

VACUUM PACKING TRAINING COURSE FOR LOCAL AUTHORITY FOOD LAW ENFORCEMENT OFFICERS

INFORMATION FOR LOCAL COURSE ORGANISERS

The Course:

The Agency's Vacuum Packing course was developed by the course provider in conjunction with the Agency. The Course is delivered over one day. The aims and objectives of the course as well as a course programme have been agreed by the FSA Steering Group on Training for Enforcement Officers. A copy of the aims and objectives and programme are attached.

The course is intended for qualified officers who already enforce food law in premises where vacuum packing is used. The FSA reserves the right to exclude delegates who do not satisfy the course entry criteria. Organisers should ensure that delegates are advised of the course objectives and content. Places on the course should, in the first instance, be restricted to one officer from each local authority. Requests for more than one place from any local authority should only be considered when all local authorities within the organising food group have been offered a place. In many cases places will also need to be offered to local authorities within other 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. Advertisements for local courses may be based on this figure.

Fees/Charges/Costs:

The FSA will cover and pay for the cost of the 2 expert speakers and associated teaching materials. Local Course Organisers will be responsible for arranging and payment of hotel accommodation and subsistence should this be required. As work is often carried out by the tutors during evenings, hotel accommodation should be at least 4 star standards. Subsistence rate will include evening meal and breakfast. Local Course Organisers may be able to secure favourable rates with local hotels.

Role of Local Course Organisers:

Courses should be organised by or on behalf of the Food Liaison Group or CIEH Branch, or Centre.

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.

Coffee/tea will be required for delegates on arrival at the venue and again in the morning and afternoon at the times stated in the Course Programme.

Local course organisers will collect the course fees and deal with local course administration i.e. Course joining instructions, car parking arrangements and distribution of course programme etc. Publications such as the *Guideline No. 11 - a Code of Practice for the Manufacture of Vacuum and Modified Atmosphere Packaged Chilled Foods* produced by Campden and Chorleywood Food Research Association will be provided by the FSA and distributed at the commencement of the course by Course Tutors.

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 24 participants.

Tutors will bring course material and teaching aids with them and will require car parking facilities close to the venue.

Facilities Required:

Table and seating in boardroom or banquet style;

Digital projector and screen;

Flipchart & stand

Profits/Deficit of Funds:

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

CPD Certificates

CPD Certificates will be issued by the FSA. A Course Attendance sheet (supplied by the Course Provider) will need to be completed by delegates.

Assessments/Examination:

There is no examination at the end of the course.

Additional Information:

Attached: Course aims and objectives
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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