IMPLEMENT HACCP FOOD SAFETY SYSTEMS Training Program

1. Pre Course assessment
Food safety foundation knowledge- "DO FOOD SAFELY ASSESSMENT" CERTIFICATION

The training and assessment program "Implement HACCP Food Safety Systems" is a training product aimed at existing workers in the food industry who require training in HACCP food safety systems.

This training product covers 2 units of competence from the food processing training package:

- FDFFS2001A Implement the food safety program and procedures
- FDFTEC3001A Participate in a HACCP team

In your current role it is likely you have pre-existing knowledge of basic food safety.

Correct Training Systems will deliver some training and assessment on food safety requirements and standards, controls, standards during the 2 days of "Implement HACCP Food Safety Systems training program to develop and apply to implementing a HACCP food safety program.

To ensure you have basic food safety knowledge which will form the foundation of the training program, you are asked to complete some pre course work and assessment.

This pre course reading and assessment is documented in the Course Confirmation correspondence, with resources available as attachments and available from the "Student resources, Guidance materials" page on the Correct Training Systems website including the link to this online training and assessment. http://www.correcttraining.com.au/student-resources-guidance-materials/category/implement-haccp

You have one pre-course assessment task to complete prior to attending the program.

Please use the State Government of Victoria, Australia, Department of Health online training program **"Do Food Safely"** and complete the assessment satisfactorily to revise and confirm your basic food safety knowledge.

If you complete the "Do Food Safely" online training course you will have demonstrated you have the knowledge to:

- Define food handlers and their responsibilities with regard to the law
- describe the ways in which food can become contaminated and potentially unsafe
- describe the common causes as well as symptoms of food poisoning
- explain the do's and don'ts for maintaining good personal hygiene
- handle food correctly at all stages of preparation
- explain the do's and don'ts for accepting food deliveries, storing, displaying and transporting food
- explain the do's and don'ts for cleaning the food preparation surfaces and equipment.

You require a computer with access to the internet, with a connected printer to complete this assessment task. You must print a copy of the "Do food Safely" certificate to submit to Correct Training Systems

Instructions to Students

1. Using a computer, with internet access and printer, access the "Do food safely" online training program provided by Victoria Department of Health. This is available in Arabic, Chinese and Vietnamese versions.
   http://dofoodsafely.health.vic.gov.au
2. Click on Topics to complete the online training program. (Estimated time is one hour). Updated content including more allergen specific information.
3. Click on Assessment. Complete participant information then click Start Assessment.
4. **Complete the Assessment**.
   There are now 30 multiple choice questions in the assessment (this may increase over time), you will need to complete it in one session. Click on the correct answer, press the down arrow to move to the next question.
5. Review your answers to all questions before you submit them for assessment
6. You need to get above 90% to pass.
7. If you have not achieved the 90% score required to complete this course you will have to complete the assessment again. Completing all the topics in the online training can help you pass this assessment.
   Once a score of over 90% has been achieved you then complete the required details and your "Do Food Safely" Certificate will be emailed to you with your name, the date you passed the test, certificate number and the score you achieved.
   You will need to have an email address to receive the certificate.
   Please ensure name and email address are spelt correctly.
   Also, please check your inbox is not full and if you have not received your certificate please check it is not in junk mail.
   Keep your Certificate in a safe place as a duplicate certificate cannot be issued.
8. **YOU MUST PRINT and SUBMIT A COPY OF THE "DO FOOD SAFELY"CERTIFICATE TO CORRECT TRAINING SYSTEMS.**
   The date on the Certificate must be within 3 months of the date of the Implement HACCP Food Safety Systems training program that you attend with CTS.
9. **Submit your "Do Food Safely" Certificate, as evidence you have some basic food safety knowledge, to Correct Training Systems.**
   -You may scan and email it to donna@correctfoodsystems.com.au
   -You may bring a copy to the training program and hand it to the trainer/assessor
   -You may post a copy to Administration at our mailing address