



## HLTFSE001 Follow basic food safety practices (also known as 'Food Handlers' in community services)



NIET is a Registered Training Organisation delivering Nationally Recognised Training. We have a commitment to helping people achieve their learning goals, in a fun and supportive environment.

### How can training benefit you?

- A Nationally Recognised Certificate upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- Enhance on your current skills and knowledge
- Meet new people and gain confidence in your employment skills!

### Qualification overview

This unit of competency describes the skills and knowledge required to comply with personal hygiene, maintain food safety, contribute to cleanliness of food handling areas and disposing of food.

This unit applies to food services workers who work under direct supervision and within defined guidelines. Suitable for workers in the community services sector including aged care, home and community care, disability, leisure and health, early childhood and general health services.

### Content Includes:

- Comply with personal hygiene standards
- Contribute to cleanliness of food handling areas
- Follow safety programs effectively
- Reporting systems
- Relevant legislation and guidelines.
- Roles and responsibilities
- Storage and disposal

This unit of competency is current as published on [www.training.vic.gov.au](http://www.training.vic.gov.au)

## Course Information

### Course Duration

- 4 hours
- Course schedules can be obtained from administration for current timetable dates

### Locations

Ground Floor, 405 Nepean Highway  
Frankston  
Victoria

## Mode of Delivery

This course is delivered through a blended delivery method with classroom based and demonstrated practical skills. You will be provided with an assessment for the unit of competency that will be completed in class on the day.

## Assessment Methods

NIET uses a range of assessment methods to ensure sufficient evidence can be gathered to demonstrate you can perform the tasks against the specified criteria. Assessment methods include the following:

- Written assessment
- Case Studies
- Multiple choice
- Observation

## Education and Support Services

You will be provided with a range of support services depending on your individual needs. One-on-one trainer support: You will be provided with a trainer that has extensive experience and expertise in the course content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email. In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or any issues you may encounter throughout your course.

Please refer to our website for our Student Information Book for additional student services.

NIET is a registered training organisation offering vocational training and assessment. NIET is responsible for the quality of the training and assessment provided, ensuring compliance with the National ASQA standards and the issuing of AQF certification documentation.

## Student Handbook

NIET provides further detailed information for learner's rights in the Student Information Book in hard copy at reception or located on our website [www.niet.com.au](http://www.niet.com.au).

- Complaints and appeals
- Fees that must be paid to the RTO, payments, refunds
- Consumer rights and responsibilities
- Students safety, support services
- Attendance and behaviour
- RPL and Credit Transfer
- Funding opportunities and Student USI

## What to bring?

- Notepaper and pens

**NIET RTO TOID 22214**

- Folder to store hand outs and hard copy assignments
- Kitchen facilities are available. Tea, coffee, water and biscuits will be provided.

## **RTO Entry Requirements**

### **Reasonable adjustments**

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by NIET Training to meet their specific individual needs. These individual student needs may include (but not limited to):

- Disability
- Temporary or permanent injury (i.e. back injury, broken leg/arm)
- Sight or hearing impairments

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessments to assist the student undertake the course. The adjustments may include actions such as:

- assistance in the form of the training location to allow easier access
- proposed learning strategies and materials that are appropriate for the individual
- adjustments to the assessment methods and or practical placement (if required) to cater for any special needs (without effecting the integrity of the outcome)

Please speak with NIET prior to your enrolment if you feel that you require reasonable adjustment for your training.

### **Minimum Age Requirements**

The minimum age for this course is 16 years old. If under the age of 18, a parent/guardian signature will be required upon enrolment.

### **Literacy, Language, Numeracy (LLN) and Foundation Skills (ACSF) Requirements**

Students must have an adequate level of Language, Literacy and Numeracy skills (LLN). Entry into the course requires English proficiency to Year 10 level or equivalent. Students are able to test their LLN skills by completing an appropriate level LLN test. For additional information and support contact the Reading Writing Hotline at [www.readingwritinghotline.edu.au](http://www.readingwritinghotline.edu.au)

The Australian Core Skills Framework (ACSF) describes the core skills of learning, reading, writing, oral communication and numeracy across five levels of performance. The framework is primarily used by language, literacy and numeracy (LLN) practitioners for reporting on core skill levels of a learner. However, the ACSF can also be used in other contexts, such as in the workplace and in training specifications to accurately and consistently describe core skill requirements.

This qualification ACSF level is 1-2. The key features of the ACSF are:

Five core skills

- Learning

- Reading
- Writing
- Oral communication
- Numeracy

### **RTO completion Requirements**

To complete this certificate, you are required to attend the class; complete all assessments books and observations with a satisfactory result. On the successful completion of these requirements you will be deemed Competent for the unit of competency and issued the certificate.

### **What are the fees?**

The cost of this short course program is \$85 and is payable prior to the day of training. This training is **not** government funded.

The Refund Policy and Procedure can be gained from the Student Handbook on our website [www.niet.com.au](http://www.niet.com.au)

### **What is the enrolment process?**

*It is easy!*

Contact the RTO to discuss your interest in the course, and one of our friendly staff members will help determine if the course is appropriate for you.

Prior course enrolment NIET requires you to:

1. Read and understand the information contained in the Course outline and Student Information Handbook
2. Complete and sign an Enrolment Application form to declare that you understand all of the information provided.
3. Create a Unique Student ID number on <http://www.usi.gov.au/Pages/default.aspx#> (NIET can assist you if required) and add to the enrolment form in the relevant space provided
4. Undertake a Language, Literacy and Numeracy test

### **Would you like more information?**

Contact our NIET team on:

**Telephone:** 03 9770 1633  
**Fax:** 03 97831001  
**Email:** [info@niet.com.au](mailto:info@niet.com.au)  
**Website:** [www.niet.com.au](http://www.niet.com.au)

