

## **HACCP ASSESSMENT COURSE FOR ENFORCEMENT OFFICERS**

### **INFORMATION FOR LOCAL COURSE ORGANISERS**

#### **The Course:**

The HACCP Assessment course was developed by a Course Development Team with representatives from LACORS, CIEH, the Food Industry and Campden and Chorleywood Food Research Association. The Course is delivered over 3 consecutive days. A course syllabus and trainers notes have been agreed by the FSA Steering Group on Training for Enforcement Officers. A copy of the syllabus is attached.

The course syllabus remains the copyright of the FSA. Only speakers approved by the FSA can present courses to the Syllabus.

The course is intended for qualified officers who already have an introductory understanding and experience of HACCP principles. The FSA reserve the right to exclude delegates who do not satisfy the course entry criteria. It is also apparent that some delegates do not appear to be fully conversant with the course objectives. Organisers should ensure that delegates are advised on the course objectives and content. Places on the course should, in most cases, be restricted to one officer from each local authority. Any request for more than one place from any local authority should be notified to the FSA 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 FSA through their local authority training budget. You may plan on the basis that the cost per delegate will not exceed £35 per day. Advertisements for local courses may be based on this figure so that the course fee might be £105 per delegate.

Individual delegates/local authorities will need to make decisions on whether they wish to travel daily or stay overnight. Travel and any overnight costs have to be met by the delegate/local authority. Local organisers may be in a position to negotiate special rates at local hotels and to make these known when the courses are advertised.

#### **Fees/Charges/Costs:**

The FSA will cover and pay for the cost of the 2 expert speakers 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 FSA.

Local course organisers will arrange and pay for the cost of the venue, and refreshments (see below). Local course organisers will also be expected to arrange and pay for overnight accommodation, breakfast and evening meals for the speakers (normally 3 nights for 2 speakers as well as their travelling expenses (up to a maximum of £0.40 per mile if a private vehicle is used). The subsistence allowance for the evening meal will be based on the FSA agreement of up to £22.00. The hotel accommodation should be of at least 4 star standard.

The local course organisers will advertise and promote the course within their local Centre/Branch/Food Group, and deal with all enquiries from participants about course arrangements.

Buffet finger snack lunches are preferred where course organisers provide refreshments. Such arrangements allow tutors to circulate around groups and enhance inter-group discussions. Sit down lunches tend to be more formal and often cannot be served within the 45 minutes allowed for lunch.

Local course organisers will collect the course fees and deal with local course administration i.e. distribution of course programme etc. Any master documents required for copying will be provided by the FSA.

## **Teaching Accommodation and Venue:**

In securing accommodation local organisers will need to recognise that the training course is fairly intensive and 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 24 participants. In addition to the main teaching room, at least 2 separate syndicate rooms will be required (3 rooms preferred) for group working on the final day of the course (Day 3) only.

## **Facilities Required:**

Table and seating in Boardroom or classroom style;

Projector and Screen;

3 flip charts and stands.

HACCP Assessment course planning sheet

**Profits/Deficit of Funds:**

Local courses are costed to 'break even'. The local course organisers can retain any surplus arising from the course.

**Assessments/Examination:**

There is no examination at the end of the course. A pre-course assessment is undertaken at the commencement of the course. Further in-course assessments are undertaken at the start of day 2 and at the start of day 3. Certificates are awarded to candidates who demonstrate a satisfactory understanding of the course subject and are considered to represent 21 hours Continuing Professional Development

Assessments will only be undertaken by delegates who attend all sessions of the course. Organisers should advise delegates that if sessions are missed they may not receive a Course Certificate.

**Additional Information:**

Attached: course syllabus  
course programme

**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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