

Unit mapping

KQ: Knowledge questions

PA: Practical assessment – Task (T), Workplace Skills (WS)

KQ

PA

S

S: Simulations

Elements and performance criteria

E 1 Evaluate organisational requirements for food safety program

PC 1.1	Evaluate organisational characteristics that impact on food safety	Q 1.1 Q 1.2	T 1a-k
PC 1.2	Examine food handling operations and processes and identify potential or existing food hazards	Q 1.3 Q 1.4	T 2a-i
PC 1.3	Identify critical control points in food preparation system where food hazards and contaminants must be controlled	Q 1.5 Q 1.6 Q 1.7 Q 1.8	T 2c-e T 2i
PC 1.4	Identify product suppliers and determine quality assurance specifications for foodstuffs supplied	Q 1.9 Q 1.10 Q 1.11 Q 1.12	T 3a-h
PC 1.5	Evaluate existing product specifications for food items prepared and sold	Q 1.13 Q 1.14 Q 1.15	T 4a-i T 8d
PC 1.6	Evaluate existing policies and procedures and monitoring practices, including record keeping, and assess need for change	Q 1.16 Q 1.17 Q 1.18 Q 1.19 Q 1.20	T 5a-k

E 2 Develop food safety program to control hazards

PC 2.1	Identify and consult with stakeholders in program development	Q 2.1 Q 2.2 Q 2.3	T 6a-e	S 1
PC 2.2	Integrate regulatory requirements and standards into policies and procedures	Q 2.4 Q 2.5	T 5b T 7a-c	
PC 2.3	Establish and document critical control points and control methods for each point	Q 2.6 Q 2.7 Q 2.8	T 8a-c	
PC 2.4	Develop procedures for systematic monitoring of controls and associated record keeping	Q 2.9 Q 2.10	T 8e-g T 9a-f	
PC 2.5	Develop corrective action procedures for uncontrolled hazards	Q 2.11 Q 2.12	T 9j-i	
PC 2.6	Develop or modify and record product specifications covering food items prepared and sold	Q 2.13	T 9g-i	
PC 2.7	Identify training needs and develop training program	Q 2.14 Q 2.15 Q 2.16	T 11a-j	

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PC 2.8	Develop schedule for regular review of food safety program	Q 2.17 Q 2.18	T 12 a-e	
PC 2.9	Document food safety program and provide to regulatory authorities as required	Q 2.19 Q 2.20 Q 2.21 Q 2.22 Q 2.23	T 10 T 13a-m	

E 3 Implement food safety program

PC 3.1	Communicate food safety programs, policies, procedures and product specifications to colleagues and ensure display of appropriate signage and access to information	Q 3.1 Q 3.2 Q 3.3	T 15a-e	
PC 3.2	Organise appropriate training and mentoring	Q 3.4 Q 3.5	T 16a-d	
PC 3.3	Monitor operational activities to ensure that policies and procedures are followed	Q 3.6 Q 3.7 Q 3.8	T 17a-d	
PC 3.4	Manage response to incidents of uncontrolled food hazards and oversee implementation of corrective action procedures	Q 3.9 Q 3.10	T 17e T 17f	S 2
PC 3.5	Make changes to practices that led to the food safety breach, and document, communicate and implement changes	Q 3.11 Q 3.12	T 17g	
PC 3.6	Maintain food safety management documents	Q 3.13 Q 3.14	T 17h T 17i	

E 4 Participate in food safety audit

PC 4.1	Ensure food safety program is audited as required by legislation	Q 4.1 Q 4.2 Q 4.3	T 18a-c	
PC 4.2	Participate in food safety program audits and provide assistance to inspectors	Q 4.4 Q 4.5	T 19a-h	
PC 4.3	Retain records of food audits according to legislative requirements	Q 4.6 Q 4.7	T 20a-e	

E 5 Evaluate and revise food safety program

PC 5.1	Conduct scheduled review of food safety program in consultation with colleagues	Q 5.1	T 21a	
PC 5.2	Validate required food safety controls	Q 5.2	T 22a-g	
PC 5.3	Review policies, procedures, product specifications, monitoring systems and record keeping methods, and revise as required	Q 5.3 Q 5.4	T 21b T 21c T 23a-n	
PC 5.4	Prepare and document amended food safety program and provide to regulatory authorities as required	Q 5.5 Q 5.6 Q 5.7	T 23 a-o T 21b	

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PC 5.5	Communicate changes and monitor inclusion in production processes	Q 5.8	T 23a	
		Q 5.9	T 23n	
		Q 5.10		
		Q 5.11		
PC 5.6	Identify and respond to additional training needs based on changes to food safety practices	Q 5.12	T 23g	
		Q 5.13	T 23h	
			T 23k	
			T 23l	

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KE 1	Options for the structure and implementation of a food safety program, using the hazard analysis and critical control points (HACCP) method as the basis	Q 1.3 Q 1.4 Q 1.5 Q 1.6 Q 1.7 Q 1.8 Q 2.6 Q 2.7 Q 2.8 Q 2.9 Q 2.10 Q 2.12 Q 2.21	T 2c-e T 2i T 8a-c T 13a-m
KE 2	Consultative and communication mechanisms used by organisations to develop and implement food safety programs	Q 2.3 Q 3.1 Q 3.2 Q 3.3 Q 3.5 Q 3.12 Q 5.9 Q 5.10	T 6c T 15c T 15d
KE 3	Role of different stakeholders in the development of a food safety plan:		
	▪ food safety team	Q 2.2	
	▪ department heads	Q 2.2	
	▪ procurement team	Q 2.2	
KE 4	Key features of commonwealth, state or territory and local food safety compliance requirements as they impact food safety program development:		
	▪ contents of national codes and standards that underpin regulatory requirements	Q 2.4 Q 4.1 Q 4.6 Q 4.7	
	▪ components of a food safety program, especially procedures and monitoring documents	Q 2.24 Q 5.7	
	▪ local government food safety regulations and audit frequencies	Q 2.23 Q 2.24	
	▪ ramifications of failure to observe food safety law and organisational policies and procedures	Q 2.5	
	▪ meaning of contaminant, contamination and potentially hazardous foods as defined by the Australia New Zealand Food Standards Code	Q 1.3	

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KE 5	Contents of organisational food safety program, including policies and procedures for:			
	▪ audit	Q 1.16 Q 1.17 Q 1.18 Q 1.19 Q 4.1 Q 4.2 Q 4.3 Q 4.4 Q 4.5 Q 4.6 Q 4.7	T 20a-e	
	▪ cleaning and sanitation	Q 1.16 Q 1.17 Q 6.3		
	▪ communication	Q 1.16 Q 1.17 Q 3.1 Q 3.2 Q 3.3 Q 3.5	T 6c T 23m	
	▪ contingency management	Q 1.16 Q 1.17	T 9j-i	
	▪ corrective actions	Q 1.16 Q 1.17 Q 2.6 Q 2.13 Q 5.2	T 17e T 17f	
	▪ equipment maintenance	Q 1.16 Q 1.17 Q 6.4		
	▪ evaluation	Q 1.16 Q 1.17 Q 2.18 Q 2.19 Q 5.1		
	▪ critical control points for the specific food production system and the predetermined methods of control, especially time and temperature controls used in the receiving, storing, preparing, processing, displaying, serving, packaging, transporting and disposing of food	Q 1.16 Q 1.17 Q 2.7 Q 2.9 Q 2.10	T 2c-e T 2i T 8a-c	

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<ul style="list-style-type: none"> ▪ hazards: <ul style="list-style-type: none"> – control methods for each critical point – corrective actions – systematic monitoring of hazard controls and record keeping 	Q 1.16 Q 1.17 Q 2.6 Q 2.7 Q 2.9 Q 2.12 Q 3.7 Q 3.8 Q 3.10	T 8a-c
<ul style="list-style-type: none"> ▪ personal considerations: <ul style="list-style-type: none"> – dress – hygiene – personal protective equipment 	Q 1.16 Q 1.17 Q 6.6	
<ul style="list-style-type: none"> ▪ pest control 	Q 1.16 Q 1.17 Q 6.7	
<ul style="list-style-type: none"> ▪ record maintenance 	Q 1.16 Q 1.17 Q 1.20 Q 2.11 Q 3.14 Q 5.3	
<ul style="list-style-type: none"> ▪ training 	Q 1.16 Q 1.17 Q 2.15 Q 2.16 Q 2.17 Q 3.4 Q 3.5	T 11a-j T 16a-d
KE 6	Food safety monitoring techniques:	
<ul style="list-style-type: none"> ▪ bacterial swabs and counts 	Q 2.10	
<ul style="list-style-type: none"> ▪ checking and recording that food is stored in appropriate timeframes 	Q 2.10	
<ul style="list-style-type: none"> ▪ chemical tests 	Q 2.10	
<ul style="list-style-type: none"> ▪ monitoring and recording food temperatures using a temperature measuring device accurate to plus or minus one degree Celsius 	Q 2.10	
<ul style="list-style-type: none"> ▪ monitoring and recording temperature of cold and hot storage equipment 	Q 2.10	
<ul style="list-style-type: none"> ▪ visually examining food for quality review 	Q 2.10	

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KE 7	Food safety management documents:			
	▪ audit reports	Q 3.13		
	▪ audit tables	Q 3.13		
	▪ customer complaint forms	Q 3.13		
	▪ food flow diagrams	Q 3.13		
	▪ food production records	Q 3.13		
	▪ hazard analysis table	Q 3.13		
	▪ incident reports where food hazards are found not to be under control	Q 3.13		
	▪ policies, procedures and product specifications	Q 1.3	T 4a-i T 5a-k	
	▪ records of the monitoring of hazard controls: <ul style="list-style-type: none"> – any record required by local legislation – illness register – list of suppliers – temperature control data – training logs 	Q 3.13		
	▪ verification records	Q 3.13		
KE 8	HACCP or other food safety system principles, procedures and processes as they apply to particular operations and different food types:			
	▪ critical control points for the specific food production system and the predetermined methods of control, especially time and temperature controls used in the storage, preparation, display, service and cooking, cooling and transporting of food	Q 1.5 Q 1.6 Q 1.7 Q 1.8 Q 2.6 Q 2.7 Q 2.12 Q 2.13	T 2c-e T 2i T 8a-c	
	▪ methods of food storage, production, display, service and cooking, cooling and transporting, including appropriate temperature levels for each of these processes	Q 6.2		
	▪ main types of safety hazards and contamination	Q 1.3 Q 1.4 Q 2.5		
	▪ conditions for development of microbiological contamination	Q 6.1		
	▪ environmental conditions and temperature controls, for storage	Q 6.1 Q 6.2		

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	<ul style="list-style-type: none"> temperature danger zone and the two-hour and four-hour rule 	Q 6.1
	<ul style="list-style-type: none"> temperature control for cooling and storing of processed food 	Q 6.1 Q 6.2
KE 9	Choice and application of cleaning, sanitising and pest control equipment and materials	Q 6.4 Q 6.5 Q 6.7
KE 10	High risk customer groups:	
	<ul style="list-style-type: none"> children or babies 	Q 1.1 Q 6.8
	<ul style="list-style-type: none"> pregnant women 	Q 1.1 Q 6.8
	<ul style="list-style-type: none"> aged persons 	Q 1.1 Q 6.8
	<ul style="list-style-type: none"> people with immune deficiencies 	Q 1.1 Q 6.8
	<ul style="list-style-type: none"> people with allergies 	Q 1.1 Q 6.8
	<ul style="list-style-type: none"> people with medical conditions 	Q 1.1 Q 6.8

Performance evidence

PE 1	Develop and implement a complete food safety program for a food preparation organisation in line with regulatory requirements, including:	
	<ul style="list-style-type: none"> policies and procedures 	T 5a-k
	<ul style="list-style-type: none"> product specifications 	T 3e-h T 4a-e T 8d T 13b
	<ul style="list-style-type: none"> monitoring documentation 	T 10a-g T 13i T 17h T 17i
	<ul style="list-style-type: none"> providing suitable food safety systems and options for the organisation for which it has been prepared 	T 9a-l T 13a-m
PE 2	Monitor, evaluate and identify improvements to the above food safety program	T 8e-g T 12a-e T 17a-f

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FS 1	Reading skills to <ul style="list-style-type: none">interpret sometimes complex materials describing regulatory requirements relating to food safety	Q 2.4 Q 2.5 Q 2.6 Q 4.1 Q 4.6	T 3d WS 1
FS 2	Oral communication skills to <ul style="list-style-type: none">provide information on food safety program to colleagues		T 6d T 15e T 23h WS 2
FS 3	Numeracy skills to <ul style="list-style-type: none">work with the concepts of measurement	Q 6.1	WS 3
FS 4	Problem-solving skills to <ul style="list-style-type: none">evaluate and respond to strategic and operational factors that influence the food safety programidentify and respond to systemic operational issues	Q 3.10	T 1a-k WS 4 T 17e T 17f WS 4
FS 5	Planning and organising skills to <ul style="list-style-type: none">coordinate and respond to multiple and interrelated operational challenges	Q 2.12 Q 2.13 Q 3.9	WS 5