



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

WE'VE  
INTRODUCED  
6 NEW COURSES  
FOR 2021!



# TRAINING ACADEMY

Prospectus 2021

**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 Warwickshire.



## PESTICIDES IN THE FOOD INDUSTRY

21 January

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.

### Course content

- Pesticides – what are they, why are they used?
- 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.

## INTERNAL AUDITING

4 February & 7 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.

## LISTERIA MANAGEMENT & CONTROL

17 February

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.

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. 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, can understand, interpret and select the results of suitable test methods for Listeria as well as being able to 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.

## LEVEL 3 FOOD SAFETY (3-DAY COURSE)\*

5, 12 & 19 March

## FOUNDATION OF FOOD SAFETY & HYGIENE NEW

9 March

**Aim/objective of the course:** This one-day course provides practical knowledge in food safety and hygiene standards in a food manufacturing environment.

**Who should attend this course:** This course is aimed at supervisory level for 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 audit and allergen management.

## CRISIS MANAGEMENT NEW

25 March

Be prepared for the unpredictable.

Develop your skills to enable you to handle crisis situations, such as product recalls, natural disasters, malicious contamination or sabotage, utility breakdowns.

We will explore best practices to help you develop effective tools and techniques to enable effective implementation of your crisis response plan by the members of your crisis management team that is suitable and appropriate for your product, people and business.

**Who should attend?** This course provides training for anyone responsible for managing crisis situations, developing the crisis management programme, or supervising corrective actions.

This course is suitable for Technical Managers, Technical Service Managers and Quality Managers who hold responsibility for food safety, food hygiene and quality, or those

who are developing their career progressing into management and want to develop their skills.

**Course content:** Presentations, individual and team activities to explore and understand the key skills for crisis management, enabling you to implement your crisis management plans.

- Understand what types of events are considered crises.
- Skills required for members of a crisis management team.
- Understand the possible effects of working together under pressure.
- Maintain customer confidence through effective crisis communications.

## FOOD SAFETY RISK ASSESSMENT

30 March

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.

## CIP PROCESSES/AUTOMATED CLEANING NEW

15 April

This new course is designed to review the currently available automated cleaning systems 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 & QA managers, or as an additional learning module and refresher for engineering staff in the industry.

**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.



## HOW MANY BEANS (2 HALF-DAY COURSE)

20 & 21 April (Workshop 1)  
25 & 26 May (Workshop 2)  
7 & 8 July (Workshop 3)

### Thought to Fork Management

This inter-related trio of workshops aims to give attendees an understanding of the stages and critical decision points in food and drink product development, and subsequently equip them with the skills to translate concepts into tangible products, avoid roadblocks in the development journey, build operational capacity, and optimise product offers for target markets.

Skills such as identifying capacity needs, unlocking effective solutions, accurately scoping costs and understanding target market requirements are essential for food business viability.

**Who should attend?** This course is intended for trainees in a food business; individuals from any size of food business moving into new or increased responsibility roles, or looking to upskill or refresh skills; entrepreneurs and individuals from start-ups and small/medium-sized businesses or diversifying food or farming businesses.

**Workshop 1:** Introduction to the product development cycle, review and evaluation of concepts against business goals to create successful safe food products

**Workshop 2:** Introduction to scale up, requirements, potential implications for product performance and business continuity

**Workshop 3:** Introduction to getting your food products on store shelves, growth considerations around volume, turnover and profit, exploring different sales channels and understanding increased technical requirements.

All workshops have pre-work and follow-up work, use case studies, provide tools such as worked examples and checklists, and have opportunities for Q&A.

## ENVIRONMENTAL MANAGEMENT TRAINING FOR FOOD MANUFACTURERS (2 DAY COURSE) NEW

22 & 29 April

IEMA is the foremost membership body for more than 15,000 environment and sustainability professionals worldwide.



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. Key topics include the following:

### Day One

- Risks and opportunities from environmental sustainability.
- \* Laws and other compliance obligations.
- \* Key environmental sustainability issues.

- \* Improving environmental sustainability performance.

### Day Two

- Drivers for change and barriers.
- Using data for performance improvement.
- Environmental sustainability across the value chain.
- Improving resource efficiency.
- Employees and sustainability performance.

**Assessment:** The candidate must complete 20 online multiple-choice questions in 30 minutes. An IEMA accredited certificate is presented upon successful completion of the examination. This course is delivered remotely by live webinars, online quizzes and short written questions.

Assessment fee @ £20 + VAT.

## LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE\*\*

6 May & 14 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 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, 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; and how to create a clear plan for continual success.  
Course book required @ £12 + VAT.

## LEVEL 3 DELIVERY TRAINING (3-DAY COURSE) \*

13 May (Day 1)  
20 May (Day 2)  
24 June (Day 3 + Exam)

## PRACTICAL FOOD LABELLING & LEGISLATION

27 May & 11 November

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?** This is suitable for technical directors, consultants, quality managers, NPD managers, food technologists, regulatory compliance officers and specification technologists.

**Course content:** The course will cover: food labelling law; penalties for food labelling non-compliance; mandatory food information; the effect of product specific legislation and compositional standards; and will include an overview of controls on voluntary information and product claims. These will be illustrated with labelling examples, and, where possible, by practical exercises.

## LEVEL 3 HACCP (2-DAY COURSE)\* 3 & 10 June

## LEVEL 4 FOOD SAFETY\*

4 June (Day 1)  
11 June (Day 2)  
18 June (Day 3)  
25 June (Day 4)  
2 July (Day 5 Exam)

## MICROBIOLOGY FOR NON- MICROBIOLOGISTS

8 June & 4 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 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 completes the programme.

## ROOT CAUSE ANALYSIS 15 June

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.



## MASTERING ALLERGEN MANAGEMENT FOR HOSPITALITY

**NEW**

**1 July**

Managing allergens within hospitality can be a minefield and FBOs can sometimes feel that it adds extra complication to the already complex process of running a business. We will take you on a step by step journey to ensure you are not just complying with the latest legislation but also going the extra mile to ensure the safety of your customers and your staff.

**What we will cover:** Communication and training; risk management – cross contamination and allergen audits vs standard food safety audits; good practice – reporting of incidents and near misses; software vs manual systems; #14 allergens and more; the law and changes to pre-packed for direct sale (PPDS); unique selling point – benefits to the business of providing for the free-from customer.

**Who should attend?** This course is aimed at management, supervisors, chefs, kitchen management and will be of a level 3 (Intermediate) standard.

## LEVEL 4 HACCP\*

**3 September (Day 1)**

**10 September (Day 2)**

**17 September (Day 3)**

**24 September (Day 4)**

**1 October (Day 5 Exam)**

## TRACEABILITY SYSTEMS\*\*

**14 September**

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?

**Aim/objective of the course:** The course will provide an understanding of the following areas: UK/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; and 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 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.

## LEVEL 3 FOOD ALLERGEN MANAGEMENT IN CATERING\*\*

**NEW**

**23 September**

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

This qualification is supported by Allergy UK, which regards it as suitable staff training for catering outlets that wish to apply for its Allergy Aware Scheme.

**What we will cover:** These include the manager's role in ensuring that food ingredients and allergens are effectively managed; procedures relating to the communication of ingredient information from supplier to consumer; the importance of implementing controls to prevent contamination from allergenic ingredients; and the methods for managing ingredient controls and procedures.

**Assessment method:** This qualification is assessed by a multiple-choice question paper.

## MANAGING YOUR PEST CONTROL CONTRACT\*\*

**7 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?** Those working in 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.

## EFFECTIVE MANAGEMENT OF CLEANING AND HYGIENE\*\*

**21 October**

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

## SENSORY EVALUATION\*\*

**25 November**

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

**Course content:** 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; taste – 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; and for the last part of the course you will be introduced to some simple taste panel tests.



COURSE	COURSE DURATION	DATE PLEASE TICK	MEMBERS NON-MEMBERS	
			RATES EXCLUDE VAT	
PESTICIDES IN THE FOOD INDUSTRY	1 DAY	21 January <input type="checkbox"/>	£151	£210
INTERNAL AUDITING*	1 DAY	4 February <input type="checkbox"/>	£151	£210
LISTERIA MANAGEMENT CONTROL	1 DAY	17 February <input type="checkbox"/>	£151	£210
LEVEL 3 FOOD SAFETY	3 DAYS	5, 12 & 19 March <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
FOUNDATION OF FOOD SAFETY & HYGIENE <b>NEW</b>	1 DAY	9 March <input type="checkbox"/>	£151	£210
CRISIS MANAGEMENT <b>NEW</b>	1 DAY	25 March <input type="checkbox"/>	£151	£210
FOOD SAFETY RISK ASSESSMENT	1 DAY	30 March <input type="checkbox"/>	£151	£210
CIP PROCESSES/AUTOMATED CLEANING <b>NEW</b>	1 DAY	15 April <input type="checkbox"/>	£151	£210
HOW MANY BEANS (WORKSHOP 1)	2 DAYS	20 & 21 April <input type="checkbox"/>	£220	£300
ENVIRONMENTAL MANAGEMENT TRAINING <b>NEW</b>	2 DAYS	22 & 29 April <input type="checkbox"/>	£372	£440
LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE	1 DAY	6 May <input type="checkbox"/>	£163	£222
LEVEL 3 DELIVERY TRAINING	3 DAYS	13, 20 May & 24 June <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
HOW MANY BEANS (WORKSHOP 2)	2 DAYS	25 & 26 May <input type="checkbox"/>	£220	£300
PRACTICAL FOOD LABELLING & LEGISLATION	1 DAY	27 May <input type="checkbox"/>	£151	£210
LEVEL 3 HACCP	2 DAYS	3 & 10 June <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
LEVEL 4 FOOD SAFETY (FAST TRACK DAY 1)	1 DAY	4 June <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
MICROBIOLOGY FOR NON-MICROBIOLOGISTS**	1 DAY	8 June <input type="checkbox"/>	£151	£210
LEVEL 4 FOOD SAFETY (FAST TRACK DAY 2)	1 DAY	11 June <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
ROOT CAUSE ANALYSIS**	1 DAY	15 June <input type="checkbox"/>	£151	£210
LEVEL 4 FOOD SAFETY (FAST TRACK DAY 3)	1 DAY	18 June <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
LEVEL 4 FOOD SAFETY (FAST TRACK DAY 4)	1 DAY	25 June <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
MASTERING ALLERGEN MANAGEMENT FOR HOSPITALITY <b>NEW</b>	1 DAY	1 July <input type="checkbox"/>	£151	£210
LEVEL 4 FOOD SAFETY (FAST TRACK DAY 5 EXAM)	1 DAY	2 July <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
HOW MANY BEANS (WORKSHOP 3)	2 DAYS	7 & 8 July <input type="checkbox"/>	£220	£300
LEVEL 4 HACCP (FAST TRACK DAY 1)	1 DAY	3 September <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
INTERNAL AUDITING*	1 DAY	7 September <input type="checkbox"/>	£151	£210
LEVEL 4 HACCP (FAST TRACK DAY 2)	1 DAY	10 September <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
TRACEABILITY SYSTEMS	1 DAY	14 September <input type="checkbox"/>	£151	£210
LEVEL 4 HACCP (FAST TRACK DAY 3)	1 DAY	17 September <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
LEVEL 3 FOOD ALLERGEN MANAGEMENT IN CATERING <b>NEW</b>	1 DAY	23 September <input type="checkbox"/>	£151	£210
LEVEL 4 HACCP (FAST TRACK DAY 4)	1 DAY	24 September <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
LEVEL 4 HACCP (FAST TRACK DAY 5 EXAM)	1 DAY	1 October <input type="checkbox"/>	See separate leaflet or visit <a href="http://www.sofht.co.uk">www.sofht.co.uk</a> for further details	
MANAGING YOUR PEST CONTROL CONTRACT	1 DAY	7 October <input type="checkbox"/>	£151	£210
LEADING AND MANAGING A POSITIVE FOOD SAFETY CULTURE	1 DAY	14 October <input type="checkbox"/>	£163	£222
EFFECTIVE MANAGEMENT OF CLEANING & HYGIENE	1 DAY	21 October <input type="checkbox"/>	£151	£210
MICROBIOLOGY FOR NON-MICROBIOLOGISTS**	1 DAY	4 November <input type="checkbox"/>	£151	£210
PRACTICAL FOOD LABELLING & LEGISLATION	1 DAY	11 November <input type="checkbox"/>	£151	£210
SENSORY EVALUATION**	1 DAY	25 November <input type="checkbox"/>	£295	£395

**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<sup>†</sup> of these courses:**

**£50 (exc VAT)<sup>††</sup>**

<sup>†</sup> Student fee for How Many Beans, Environmental Management Training & Sensory Evaluation is £100 (exc VAT)

<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 9am. Courses start at 9.30 with an approximate finish time of 4.30pm, with the exception of the following courses:

\***Internal Auditing.** Registration 9am with a start time of 9.15 and an approximate finish time of 4.30pm

\*\***Root Cause Analysis, Sensory Evaluation & Micro for non-Microbiologists.** Registration 9.45 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> <ul style="list-style-type: none"> <li>All bookings will be acknowledged and confirmation will be sent on receipt of payment.</li> <li>Cheques to be made payable to The Society of Food Hygiene and Technology or charge credit card.</li> </ul>		
<b>Cancellations/Substitutions:</b> <ul style="list-style-type: none"> <li>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.</li> <li>The Society shall not be liable for the reimbursement of any travel or associated costs incurred due to cancellation by either party.</li> </ul>		
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		