

# FOOD TECHNICAL SERVICES

TECHNICAL SUPPORT AND TRAINING FOR THE FOOD INDUSTRY

## COURSE DETAIL

- Royal Environmental Health Institute Scotland (REHIS) certificated courses in Food Safety & HACCP
- Seafish certificated courses in Shellfish Depuration
- Bespoke courses

### Course formats

All courses are presented face to face generally in groups of 2-10 as candidates benefit from the interactive nature of the group and group exercises. 1:1 can be arranged if required. Courses can be given at any suitable venue.

### REHIS Course grades

For the grading of each course including its equivalent grades across Scotland, England Northern Ireland Wales and the EU system, please refer to each course description on pages the following pages. Royal Environmental Health Institute Scotland use the Scottish grading system (Scottish Credit and Qualifications Framework) which can be compared with other systems by using the table below:

Grade Authority	Grade								
Scotland - SCQF	4	5	6	7	8	9	10	11	12
England - QCF	1	2	3	4	5	6	6	7	8
Northern Ireland – QCF	1	2	3	4	5	6	6	7	8
Wales - CQFW	1	2	3	4	5	6	6	7	8
Ireland - NFQIE	3	4	5	6	6	7	8	9	10
European – EQF	2	3	4	5	5	6	6	7	8

Ref Qualifications can cross boundaries -Guide to comparing qualifications in UK & Ireland 2014

### Index of REHIS certificated Haccp and Food Hygiene courses

All such courses follow the REHIS syllabus and have a REHIS exam paper – but are adjusted/written to suit the clients' needs:

Introductory (level 4)*	HACCP for caterers (using Cooksafe).....	1day including multichoice exam.....	pg3
Elementary (level 5)	HACCP for Food Manufacturing (using Cooksafe).....	1day including multichoice exam.....	pg4
Elementary (level 5)	HACCP for Food Manufacturing (using Traditional haccp)....	1day including multichoice exam.....	pg5
Intermediate (level 6)	HACCP for Food Manufacturing (using Traditional haccp)....	2-3days including essay style exam....	pg6
Advanced (level 8)**	HACCP.....	4 days + exam and assessment.....	pg7
Introductory (ungraded)	Food Hygiene.....	2-3hrs including multichoice exam ....	pg8
Elementary level 5	Food Hygiene.....	1day including multichoice.....	pg9
Intermediate level 7**	Food Hygiene.....	3 ½ days including essay style... ..	pg10

\* Equivalent to level 4 but not officially graded

\*\* Course under development – please check for availability



### Index of Seafish certificated courses

All such courses follow the Seafish syllabus and have a Seafish exam paper:

Shellfish depuration (live purification) course..... 1 day including multichoice exam.....pg 11

\*\* Course under development – please check for availability.



### **Bespoke courses**

We also write and present courses independently of the REHIS system.

This allows courses to be written/presented without the need to adhere to an external syllabus, thus course content and structure can be developed more closely to the clients' needs. For example:

- HACCP Courses
- Food Hygiene/Food safety
- Basic Food Microbiology
- Threat Vulnerability Assessment (a single system which covers both the terms "TACCP" and "VACCP")
- UK Food Labelling
- Average weight system
- Shellfish Depuration
- Technical/Quality management.

### **Course Calendar**

Please see the website for the current calendar

Should you wish to book a course out with the programme or discuss any matters -please call 01463 229593 or 07780 965049.

### **A legal requirement - ??**

EC Regulation 852/2004 which came into operation in 2006 ([link](#)):

- Article 5 states that " food businesses shall put in place implement and maintain a permanent procedure/procedures based on the principles of HACCP" (Hazard Analysis Critical Control points).
- Annex 2 chapter 12 states that food handlers must be supervised or trained in food hygiene matters commensurate with their work activity & those responsible for the development or maintenance of procedures relating to food safety must have received adequate training in the application of HACCP.

UK government are tasked with ensuring that businesses comply with such requirements. Although REHIS courses are not a statutory requirement, well designed courses with the appropriate content obviously will help considerably.

We can also help clients to set up Food Safety / HACCP systems.

### **Royal Environmental Health Institute Scotland (REHIS)**

Are based in Edinburgh. They're the professional institute for Environmental health officers in Scotland; they're also responsible for promoting environmental health & training programmes. REHIS details can be found at ([link](#)).

### **Seafish**

Are based in Grimsby. They're a "Non-departmental public body" (NDBP) Set up to support the UK seafood industry in order to help it thrive. They cover all parts of the seafood industry across the UK catching processing, wholesale, food service, retailers and consumers. Their training and development department develops and promotes courses.

### **Food Technical Services**

An independent provider of a range of Technical support services to the industry including training, guidance and advice/mentoring services.

- The presenter is Ian Meek who has over 30 years of Technical and Technical management/directorship experience within in the food industry including development of HACCP systems and their implementation.
- Ian is a Fellow of the Institute of Food Science & Technology (IFST) and is approved by REHIS to present REHIS certificated Food safety courses.
- FTS have developed BRC and SALSA compliant HACCP formats using the very latest HACCP logic, these are used in both the HACCP support/advice services and HACCP courses, they result in HACCPs that are robust and simple to use.
- FTS have also developed a HACCP system and course that suits some types of food manufacturer. it's based on the Food Standards Scotland Cooksafe system.

### **Certificated Courses , exams and certificates + locations timings and prices for courses/advice**

Candidates receive the syllabus, the appropriate booklets and a paper copy of the course slides and exercises (For All courses) . Each course ends with an exam. Successful candidates receive a certificate.

If you are looking for prices or wish to discuss anything - call Ian @01463 229593 / 07780 965049 or email [ian@foodtechnicalservices.com](mailto:ian@foodtechnicalservices.com)

## **REHIS INTRODUCTORY LEVEL - HACCP FOR CATERERS COURSE**

**(Course for Caterers that are using Cooksafe - not recommended for manufacturers)**

### **Course entry qualifications**

REHIS Food hygiene certificate or equivalent

### **Course grading**

Formally graded as a **REHIS Introductory** course - course is equivalent to:

England & Northern Ireland (QFC) and Wales (CQFW)	level 1
European Qualification framework (EQF)	level 2
Republic of Ireland (NFQIE)	level 3
Scottish credit and qualification framework SCQF	level 4

### **Course purpose**

Targeted at employees in catering establishments responsible for the development and or maintenance of the Cooksafe food safety management system (a system based on HACCP principles).

The aim is to provide a basic understanding of HACCP and an understanding of the Cooksafe system.

### **Course description**

An introductory level interactive 1 day course

Designed to be delivered for between 1 and 10 candidates. Course content is based upon the REHIS syllabus but is modified on each course to be appropriate to the field that the candidates are involved in.

The course takes a full day (min 6 hours teaching)

A course is designed to give an understanding of:

- What is meant by the term HACCP,
- The legislative requirements for HACCP
- Flexibility allowances within HACCP guidelines
- Enforcement powers
- The history of HACCP and the development of Cooksafe
- Why have an effective well planned and operational HACCP\*
- HACCP and Food safety definitions/terminology
- HACCP sequences ( various examples given – then a concentration on Cooksafe)
  - Preparatory stages
  - Flow charts\*
  - HACCP charts\*
- House rules\*
- Monitoring Documentation
- Annual review.

Wherever REHIS guidance permits examples from the appropriate Catering style will be used.

\*marked items – include group exercises using the cooksafe format and discussions to strengthen the understanding of the principles.

### **For Course prices:**

Please call , see contact details below

### **Contact details:**

**Address:** Food Technical Services, 15 Broom Drive, Inverness. IV2 4EG.

**Tel:** 01463 229593 / 07780 965049

**Email:** [ianmeek@foodtechnicalservices.com](mailto:ianmeek@foodtechnicalservices.com)

**Website:** [www.foodtechnicalservices.com](http://www.foodtechnicalservices.com)

# **REHIS ELEMENTARY LEVEL - HACCP FOR FOOD MANUFACTURING COURSE**

**(Course for manufacturers that are using Cooksafe )**

## **Course entry qualifications**

REHIS Food hygiene certificate or equivalent

## **Course grading**

Formally graded as a **REHIS Elementary** course and **at level 5 by Scottish credit and qualification framework (SCQF)**.

Equivalent to:

- |   |   |         |
|---|---|---------|
| - | England & Northern Ireland QFC and Wales (CQFW) | level 2 |
| - | European Qualification framework (EQF)          | level 3 |
| - | Republic of Ireland (NFQIE)                     | level 4 |

## **Course purpose**

Targeted for those operating in small scale Food Manufacturing plants where they have elected to use Cooksafe (which is a system more appropriate to catering but in some instances can be adapted to manufacturer operations)

Can be used by more senior staff such as managers and supervisors or those planning to develop the Cooksafe HACCP themselves.

The aim is to provide a basic understanding of HACCP principles and how to use a Cooksafe STYLE haccp in a manufacturing environment.

## **Course description**

An Elementary level interactive 1 day course with multiple choice exam.

Designed to be delivered for between 1 and 10 candidates. Course content is based upon the REHIS syllabus but is modified on each course to be appropriate to the field that the candidates are involved in.

The course takes a full day (min 6 hours teaching) and includes a multiple choice exam (30 min) at the end.

The course covers:

- What is meant by the term HACCP,
- The legislative requirements for HACCP
- The history of HACCP
- Why have an effective well planned and operational HACCP\*
- HACCP and Food safety definitions/terminology
- HACCP sequences ( various examples given – then a concentration on Cooksafe)
  - Preparatory stages
  - Flow charts\*
  - HACCP charts (including controls on hazards, critical limits and corrective actions)\*
- House rules\*
- Monitoring Documentation
- Annual review.

Wherever REHIS guidance permits, examples from the candidates business(es) will be used.

\*marked items – include group exercises and discussions to strengthen the understanding of the principles.

All candidates receive a bound set of copies of the course slides and exercises, this can be used as a step by step guide to setting up a HACCP system.

## **For Course prices:**

Please call, see contact details below

## **Contact details:**

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## **REHIS ELEMENTARY LEVEL - HACCP FOR FOOD MANUFACTURING COURSE**

**(Course concentrating on traditional HACCP - not recommended for catering staff)**

### **Course entry qualifications**

REHIS Food hygiene certificate or equivalent

### **Course grading**

Formally graded **REHIS Elementary** level, and at **level 5 by Scottish credit & qualification framework (SCQF)** .

Equivalent to:

- |   |   |         |
|---|---|---------|
| - | England & Northern Ireland QFC and Wales (CQFW) | level 2 |
| - | European Qualification framework (EQF)          | level 3 |
| - | Republic of Ireland (NFQIE)                     | level 4 |

### **Course purpose**

Targeted for any Food Industry (Manufacturing) employees handling Food and or responsible for Critical control points.

Can be used by more senior staff such as managers and supervisors as preparation stage for the Intermediate level course or for those wishing to develop HACCPs themselves without taking the Intermediate haccp course.

The aim is to provide a basic understanding of HACCP principles and of the logical steps used in developing a new HACCP.

### **Course description**

An Elementary level interactive 1 day course with multiple choice exam.

Designed to be delivered for between 1 and 10 candidates. Course content is based upon the REHIS syllabus but is modified on each course to be appropriate to the field that the candidates are involved in.

The course takes a full day (min 6 hours teaching) and includes a multiple choice exam (30 min) at the end.

The course covers:

- What is meant by the term HACCP,
- The legislative requirements for HACCP
- The history of HACCP
- Why have an effective well planned and operational HACCP\*
- HACCP and Food safety definitions/terminology
- HACCP sequences ( various examples given – appropriate to the candidates attending)
- HACCP foundations (following logical preparation stages conducted prior to the HACCP study)
- HACCP development (following logical stages, incorporating exercises in applying HACCP principles. Including: Identifying describing and risk assessing hazards then defining controls and determining critical control points and their critical limits.
- Monitoring Corrective action Documentation/records
- Basics of Validation, verification and Revue.

Wherever REHIS guidance permits, examples from the candidates business(es) will be used.

The course includes group exercises and discussions to strengthen the understanding of the principles.

All candidates receive a bound set of copies of the course slides and exercises, this can be used as a step by step guide to setting up a HACCP system – this format of HACCP is compliant with both SALSA and BRC standards.

### **For Course prices:**

Please call, see contact details below

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## **REHIS INTERMEDIATE LEVEL - HACCP FOR FOOD MANUFACTURING COURSE**

**(Course concentrating on traditional HACCP - not recommended for catering staff)**

### **Course entry qualifications**

REHIS intermediate Food hygiene certificate or equivalent. It is preferable (but not a REHIS requirement) that candidates have also taken the REHIS "Elementary HACCP and Hazard analysis" course. Please also look at the Mock exam questions (sent as a separate pdf) to assess whether this type of exam is suitable for the proposed candidates. The exam requires essay answers.

### **Course grading**

Formally graded **REHIS Intermediate level**, and at **level 6 by Scottish credit & qualification framework (SCQF)** .

Equivalent to:

- England & Northern Ireland (QFC) and Wales (CQFW) level 3
- European Qualification framework (EQF) level 4
- Republic of Ireland (NFQIE) level 5

### **Course purpose**

Targeted for Managers or supervisors responsible for Food Safety and or HACCP. The aim is to provide a detailed understanding of the principles of HACCP and how these principles can be applied to control potential food hazards. The course should enable candidates to develop HACCP systems themselves including BRC and SALSA aspirant businesses.

### **Course description**

An intermediate level interactive course with an assignment (optional) and a written exam. Designed to be delivered for between 1 and 10 candidates. Course content is based upon the REHIS syllabus but is modified wherever possible to be appropriate to the field(s) that the candidates are involved in. The course takes 2 full days (min 14 hours teaching). Followed by a half day for assignment review + a separate 10 question short answer paper ( 2 hour exam ).

A course designed to give a detailed understanding of HACCPs origins, the legal requirements, the foundations required and the principles involved in preparing and operating a HACCP system within a business, covering:

- Introduction - Definition of HACCP.
- Introduction - Legal requirements a)Food Hygiene, b)HACCP, c)Training, d) Labelling.
- Introduction - History of HACCP, Benefits of HACCP and common reasons for its failure
- Introduction - Jargon/definitions relating to HACCP and Food safety and Threat/Vulnerability assessments
- HACCP foundations - Logical sequences , several examples given (HACCP for Catering, Retail, Manufacturing, The Manufacturing model is then examined in detail:
  - Attaining Management commitment.
  - Descriptions of products and their intended uses and agreeing the "Scope" \*
  - Selecting the appropriate HACCP method or sequence \*
  - The team approach, team selection, importance of training, use of 3<sup>rd</sup> parties.
  - Pre requisite control program or GMP/GHP\*
- HACCP development - Creation of Food process flow diagrams (process and product led).
  - Determining where hazards may exist and sources of information\*
  - A system of descriptors: Presence, Introduction, Growth, Survival\*
  - Identification of Hazards and their causes\*
  - Hazard risk assessment techniques and recording \*
  - Application of control measures\*
  - Use of decision trees to decide if a control point is critical (ie a CCP)\*
  - Setting effective monitoring systems and appropriate records\*
  - Setting critical limits and tolerances, plus corrective action plans \*
  - Recording procedures and records
- Validation - Procedures (with detail on validation of controls and monitoring at ccps)\*
- Verification - Procedures
- Audit and Review - Of Food safety management systems - Why when and how

Wherever REHIS guidance permits examples from the appropriate industry/industries will be used.

\*marked items – include group exercises and discussions to strengthen the understanding of the principles.

All candidates receive a bound set of copies of the course slides and exercises, this can be used as a step by step guide to setting up a HACCP system. Each course includes an assignment and exam taken at a later date.

### **For Course prices:**

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**REHIS ADVANCED LEVEL - HACCP COURSE**

(Course concentrating mainly on traditional HACCP - not recommended for catering staff)

**COURSE UNDER DEVELOPMENT**

## **REHIS INTRODUCTORY LEVEL – FOOD HYGIENE COURSE**

**(Courses are made suitable for candidates working in food manufacturing or catering or retail activities)**

### **Course entry qualifications**

None

### **Course grading**

Formally graded **REHIS Introductory** level. This is a basic course which has no external/formal grading at any level.

### **Course purpose**

Targeted for any Food related operation employees handling food.

Can be used by more senior staff as a preparation stage for the Elementary level course.

The aim is to provide a very basic understanding of Food Hygiene.

### **Course description**

Designed to be delivered for between 1 and 10 candidates.

An interactive course designed to give an introduction to Food safety targeted at all levels of food handlers. Concludes with a 15 minute multiple choice exam.

The course is designed to give a basic understanding of:

- Impacts of hygiene upon a food business
- Good practices and personal responsibilities that can help a business avoid - food contamination
- Good practices and responsibilities that can reduce the risk of pathogenic bacterial introduction/growth/survival.
- The implications of food poisoning
- Cleaning - sanitising - disinfecting

Examples from the appropriate industry/industries will be used.

All candidates receive a bound set of copies of the course slides, this can be useful as a reference document in day to day operations of the candidates' workplace/food business.

### **For Course prices:**

Please call, see contact details below

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## **REHIS ELEMENTARY LEVEL – FOOD HYGIENE COURSE**

**(Courses are made suitable for candidates working in food manufacturing or catering or retail activities)**

### **Course entry qualifications**

None

### **Course grading**

Formally graded **REHIS Elementary** level, and at **level 5** by **Scottish credit & qualification framework (SCQF)** .

Equivalent to:

- |   |         |
|---|---------|
| - England & Northern Ireland QFC and Wales (CQFW) | level 2 |
| - European Qualification framework (EQF)          | level 3 |
| - Republic of Ireland (NFQIE)                     | level 4 |

### **Course purpose**

Targeted for any Food related operation employees handling food.

Can be used by more senior staff as a preparation stage for the Intermediate level course.

The aim is to provide a basic understanding of Food Hygiene.

### **Course description**

Designed to be delivered for between 1 and 10 candidates.

An interactive course designed to give an introduction to Food safety targeted at all levels of food handlers. Concludes with a 30 minute multiple choice exam.

The course is designed to give a basic understanding of:

- Legal requirements
- Food safety and food Hygiene jargon
- Impacts of hygiene upon a food business
- Common food contaminating and poisoning agents and their characteristics
- Types of food poisoning and methods of prevention
- Sources of contaminants and controls applied (raw material, human, pest, environment)
- Cleaning - sanitising - disinfecting
- Food safety management systems based on HACCP

Wherever REHIS guidance permits examples from the appropriate industry/industries will be used.

The course includes group exercises and discussions to strengthen the understanding of the principles.

All candidates receive a bound set of copies of the course slides and exercises, this can be useful as a reference document in day to day operations of the candidates' workplace/food business.

### **For Course prices:**

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## REHIS INTERMEDIATE LEVEL – FOOD HYGIENE COURSE

### Course entry qualifications

Elementary Food Hygiene course or equivalent

Please also look at the mock exam questions (sent as a separate pdf) to assess whether this type of exam is suitable for the proposed candidates.

### Course grading

Formally graded **REHIS Intermediate level**, and at **level 7** by **Scottish credit & qualification framework (SCQF)**.

Equivalent to:

- |   |         |
|---|---------|
| - England & Northern Ireland (QFC) and Wales (CQFW) | level 4 |
| - European Qualification framework (EQF)            | level 5 |
| - Republic of Ireland (NFQIE)                       | level 6 |

### Course purpose

Targeted at Food Industry employees handling Food and to managers and supervisors responsible for food operations.

The aim is to provide a good understanding of the relationship between food hygiene, food poisoning and spoilage, the socio-economic costs of poor control and the role of HACCP in ensuring food safety.

### Course description

An intermediate level interactive course with a written exam.

Designed to be delivered for between 1 and 10 candidates. Course content is based upon the REHIS syllabus but is modified wherever possible to be appropriate to the field(s) that the candidates are involved in.

The course takes 3 full days (min 20 hours teaching) Followed by a separate 20 question short answer paper (2.5 hour exam)

A course designed to give a good understanding of management responsibilities and the relationship between food hygiene, food poisoning and spoilage, the role of HACCP and the socio-economic costs of poor controls.

The course covers

- Statistics with regards to incidents
  - The legal, moral and financial duties upon a business management
  - The role of the government
  - Food safety definitions/jargon
  - The issues (types of hazards and their characteristics and appropriate controls)
  - Basic Food Microbiology
  - Management and controls:
    - Of personnel and operations
    - Of premises and equipment design, fabric, services and facilities, layout, flow and segregation
    - Of maintenance
    - Of testing and screening
    - Of product design
    - Of spoilage and preservation
    - Of storage and distribution
    - Of cleaning and Sanitisation/Disinfection
    - Of pest control
  - Management controls on food safety management: of prerequisites, staff training, HACCP, auditing, corrective action.
- The course includes group exercises based on real and imaginary incidents and scenarios – to encourage and facilitate a better understanding of the supervisory and management responsibilities.
- All candidates receive a bound set of copies of the course slides and exercises, this can be useful as a reference document in day to day operations of the candidates' workplace/food business.

### For Course prices:

Please call, see contact details below

### Contact details:

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# **SEAFISH SHELLFISH DEPURATION COURSE**

**COURSE UNDER DEVELOPMENT**