

A dark blue vertical bar on the left side of the page, with a blue arrow pointing to the right, overlapping it.

SIRRFSA001

**Handle food safely in a retail
environment**

Several thin, curved lines in shades of blue and grey, resembling stylized grass or reeds, located in the bottom left corner.

JustCareers
TRAINING

Learn with Just Careers Training

✓ **Maximum Support**



✓ **National Recognition**

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✓ **Maximum Accessibility**

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SIRRFSA001 Handle food safely in a retail environment

This unit describes the performance outcomes, skills and knowledge required to handle food safely in the retail environment following organisational food safety procedures and relevant legislation and standard procedures. It applies to individuals working in roles that involve the handling of food. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures and relevant legislative requirements.

The legislative requirement for a business to comply with the national standard for food safety practices, along with training and certification requirements, differ between State and Territory Governments.

Legislation in NSW, ACT, VIC, and QLD requires that certain food businesses require that at least one person employed in the business to hold a current and valid certificate. Legislation in WA, SA, NT, and TAS recommend that business have at least one person in the business hold a certificate.

For further information about the requirements relating to the Food Safety Certificate in your state, it is recommended you visit the nominated Food Safety Authority website for your state:

- NSW Food Authority - www.foodauthority.nsw.gov.au
- Health VIC - www2.health.vic.gov.au
- Health ACT - <https://health.act.gov.au>
- QLD Health - www.health.qld.gov.au
- WA Dept Health - ww2.health.wa.gov.au
- SA Health - www.sahealth.sa.gov.au
- NT Gov - <https://nt.gov.au>
- TAS Dept Health - www.dhhs.tas.gov.au

Prerequisites

There are no educational prerequisites for entry into this course.

Course Requirements

In order to be able to complete this course online you will require;

- A personal computer or notebook (laptop) – at home, in the workplace or anywhere else.
- An internet connection with broadband connection
- Access to a printer (black and white is ok) with scanning abilities (If you do not have access to a computer (or similar) then please contact Just Careers Training)
- Postage supplies to send in the required documentation (an envelope and a stamp)
- A real current workplace (may be paid or voluntary), or have been recently (less than 6 months ago) employed in a retail food business (and be able to have your supervisor task and report signed by your previous supervisor)

The workplace must however have the following available;

- Protective clothing (gloves for example)
- Cleaning materials and chemicals (bleach or cleaning spray for example)
- Pest control chemicals and equipment (for example fly spray)
- Food that is for sale to the public

- Food handling implements (such as tongs)
- Food storage and display equipment (such as a bay marine)
- A supervisor or manager that can verify your abilities

What 's Covered

As part of the requirements of this program you will learn about the following;

- Applying personal hygiene and sanitation in the workplace including the use of protective clothing and equipment;
- Moving within and outside of the workplace safely;
- Maintaining safe personal presentation according to workplace requirements;
- Identifying, interpreting and implementing a store food safety program;
- Storing and handling food products hygienically and according to the workplace requirements;
- Safely transporting food products to the required areas safely;
- Using food handling implements safely;
- Avoiding cross contamination;
- Correct hand washing techniques;
- Safely and correctly cleaning the work area and equipment;
- Using, handling and storage of cleaning chemicals and equipment safely and effectively;
- Practicing routine and safe maintenance of food storage, work areas and equipment;
- How to report maintenance requirements and problems;
- Disposal of waste;
- Control of pests in the workplace;
- Monitoring food safety;
- Contribute to continuous improvement in the workplace by identifying, correcting and/or reporting to appropriate persons in the workplace;
- Identify possible situations or conditions that may lead to microbial growth (bacteria) and rectifying and/or reporting to appropriate persons in the workplace.

Course Duration & Delivery Information

This course is available online, by Print Correspondence and in Face-to-face classes. All course options have a maximum duration of 6 months.

Online courses

Study and complete your course in your own time at your own pace in your own place!

This option involves accessing and completing your learning and assessment online. Once you have been enrolled and accepted into the program you will receive log in details that is password protected. On our Learning Management System (LMS) you will be required to:

1. Read and understand the learning resources in your course
2. Complete the required questions and assessments
3. Download , print and complete the "Tasks and Report" which will need to be completed based off a current or past workplace, and signed off by your supervisor (if applicable)
4. Book and complete a verification call with your assessor

Choose the online option if:

- You live anywhere in Australia and prefer to do things at your own pace in your own time
- You want to start the course at a time that suits you
- You do not want to lock into classroom sessions
- You have other commitments that prevent you from attending a training center or classroom
- You have the basic skills to access the learning site, complete assessments online (quite easy) and upload documents
- You don't mind communicating by email or phone (if required)

Print Correspondence

Study and complete your course in your own time at your own pace in your own place!

This option involves accessing and completing your learning and assessment using printed workbooks. Once you have been enrolled and accepted into the program you will receive your course materials by post, you will be required to:

1. Read and understand the learning resources
2. Complete the required questions and assessments in your workbook
3. Complete the "Tasks and Report" which will need to be completed based off a current or past workplace, and signed off by your supervisor (if applicable)
4. Post your work back to our office
5. Book and complete a verification call with your assessor

Choose print correspondence option if:

- You live anywhere in Australia and prefer to do things at your own pace in your own time
- You want to start the course at a time that suits you
- You do not want to lock into classroom sessions
- You have other commitments that prevent you from attending a training center or classroom
- You prefer workbooks or you do not have the hardware and software required for the online option
- You have access to a postal service
- You don't mind communicating by email or phone (if required)

Face to Face Classes

This option involves accessing and completing your learning and assessment in one of our scheduled classes at our various locations. Once you have been booked into the program, you will receive a confirmation email that will cover:

1. Your course confirmation
2. Tax invoice
3. Reading materials
4. Relevant information

You will receive a Supervisor Task & Report on booking your course. If you are currently working in a retail food business, this needs to be completed by your supervisor and brought with you on the day of your course, and if you meet the requirements of the course then you will receive your certificate on

the day.

If you are not working in retail food business, then you may attend this course , however you will be required to undertake a work placement and complete the Supervisor Task & Report within 6 months of your course date in order to finalise the requirements of your course.

Choose face to face classroom option if:

- You are wanting to receive your certification same day
- You are able to attend one of our various sites for training
- You prefer face to face based learning with a physical trainer

Assessment Information

Your training is competency based, meaning that you will need to provide evidence that you have met the required competency.

This evidence will be generated and or collected by:

- ✓ Tasks and assignments you undertake during your study
- ✓ Work placement or workplace evidence signed off on by your supervisor.

In order to attain this unit of competency you will need to be assessed. This assessment aims to demonstrate that you have the required skills and knowledge and that you can apply these in the workplace.

The information that you will be provided with is divided into six modules covering the areas mentioned above. During your training session you will be required to complete a workbook assessment on the information provided. This will demonstrate that you have the required knowledge for attaining this unit.

If you answer incorrectly, then you will be allowed further attempts to choose the correct answers to the questions after reviewing the information provided again. You will be allowed three attempts during your training session after which you will need to speak to one of our trainers to better understand how we can help you attain this unit of competency.

The assessor will also use your Supervisor report to confirm your application of the skills and knowledge required.

Achieving a result of “Satisfactory” for all the assessment and evidence requirements of a unit is required to achieve a result of “Competent” for the Unit of Competency.

Where a result of “Not Satisfactory” is achieved then your trainer will assist you in getting to the required result of “Satisfactory”.

Where a result for a Unit of Competency is “Not Yet Competent”, then your trainer will assist you in meeting all the requirements of the Unit within the required time.

Enrolment

In order to undertake this, course you will be required to complete our Enrolment Form (available on the internet when booked for online/print correspondence, or in the classroom if booking for face to face classes).

Once you have submitted this and paid the required fees then you will have commenced your course.

It is important that when enrolling, you must ensure that you have read and understood the Just Careers Training Client/Participant Handbook and Terms & Conditions and that you have access to a copy of this document, which is downloadable from our website.

Fee Information

Fee information for this course can be found on our website or from our office.

Outcome

The qualification is nationally recognised. Upon successful completion of the required assessments you will be awarded a statement of attainment if the following unit:

SIRRFSA001 Handle food safely in a retail environment

Participants in NSW will also receive a NSW Food Authority Food Safety Supervisor Certificate.

Recognition of Prior Learning (RPL)

Just Careers Training values your current skills, knowledge and/or experiences. If you feel that you already have the required skill and knowledge relating to this course, contact us to discuss how your skills and knowledge can be recognised.

If you are completing this course in order to gain a Food Safety Supervisor Certificate then you may need to do part of the course as required by the Food Safety Authority. Contact Just Careers Training for more information about recognition.

Participant Support

From the time you enquire until you have completed your course you will have the assistance and support of the Just Careers Training team. This includes qualified trainers who can take your call and/or emails and assist you where possible.

Terms & Conditions

For information regarding any of the below, please refer to the Terms & Conditions on our website (these will also be available in your confirmation email should you cook a course with Just Careers Training):

- Fees and charges
- Refunds

- Course extensions
- Withdrawals
- Cancellations

Access and Equity at Just Careers Training

We are committed to ensuring that we offer training opportunities to all people on an equal and fair basis. All participants have equal access to our training programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities. All participants who meet our entry requirements will be accepted into any of our training programs.

Privacy and Confidentiality

Just Careers abides strictly by all state and federal requirements relating to your privacy and confidentiality including the NVR Standards and the Privacy Act 1988. Your information will only be passed to relevant persons as required by law or Department of Education guidelines.

Complaints and appeals:

Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration. Your Participant Handbook contains more information.