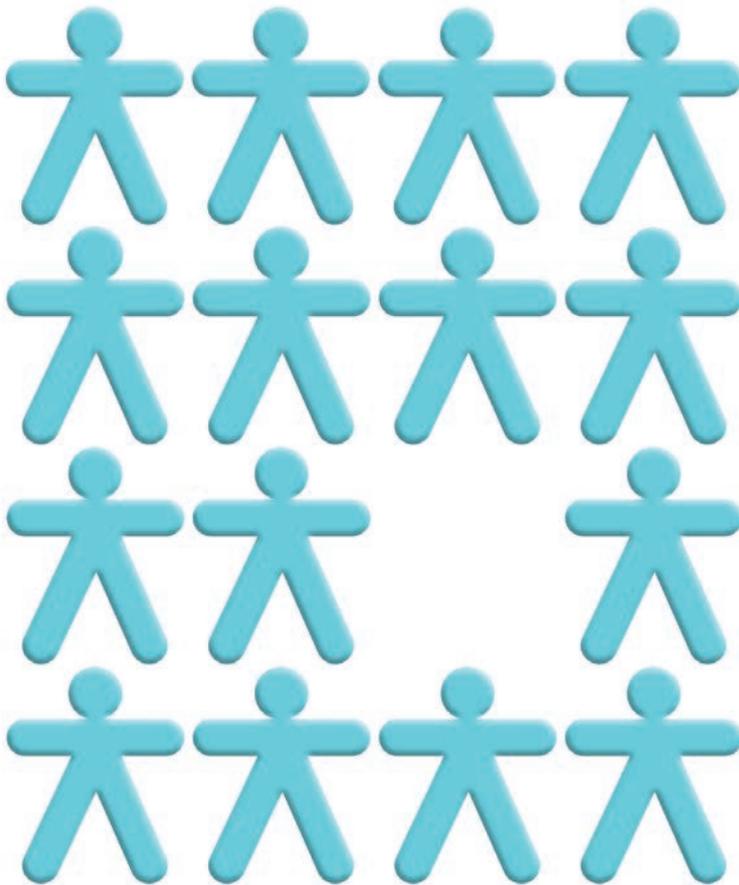




The Society of
Food Hygiene
and Technology

SOFHT Training Academy



Stand out with the right training

Prospectus 2013

The Society of Food Hygiene and Technology
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SOFHT Training Academy

Prospectus 2013

HACCP PREREQUISITES

28th February 2013

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

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

These concepts are still very much essential in a modern food control system by providing the basic environmental and operating conditions for production of safe food. What this course seeks to achieve is to introduce the delegate to the new concept of formalising the prerequisite programme alongside HACCP and the legal requirement of documented monitoring of these programs.

Who should attend? The course is aimed at anyone who takes part in their company's HACCP and prerequisite planning, implementation and monitoring programs. The course is also very useful for trainer who teach level 2, 3 and 4 food safety courses. Internal auditors will also benefit from attending the course, specifically in session 1. There is no examination on completing this 1 day course.

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

INTERNAL AUDITING

14th March 2013 & 26th September 2013

The benefits of effective internal auditing is recognised by many organisations and 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 the process.

Who should attend? The course will suit internal auditors seeking a formal qualification, those who wish to become internal auditors as well as managers of internal audit programmes.

Course content: The comprehensive 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 and successful completion of the short exam at the end of the course will lead to certification.

ACHIEVING EFFECTIVE ALLERGEN CONTROL

5th March 2013 & 30th October 2013

Allergens are the primary reason for the recall of products across the food industry; with the cost of recalls running into hundreds of thousands of pounds.



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.

MICROBIOLOGY FOR NON-MICROBIOLOGISTS

11th April 2013 & 10th October 2013

This course provides an essential guide to microbiology within the food manufacturing environment and how it can impact on the day to day 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 given on how to minimise those bacterial risks. A profile on food poisoning and a study of the major bacterial groups completes the programme.

EFFECTIVE MANAGEMENT OF CLEANING AND HYGIENE

25th April 2013 & 24th October 2013

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 to maintaining good hygiene standards and 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 will be discussed and an overview of some novel cleaning technologies will be given. The course will encompass the role of cleaning from the perspective of microbiological concerns, allergen control 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.

ROOT CAUSE ANALYSIS

2nd May 2013

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.

HACCP VERIFICATION AND VALIDATION

16th May 2013

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.

INSPECTOR CALLS

13th June 2013

This one day course is an invaluable guide to the right way to go about conducting an interview with environmental health enforcement officers.

Who should attend? Directors and managers who want to understand the correct procedures to follow for a successful inspection outcome.

Course content: Through an interactive briefing using case studies from a solicitor's archive files, attendees will be able to observe actual interviews under PACE caution and learn how to avoid the pitfalls arising from an investigation. A study of how witness statements and evidence are gathered for a case as well as how questioning of suspects take place will also give useful insight in preparation for a visit. An insider's view of the importance of good practice by the regulator throughout the process will equip attendees with all the necessary perspectives in any future investigation.



The Society of Food Hygiene and Technology's exciting new 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 and

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.

ISO 22000:2005 EXPLAINED

27th June 2013

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.

INTRODUCTION TO SUPPLIER QUALITY ASSURANCE

4th July 2013

A one day course for delegates to assess whether their current supplier quality assurance systems are stringent enough and legally compliant, as well identifying cost effective solutions in problem areas.

Who should attend? Managers or supervisors responsible for raw material supply and quality assurance.

Course content: In line with the Food Safety Act of 1990, delegates will be shown how to carry out an effective assessment of a supplier base and the importance of exercising all reasonable precautions and due diligence. Systems for monitoring the ability of suppliers to provide safe and legal raw materials will be explored followed by a discussion of the merits of self-audit questionnaires versus audits. Third party certification of suppliers will also be considered, with an overall aim of achieving the best results while minimising costs to the business.

FOOD LABELLING & LEGISLATION

19th September 2013

A one-day course which aims to provide an initial understanding of the complex 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 of which will be illustrated by practical exercises and labelling examples.

ACHETA/SOFHT MANAGING YOUR PEST CONTROL CONTRACT

3rd October 2013

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.

The Acheta/SOFHT '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, 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.

HACCP

7th November 2013

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 prerequisite planning, implementation and monitoring programs. 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 consider what HACCP training is required to ensure staff are competent to fill their roles. We conclude by looking at both prerequisite programs 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

14th November 2013

Nutritional analysis of products forms a crucial part of any food manufactures 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.

QUALITY ASSURANCE

21st November 2013

If quality standards in food production are managed through Quality Control, the focus is on sample checks to confirm that required standards have been met but this sampling approach carries a risk that out of specification products may be missed.

Who should attend? Ideally suited for all personnel involved in food production and those in Quality/Technical roles wishing to grasp the principles of QA.

Course content: It is generally recognised that a more effective approach is Quality Assurance which ensures that process parameters and specification requirements are continually monitored by the staff responsible for each step of the process. This workshop based course will explore the fundamental difference between QC and QA as well as how to implement and maintain an effective QA system. Delegates will also explore QA principles through typical food production steps and pre requisite programmes.

PESTICIDE RESIDUES IN FOOD

5th December 2013

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 well over a thousand 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 how to respond when they happen and the latest developments in residue analysis.



SOFHT Training Academy 2013 Booking Form

NOTE: (you may need to download a copy of Adobe Acrobat Reader. This can be downloaded free of charge from <http://www.adobe.com>)

COURSE TITLE	COURSE DURATION	DATE 1 (PLEASE TICK)	DATE 2 (PLEASE TICK)	MEMBERS RATE [exc vat]	NON-MEMBERS RATE [exc vat]
HACCP PREREQUISITES NEW	1 day	28 Feb 2013 <input type="checkbox"/>		£145	£195
ACHIEVING EFFECTIVE ALLERGEN CONTROL	1 day	5 Mar 2013 <input type="checkbox"/>	30 Oct 2013 <input type="checkbox"/>	£145	£195
INTERNAL AUDITING	1 day	14 Mar 2013 <input type="checkbox"/>	26 Sept 2013 <input type="checkbox"/>	£145	£195
MICROBIOLOGY FOR NON-MICROBIOLOGISTS	1 day	11 Apr 2013 <input type="checkbox"/>	10 Oct 2013 <input type="checkbox"/>	£145	£195
EFFECTIVE MANAGEMENT OF CLEANING & HYGIENE	1 day	25 Apr 2013 <input type="checkbox"/>	24 Oct 2013 <input type="checkbox"/>	£145	£195
ROOT CAUSE ANALYSIS NEW	1 day	2 May 2013 <input type="checkbox"/>		£145	£195
HACCP VERIFICATION & VALIDATION NEW	1 day	16 May 2013 <input type="checkbox"/>		£145	£195
INSPECTOR CALLS	1 day	13 June 2013 <input type="checkbox"/>		£145	£195
ISO 22000:2005 EXPLAINED	1 day	27 June 2013 <input type="checkbox"/>		£145	£195
INTRODUCTION TO SUPPLIER QUALITY ASSURANCE	1 day	4 July 2013 <input type="checkbox"/>		£145	£195
FOOD LABELLING & LEGISLATION	1 day	19 Sept 2013 <input type="checkbox"/>		£145	£195
ACHETA/SOFHT MANAGING YOUR PEST CONTROL CONTRACT	1 day	3 Oct 2013 <input type="checkbox"/>		£145	£195
HACCP	1 day	7 Nov 2013 <input type="checkbox"/>		£145	£195
NUTRITIONAL ANALYSIS NEW	1 day	14 Nov 2013 <input type="checkbox"/>		£145	£195
QUALITY ASSURANCE NEW	1 day	21 Nov 2013 <input type="checkbox"/>		£145	£195
PESTICIDE RESIDUES IN FOOD NEW	1 day	5 Dec 2013 <input type="checkbox"/>		£145	£195
TOTAL COST (inc vat)					

Reservations and directions – An acknowledgement of booking will be sent together with directions to the venue on receipt of the registration form. A receipted VAT invoice will be issued for all monies received. Payment of fees is required by the date of the meeting.

Fees (per session): For Society Members and non Members see form above (VAT to be charged at applicable rate). Cheques should accompany reservations and be made payable to The Society of Food Hygiene and Technology.

Continuing Professional Development:
Certificates of attendance will be available after the session.



Join today and enjoy reduced price registration at this event.

A range of categories of membership are available and many additional benefits; please contact the Society's office for more details.

Name	Signed	Date
Position	ADMINISTRATION DETAILS <ul style="list-style-type: none"> 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. 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. 	
Company	MasterCard <input type="checkbox"/> or Visa <input type="checkbox"/>	
Address	<input type="text"/>	
	Cardholder's name	Total amount £
Postcode	Expiry date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Card Security No <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone	Cardholder's Statement address (if different from left)	
Email	Postcode	



The Society of Food Hygiene and Technology

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

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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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