

<b>Subject Name</b>	<b>NATIONAL FOOD SAFETY AUDITOR (NFSA) TRAINING</b>
<b>Scheduled Dates</b>	<ul style="list-style-type: none"> <li>8-12 July 2008</li> </ul>
<b>Course Fee</b>	<p>Levels 1 and 2: AUD \$1,500 plus GST</p> <p>Levels 3 and 4: AUD \$1,750 plus GST</p> <p><u>Includes:</u></p> <ul style="list-style-type: none"> <li>AMC Search satchel</li> <li>AMC Search pen</li> <li>AMC writing pad</li> <li>Course notes</li> <li>Morning and afternoon tea</li> <li>Field trip for Levels 1 and 4</li> </ul>
<b>Course Aim</b>	<p><b>Level 1</b></p> <p>To provide trainee the knowledge and skill to undertake audits of businesses/processes to confirm implementation of, and ongoing conformance with, an approved food safety program; but not to undertake food safety audits where the food safety plan has not been previously validated and accepted by industry and/or regulators.</p> <p><b>Level 2</b></p> <p>To provide trainee the knowledge and skill to audit low risk businesses/ processes, or medium risk business/process as part of an audit team lead by NFSA-3 (Level 3) auditor (or above), or high risk business/process as part of an audit team led by a NFSA-4 (Level 4) auditor.</p> <p><b>Level 3</b></p> <p>To provide trainee with the knowledge and skill to audit medium or low risk businesses/processes, or high risk businesses/ processes as part of an audit team lead by a NFSA-4 (Level 4) auditor but not to take responsibility for identified high risk businesses/ processes.</p> <p><b>Level 4</b></p> <p>To provide trainee the knowledge and skill to audit high, medium or low risk businesses/processes.</p>
<b>Course Duration</b>	<p>Levels 1 and 2: 4 days</p> <p>Levels 3 and 4: 5 days</p>

**Content**

**LEVEL 1 FOR COMPLIANCE AUDITS**

**RABQSA-NFS1: Assess compliance of food safety programs**

- Plan the audit
- Review and assess for safety program
- Review and assess implementation of food safety programs
- Manage the audit process.
- Consolidate audit outcomes
- Confirm and close out corrective actions

**RABQSA-NFS2: Communicate and negotiate to conduct Food Safety Audits**

- Develop a communication plan to support audit processes
- Select and use appropriate communication methods to conduct an audit
- Negotiate to achieve agreement on audit outcomes

**LEVEL 2 FOR LOW RISK FOOD BUSINESS/PROCESS**

**RABQSA-NFS 2: Communicate and negotiate to conduct Food Safety Audits**

Develop a communication plan to support audit processes  
Select and use appropriate communication methods to conduct an audit  
Negotiate to achieve agreement on audit outcomes

**RABQSA-NFS3: Conduct Food Safety Audits**

- Plan the audit
- Conduct the audit
- Manage the audit process
- Consolidate audit outcomes
- Confirm and close out corrective actions

**LEVEL 3 FOR MEDIUM RISK FOOD BUSINESS/PROCESS**

	<p><b><u>LEVEL 4 FOR HIGH RISK FOOD BUSINESS/PROCESS</u></b></p> <p><b>RABQSA-NFS2: Communicate and negotiate to conduct Food Safety Audits</b></p> <ul style="list-style-type: none"> <li>• Develop a communication plan to support audit processes</li> <li>• Select and use appropriate communication methods to conduct an audit</li> <li>• Negotiate to achieve agreement on audit outcomes</li> </ul> <p><b>RABQSA-NFS3: Conduct Food Safety Audits</b></p> <ul style="list-style-type: none"> <li>• Plan the audit</li> <li>• Conduct the audit</li> <li>• Manage the audit process</li> <li>• Consolidate audit outcomes</li> <li>• Confirm and close out corrective actions</li> </ul> <p><b>RABQSA-NFS4: Identify, evaluate and control food safety hazards</b></p> <ul style="list-style-type: none"> <li>• Identify food safety hazards in a food business</li> <li>• Control food safety hazards in a food business</li> </ul>
<b>Course Approval</b>	This course is RABQSA approved
<b>Course Pre-Requisites</b>	Levels 1-3: A working knowledge of English. Level 4: Refer to the RABQSA website: <a href="http://www.rabqsa.com">www.rabqsa.com</a>
<b>Certificate</b>	A RABQSA accredited AMC Certificate.
<b>Venue</b>	This course can be delivered onsite or at the Australian Maritime College.
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Levels 1 and 4 – field trips</li> </ul>
<b>Safety Information</b>	<p>Course participants are requested to note the following safety information:</p> <ul style="list-style-type: none"> <li>• Enclosed footwear must be worn at all times.</li> <li>• The AMC Occupational Health &amp; Safety requirements will be adhered to throughout the course.</li> <li>• Government regulations prohibit smoking in classrooms or within 10 metres of buildings.</li> </ul>
<b>Delivery Strategy</b>	The course will be delivered by classroom theory sessions.

<b>Assessment Strategy</b>	<p>A range of methods is suggested for measuring progress towards and achievement of learning outcomes of the modules, including:</p> <p>Oral test, written exam, practical assignment, role plays, and research assignment.</p> <p>Assessment will be undertaken off-the-job, however, where possible the environment will simulate a real work place situation.</p>
<b>Application</b>	<p>Application forms are available for direct on-line submission from our web page: <a href="http://www.amcsearch.com.au/04_enrol.html">http://www.amcsearch.com.au/04_enrol.html</a></p> <p>This facility also provides for course fees to be paid by a secure on-line transmission of your credit card. Credit card payments are processed using Camtech Secure Payment technology. Bankcard, MasterCard, and Visa are accepted.</p>
<b>Short Course Team</b>	<p>Cathy Wilson Short Course &amp; Promotions Manager Email: <a href="mailto:C.Wilson@amc.edu.au">C.Wilson@amc.edu.au</a> Tel: (03) 6335-4852</p> <hr/> <p>Emilie Donovan Short Course &amp; Accommodation Administrator Email: <a href="mailto:E.Donovan@amc.edu.au">E.Donovan@amc.edu.au</a> Tel: (03) 6335-4863</p> <hr/> <p>Cheryl Banks Projects Administrator Email: <a href="mailto:C.Banks@amc.edu.au">C.Banks@amc.edu.au</a> Tel: (03) 6335-4858</p> <hr/> <p>Estelle Hudson Training Administrator Email: <a href="mailto:E.Hudson@amc.edu.au">E.Hudson@amc.edu.au</a> Tel: (03) 6335-4853</p>

<b>Contact Details</b>	Website: <a href="http://www.amcsearch.com.au">www.amcsearch.com.au</a> Postal Address: Locked Bag 1400 Launceston Tas 7250 Delivery Address: Newnham Drive Newnham Tas 7248
<b>On-Campus Accommodation</b>	<b>Norfolk Hall</b> has motel style accommodation with queen or king size beds, television, fridge and ensuite bathroom facilities. Rates are: \$71 per night bed and breakfast. Breakfast is provided in the AMC Cafeteria. For further information and to make a reservation, please contact a short course team member, or refer to: <a href="http://www.amcsearch.com.au/accommodation.html">http://www.amcsearch.com.au/accommodation.html</a>
<b>Terms</b>	<ol style="list-style-type: none"><li>1. To secure your enrolment, payment of the course fee is required. Cancellations less than seven days but more than two days prior to commencement of course, will be subject to a 25% cancellation fee. Cancellations with less than two days notice will be subject to 100% cancellation fee.</li><li>2. AMC Search reserves the right to cancel the course if insufficient registrations have been received by seven days from commencement of course. Any fees paid for cancelled courses will be refunded in full.</li><li>3. When making flight bookings please ensure you book on a fully refundable basis.</li></ol>