SPECIES ASSURANCE - INSIGHTS INTO PRODUCT MANAGEMENT

25 November 2014

Since the Horsegate scandal in 2013, companies are being asked more about the traceability and wholesomeness of their meat products. This course aims to help businesses develop a due diligence system to protect their customers from meat species cross contamination from suppliers and within the factory. The course will cover meat sourcing and traceability, intake testing methods and frequency, prevention of cross contamination within the factory and methods of validation and verification along with



documentation requirements.

**Who should attend?** Technical and Quality Managers, Product Developers, Specification Technologists and those responsible for establishing recipe formulations and ingredient requirements.

**Course content:** This course will provide delegates with a range of tools and approaches to use to identify risks and produce a species control plan. Focus on laboratory techniques, sampling plans, documentation review and record keeping will be discussed so that delegates understand what they need to demonstrate and ensure compliance with legislation and specification standards.

## LEVEL 4 FOOD SAFETY

27 November 2014 (DAY 5)

See separate leaflet or visit our website [www.sofht.co.uk](http://www.sofht.co.uk) for further details.



## PESTICIDE RESIDUES IN FOOD

4 December 2014

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, how to reduce the risk of MRL exceedances and concluding with how to respond when they happen and the latest developments in residue analysis.

## MANAGING YOUR PEST CONTROL CONTRACT

9 December 2014

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.

Acheta is a leading provider of independent pest control consultancy services. The instructor for this course will be Dr John Simmons. John has 20 years managerial and technical experience, having worked with pest control contractors Igrox and National Britannia, and as Technical Manager of the British Pest Control Association. He currently audits many different pest control contractors, throughout Europe, on behalf of many food manufacturers.

