Diploma in Food Industry Quality Assurance Management

Information

What is it?
The Diploma in Food Industry Quality Assurance Management is a qualification based on a series of demonstrated competencies, comprising of four short courses and relevant food industry experience.

Who is it for?
Many food industry businesses place existing staff into Quality Assurance Management roles without personnel having any prior experience in either a management role or in a quality assurance role. This qualification is designed to provide the skills and knowledge for personnel who are expected to take on the roles and responsibilities related to QA Management, or for those wishing to gain these qualifications for professional development with the aim of moving into a QA Management role. Large Companies may consider using this Qualification as a prerequisite for future employment in a QA management role.

What do I need to do?

COURSE REQUIREMENTS – must have been attended since 2000

- Evidence of Certificate of Attainment at a two or three day HACCP Course
- Evidence of Certificate of Attainment at an Internal or Lead Food Safety Auditor Course
- Evidence of Certificate of Attainment from Food Safety Quality Assurance Management Course (AFS Course)
- Evidence of Certificate of Attainment from Advanced Quality Assurance Management Course (AFS Course)
- Evidence of working experience in the food industry

Where candidates are not able to provide evidence of all of the above but have relevant experience in HACCP and/or auditing then talk to our staff about recognised prior learning and ways of meeting the prerequisites.
Hazard Analysis Critical Control Point (HACCP) is a universally accepted tool used to identify and prevent food safety hazards. This three-day course is aimed at giving participants an in-depth knowledge of the principles of HACCP and how to apply it to your business.

Course Content

- FSANZ Food Safety Standards – the legislation
- Quality assurance programs
- Hazards associated with food processing
- Support programs
- HACCP – the theory and practice of HACCP plan preparation
- One hour optional exam

Course is assessed based on participation in group exercises and a one-hour examination.

Internal Food Safety Auditor Course

Course Content

- Principles of quality assurance
- Auditing techniques
- Auditing principles
- Food safety program requirements
- Development of internal audit checklists

Course is assessed based on participation in group exercises and a workplace audit report

Alternately, a Lead Food Safety Auditor course with similar content meets the requirements.

Quality Assurance Management in the Food Industry

Course Content (focused on management outcomes)

- Risk management including risk assessment and Due Diligence
- Regulatory requirements and the liabilities for food business
- HACCP Plan reviews – validation and verification of CCP’s
- Support programs – validation and verification methodologies
- Communication skills – reporting to senior management and to customers; continuous improvement; conducting meetings
- Staff management – job descriptions and competency determinations
- Resources – where to find relevant information
- Document control – what is needed to ensure control
- QA management process – product assessment, procedures and work instruction controls, interpreting laboratory reports; shelf life maintenance
- Internal and external audit management

Course is assessed based on participation in group exercises, take home assessment, and one-hour examination.

Advanced Quality Assurance Management Course

Course Content (focused on management outcomes)

- Statistical and trend analysis techniques
- Problem solving
- Crisis Management
- Cost of quality
- Budgeting processes
- Good Laboratory Practices
- Intellectual Property Management
- High risk process management
- Multi shift and multi-site management
- Contract manufacturing management
- Professional development
- Emerging food safety hazards
- Understanding social accountability

Course is assessed based on participation in group exercises, take home assessment, and one-hour examination.
**Competencies required.**

If you are not familiar with competencies, please visit the National Training Information Service website [http://www.ntis.gov.au/](http://www.ntis.gov.au/)

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>NUMBER</th>
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<tbody>
<tr>
<td>Implement the food safety program and procedures</td>
<td>FDFCORFSY2A</td>
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<tr>
<td>Control food contamination and spoilage</td>
<td>FDFTECCCS4A</td>
</tr>
<tr>
<td>Participate in a HACCP team</td>
<td>FDFOPTHCP3A</td>
</tr>
<tr>
<td>Monitor the implementation of quality and food safety programs*</td>
<td>FDFCORQFS3A</td>
</tr>
<tr>
<td>Manage internal audits*</td>
<td>FDFIMMIA4A</td>
</tr>
<tr>
<td>Monitor the implementation of GMP procedures*</td>
<td>FDFPHGMP3A</td>
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<tr>
<td>Present and apply workplace information</td>
<td>FDFCORWCM2A</td>
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<td>Measure and record workplace information</td>
<td>FDFOPTMR1A</td>
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<tr>
<td>Participate in an audit process*</td>
<td>FDFOPTAP3A</td>
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<tr>
<td>Design and maintain programs to support legal compliance</td>
<td>FDFPLDMP5A</td>
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<td>Manage people in the work area</td>
<td>FDFPMMPW4A</td>
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<tr>
<td>Apply an understanding of legal requirements in food production</td>
<td>FDFTECLEG4A</td>
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<tr>
<td>Manage quality customer service</td>
<td>BSBCUS501B</td>
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<td>Recruit, select and induct staff</td>
<td>BSBHRM402A</td>
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<td>Manage people performance</td>
<td>BSBMGT502B</td>
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<td>Manage budgets and financial plans</td>
<td>BSBFIM501A</td>
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<td>Participate in product recalls</td>
<td>FDFTECPPR4A</td>
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<td>Describe and analyse data using mathematical principles</td>
<td>FDFTECNUM4A</td>
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<tr>
<td>Use basic mathematical concepts</td>
<td>FDFCORBM2A</td>
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<td>Manage a work area within budget</td>
<td>FDFIMMWB4A</td>
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<tr>
<td>Build and sustain an innovative work environment</td>
<td>BSBINN502A</td>
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<td>Implement sampling procedures</td>
<td>FDFOPTISP2A</td>
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* these may be replaced with three of the four below

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<tr>
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<tr>
<td>Assess compliance with food safety programs</td>
<td>FDFFSACA</td>
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<td>Communicate and negotiate to conduct food safety audits</td>
<td>FDFFSCOMA</td>
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<tr>
<td>Conduct food safety audits</td>
<td>FDFFSCFSAA</td>
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<tr>
<td>Identify, evaluate and control food safety hazards</td>
<td>FDFFSCHZA</td>
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Explanatory Notes

• All applicants must be able to demonstrate that they meet the competencies listed for the Award of this Diploma.
• Evidence of Certificates of Attainment must be issued by a Registered Training Organisation.
• If you believe that you have the knowledge and skills required for the various competencies there may be other ways of demonstrating this, and this is called Recognised Prior Learning (RPL).
  - We can offer Recognised Prior Learning for the HACCP course and Auditing courses only. You must attend the other courses with Advancing Food Safety, as they are specific to Food Safety in the Food Industry. If you believe you have the skills and knowledge but do not have a Certificate of Attainment in the competencies required issued by a Registered Training Organisation, you can apply for RPL (fees and/or additional assessment may be applicable)
• Please note that our package of competencies is focused on the food processing industry competencies. If you have attended a HACCP course offered under the Hospitality, Healthcare, Meat, Wine or Retail Food industry training packages then these may be deemed equivalent depending upon the level of the competencies issued.
• Advancing Food Safety reserves the right to determine whether or not any applicant meets the criteria listed, wherever RPL applies, to enable the Diploma to be issued. We have developed the criteria for this Diploma in the interests of the industry and food safety professionals and therefore it is our decision as to whether RPL is sufficient to demonstrate required competencies.

Interested in the Diploma?

Course schedule and information is available at www.haccptown.com.au or by contacting (02) 9898 0344.

Register your interest in the Diploma by completing the following:

□ Please send me an application form to apply for the Diploma in Food Industry QA Management - $440 AUD or $500 NZ (application fee)

□ Please contact me to further discuss this qualification

□ Please send me an application form for RPL

□ Please send me information and schedules for the following courses:
  □ Principles & Applications of HACCP
  □ Internal Food Safety Auditor
  □ Food Safety QA Management
  □ Advanced Food Safety QA Management

Title (Mr/Mrs/Ms):        First Name:        Last Name:
Company:                  Job Title:
Address:                  Postcode:
Phone:                    Fax:
E-mail: