WORKING EFFECTIVELY WITH DIVERSE COMMUNITIES

INFORMATION FOR LOCAL COURSE ORGANISERS

The Course:

The Working Effectively with Diverse Communities course was developed by a Course Development Team made up of local authority enforcement officers and diversity experts within the Food Standards Agency. The Course is delivered over 1 day. A course outline and training outcomes have been agreed by the FSA Steering Group on the Provision of Training for Enforcement Officers. A Toolkit (handbook) with detailed information about cultural and religious issues of individual communities is given to each delegate.

The course and the Toolkit remain the copyright of the Agency, however, if individual local authorities wish to run the course for their own officers and pay for the facilitators, this can be arranged.

The course is intended for qualified officers who are already involved in carrying out inspections and/or other interventions at food businesses. Organisers should ensure that delegates are advised of the course learning objectives and content (see attached). Places on the course should, in most cases, be restricted to no more than two officers from each local authority. Any request for more than two places from any local authority should be notified to the Agency who will consider the request. In many cases, therefore, places will need to be offered to local authorities within neighbouring food liaison groups.

The Cost:

The cost of the course will be subsidised by the Agency through their local authority training budget. You may plan on the basis that the cost per delegate will not exceed £35 for the day. Advertisements for local courses may be based on this figure, although if, because of venue/catering costs, a food group decides to charge more, this is a local decision.

Fees/Charges/Costs:

The Agency will cover and pay for the cost of the 2 expert facilitators and associated teaching materials.

Role of Local Course Organisers:

Courses should be organised by or on behalf of the Food Liaison Group or CIEH Branch, or Centre. In exceptional circumstances courses may be organised by a

local authority but this will need to be with the full knowledge and agreement of the Agency (see above).

Local course organisers will arrange and pay for the cost of the venue, and refreshments (see below).

The local course organisers will advertise and promote the course within their local Centre/Branch/Food Group and liaise with other groups as necessary, and deal with all enquiries from prospective delegates about course arrangements.

Buffet finger snack lunches are preferred where course organisers provide refreshments. Such arrangements allow facilitators to circulate around groups and enhance inter-group discussions. Sit down lunches tend to be more formal and often cannot be served within the time allowed for lunch.

Local course organisers will collect the course fees and deal with local course administration i.e. distribution of course programme, Toolkit etc. The Toolkits will be provided by the Agency.

Teaching Accommodation and Venue:

In securing accommodation local organisers will need to recognise that only accommodation which provides a suitable teaching environment should be accepted. The accommodation should also be free from disturbance and external distractions. The course will be limited to a maximum of 20 delegates.

Facilities Required:

Table and seating in Boardroom or classroom style;

Projector and Screen;

A flip chart and stand.

Profits/Deficit of Funds:

Courses should be costed to ‘break even’. The local course organisers can retain any surplus arising from the course.

CPD Certificates:

CPD Certificates will be available for delegates.

FSA Contact:

If you require any further information, please contact Bob Pilling (e-mail: robert.pilling@foodstandards.gsi.gov.uk, telephone: 020 7276 8436 or fax: 020 7276 8463).

Local Authority Support and Diversity Branch
Imported Food and Food Standards Enforcement Division
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