

## Apply Retail Food Safety Practices (SIRRFSA001A) Correspondence Delivery



### About the unit

The unit of competency SIRRFSA001A describes the performance outcomes, skills and knowledge required to implement safe food storage handling processes in a retail food environment according to a food safety program.

This unit applies to frontline service personnel involved in preparing, displaying and selling retail food. It requires knowledge and application of a store food safety program that complies with food safety regulations.

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### Prerequisites

There are no educational prerequisites for entry into this course.

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### Requirements of the course

In order to be able to complete this course through correspondence delivery you will require;

- Postal Address for materials to be sent to you
- Postage supplies to send in the required documentation (an envelope and a stamp)
- A pen and a paper notebook
- A real workplace (may be paid or voluntary)

The workplace must however have the following available;

- Protective clothing (gloves for example)
- Cleaning materials and chemicals (bleach or cleaning spray for example)
- Pest control chemicals and equipment (for example fly spray)
- Food that is for sale to the public
- Food handling implements (such as tongs)
- Food storage and display equipment (such as a bay marine)
- A supervisor or manager that can verify your abilities

These are available in most food selling stores. If these are not available then you may contact Just Careers Training for advice.

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### Duration

This course is available to commence once you have enrolled and paid any fees. Once you have commenced the course then you will have 12 months to complete the assessments detailed below.

If you have not completed the requirements of the course within this time frame, then you will be cancelled from the course however, options are available to you prior to cancellation occurring. The management at Just Careers Training may however extend the time allowed with notice and exceptional circumstances. Refer to our terms and conditions for further information regarding this.

The course may take some people longer than others and if you have experience working in a food environment, and you have good literacy skills then you may be able to complete the theoretical part of the assessments in as little as 4-6 hours.

The second component of the course requires that you spend time in a suitable workplace for a period of time. The time required in the workplace will vary based on your experiences, however the minimum time spent in the workplace is the equivalent of 2 weeks full time (may be longer if you are not in the workplace full time); see information about assessments below or contact us for further information.

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### **What you will learn**

As part of the requirements of this program you will learn about the following;

- ✓ Applying personal hygiene and sanitation in the workplace including the use of protective clothing and equipment;
- ✓ Moving within and outside of the workplace safely;
- ✓ Maintaining safe personal presentation according to workplace requirements;
- ✓ Identifying, interpreting and implementing a store food safety program;
- ✓ Storing and handling food products hygienically and according to the workplace requirements;
- ✓ Safely transporting food products to the required areas safely;
- ✓ Using food handling implements safely;
- ✓ Avoiding cross contamination;
- ✓ Correct hand washing techniques;
- ✓ Safely and correctly cleaning the work area and equipment;
- ✓ Using, handling and storage of cleaning chemicals and equipment safely and effectively;
- ✓ Practicing routine and safe maintenance of food storage, work areas and equipment;
- ✓ How to report maintenance requirements and problems;
- ✓ Disposal of waste;
- ✓ Control of pests in the workplace;
- ✓ Monitoring food safety;
- ✓ Contribute to continuous improvement in the workplace by identifying, correcting and/or reporting to appropriate persons in the workplace;
- ✓ Identify possible situations or conditions that may lead to microbial growth (bacteria) and rectifying and/or reporting to appropriate persons in the workplace.

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### **How you will be assessed**

In order to attain this unit of competency you will need to be assessed. This assessment aims to demonstrate that you have the required skills and knowledge and that you can apply these in the workplace.

The information that you will be provided with is divided into six modules covering the areas mentioned above. After each module you will be required to complete a quiz on the information provided. This will demonstrate that you have the required knowledge for attaining this unit.

If you answer incorrectly, then you will be allowed further attempts to choose the correct answers to the questions after reviewing the information provided again. You will be allowed three attempts after which you will need to speak to one of our trainers to better understand how we can help you attain this unit of competency.

Once you have completed all six quizzes you will need to complete a Supervisor Report that will allow you to demonstrate how you have applied the skills and knowledge in the workplace. This report requires your supervisor, manager or employer to sign off once they have observed you applying a skill or your knowledge in the workplace.

Some skills may need to be demonstrated multiple times and over time; therefore your time in the workplace will be dependant on this part of the assessment.

The final requirement is completed when you are contacted by a Just Careers Training trainer/assessor who may ask you some questions related to your learning, ask you to verify your identification and may request to speak to your supervisor.

Once you have spoken to your assessor, you will be asked to post your forms to Just Careers Training on the address found below.

When we receive your package and all the required forms are in order you will receive your Statement of Attainment (and Food Safety Supervisor certificate if applicable), your Food Safety Supervisor Certificate and a Result Sheet within 21 days.

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### **Outcome**

In ACT, upon successfully completing the required assessments you will be issued with a Statement of Attainment for the following unit;

#### **SIRRFSA001A Apply Retail Food Safety Practices**

In NSW, upon successfully completing the required assessments you will be issued with a NSW Food Authority Approved;

#### **FOOD SAFETY SUPERVISOR CERTIFICATE**

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### **Adjustments**

The unit of competency does have minimum requirements that must be met, however if you have any difficulty in completing the course then you should contact Just Careers Training who will endeavour to find a way to assist you in meeting the requirements of the course.

This includes if you do not have access to a computer or internet, a suitable workplace, need language and literacy assistance etc.

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### **Support**

From the time you enquire until you have completed your course you will have the assistance and support of the Just Careers Training team. This includes qualified trainers who can take your call and/or emails and assist you where possible.

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### **Recognising your skills and knowledge**

Just Careers Training values your current skills, knowledge and/or experiences. If you feel that you already have the required skill and knowledge relating to this course, contact us to discuss how your skills and knowledge can be recognised.

If you are completing this course in order to gain a Food Safety Supervisor Certificate then you may need to do part of the course as required by ACT Health and NSW Food Authority, contact Just Careers Training for more information about recognition.

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### **Career Pathways**

In ACT, once the course requirements are complete, successful participants will be issued a statement of attainment which will be recognised by ACT Health.

In NSW, once the course requirements are complete, successful participants will be issued an approved NSW Food Authority;

#### **Food Safety Supervisor Certificate.**

Legislation in the ACT requires that certain food businesses in the ACT require that at least one person employed in the business to hold a current and valid certificate.

For further information about the requirements relating to the Food Safety Certificate you may visit the ACT Health website at [www.health.act.gov.au](http://www.health.act.gov.au).

Legislation in NSW requires that certain food businesses in NSW require that at least one person employed in the business to hold a current and valid certificate.

For further information about the requirements relating to the Food Safety Certificate you may visit the Food Safety Authority website at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

The unit is also part of the SIR20207 Certificate II in Retail and will therefore contribute to meeting the requirements of this qualification.

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### **Privacy and confidentiality**

Just Careers abides strictly by all state and federal requirements relating to your privacy and confidentiality including the ASQA and the Privacy Act 1988. Your information will only be passed to relevant persons as required by law or Department of education guidelines.

After enrolment and for the duration of training and assessment your records will need to be kept at the office of Just Careers Training. These records are kept in a secure and locked location. Types of documents we may be required to keep include; enrolment forms, records of assessments (at times this may be photographic), attendance and progress details.

### **Complaints and appeals**

Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration.

If you feel that you have been treated unfairly while undertaking this course or that you are unhappy with our services then please contact us for a complaint and/or an appeal form.

Further information about complaints and appeals can be found in our Client/Participant Handbook available on our website.

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### **Fees and Charges**

The fee for this course is \$100.00. This fee includes the enrolment fee, program fees and resources.

In NSW, a further \$30 fee is payable for the issuing of your NSW Food Safety Certificate.

In ACT, there is no requirement for the issuing of a Food Safety Certificate; however a Statement of Attainment will be issued in order for you to meet your legislative requirements in ACT.

Participants wishing to complete their training by other methods will need to contact Just Careers Training for further information about fees and charges.

Statement of Attainments may be reissued if requested, however after the first request a processing and postage fee of \$50 for requests thereafter.

Reissuing of Food Safety Certificates will attract a processing and posting fee of \$50 each time.

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### **Refunds and Cancellations**

Where fees are paid then Just Careers Training has a fair and just refund and policy. Just Careers Training also has a policy for protection of fees paid in advance for which refunds may apply.

Other fees paid will be subject to our refund policy and where refunds are made it will be made in the same method of payment and to the same person/organisation making the payment.

It is important that you read and understand our policy prior to enrolment. This information can be found in on your enrolment form on our Website. For further information please contact Just Careers Training.

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### **Enrolment**

If you or someone else is paying for your training then you will have to complete the Just Careers Training Enrolment form located either on our website or by contacting our office on (02) 8292 0111

It is important that when enrolling, you must ensure that you have read and understood the Just Careers Training Client/Participant Handbook and that you have access to a copy of this document, which is downloadable from our website or available to you by contacting our office on (02) 8292 0111.

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### **More Information**

Refer to your Client/Participant Handbook or contact the Customer Service staff at

**Just Careers Training Pty Ltd t/as Licences 4 Work**  
PO Box 55 MANAHAN NSW 2200  
**Ph:** (02) 8292 0111 | **Fax:** 1300 558 242  
**Email:** [info@licences4work.com.au](mailto:info@licences4work.com.au) **Website:** [www.licences4work.com.au](http://www.licences4work.com.au)