

**Minutes**  
Food Safety Trainers Network  
Monday November 17 2008

**T Life Auditorium**  
Level 2  
Cnr Bourke and Swanston Streets  
Melbourne  
Victoria 3000

Contact: Marion Brown: (03)9238 8325  
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**Present:**, Marion Brown, Genni Bitmead , Peter Collins, Sam Cutri, Jane Dahlenburg, Karen Deamyand, Bruce Foster, Kellie Fraser, Greg Frith, Julie Grigg, , Dana Hughes Claire Humphries, Bronwyn Joslyn, Joclyn Huntley, Sue Kirby, Karlie Langdon, Margret Leslie, David McDonald, Charmaine O'Brien, Christine Potter, Joanne Shadwick, Carolyn Wakefield, Denise Walker, Maureen Wilson, Carmal Zeidan, Russell Willetts,

**Apologies:** Lina Robinson, Louise McIntyre, Marina Beaton, Rosemary Taffs, Denise Miley, Sue Picot, Michelle Matusch, Karon Hepner, Vicki Barker, Marcia Beggs, Steven Tryon, Ron Cross, Anthony Evans, Anne Newton, Allison Hollands,

9.30	Welcome Acceptance of Agenda/Minutes	Marion Brown
9.35	Reframing the Future <ul style="list-style-type: none"> <li>• Mid term workshop was attended on Sept 8</li> <li>• Final report and evaluation due 25 November</li> <li>• Presentation made by Marion to VET Hospitality Teachers conference on 25 August</li> <li>• Response to the VCEC report submitted on behalf of the group September 2 (see attached)</li> <li>• Proposed that all speakers be invited to provide a dot point summary of their presentation for including with minutes to assist members who could not attend face-to-face meetings. Summaries to be placed on the Wikki</li> <li>• Currently there are 48 members registered to the Wikki –an excellent uptake.</li> </ul>	Marion Brown
9:45	DHS Report: <ul style="list-style-type: none"> <li>• The consultant undertaking the Food Processing training package review on behalf of Agrifood Australia has asked the network via DHS to invite members to comment on changes they would like included in the food safety units from the food processing training package. I have attached the units that they provided to us as well as the link to the agri-food website. <a href="http://www.agrifoodskills.net.au/display_page.php?id=230">http://www.agrifoodskills.net.au/display_page.php?id=230</a> See the discussion paper on this site and its reference in particular to food safety matters.</li> <li>• DHS E-learning project (as recommended by the proposed changes to the Food Act) is in development. The content of the program is being developed by Claire with an editor. The final program will be moderated in conjunction with some of the network</li> <li>• Claire informed the group she would be leaving her role next Feb (on her honeymoon!). Claire will be travelling overseas</li> </ul>	Claire Humphries

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10.00	<p>Service Skills Australia: Mr Peter Collins</p> <ul style="list-style-type: none"><li>• Peter reported on the role of Service Skills Australia and presented an overview. See attached Powerpoint of his presentation.</li><li>• SSA is promoting a DVD: Australian Food Safety Program - An Introduction. A review copy should be up on the Wikki for your preview.</li><li>• Margret (CFT) and others commented on discordance between new hosp units and DHS requirements.</li></ul> <p>Responses: Trainers commented that they were deliberately over-delivering above the requirements of the units in order to address the gaps.</p> <p>Peter: the units were national and so were written to be used across all states/territories not just Vic, but the gap did need to be addressed. SITXOHS001A: There is a new and additional requirement that is different from THHGHS01B and they cannot be substituted for each other.</p> <p>Claire: Commented that the food Act was under review. The review of the food Act does not reflect changes in the training packages. It is important to work with industry to standardise units.</p> <p style="text-align: center;"><b><i>Margret will link the feedback form from the SSA website onto the Food Safety Network Wikki to make it easy for trainers/assessors to provide info back to SSA.</i></b></p> <ul style="list-style-type: none"><li>• On-line assessment was discussed briefly and Margret commented that this was possible with a 3<sup>rd</sup> party observer and a workplace requirement</li><li>• Stand alone delivery of FSS: Difficult to meet the simulated assessment that approximates to a workplace. Cost is prohibitive.</li><li>• Maureen (Spotless) brought up the cost of compliance for casual workers for events –councils can require units of competence.</li><li>• Nominal hours were discussed. Funding is complex but “nominal hours” are flexible as long as competencies are met.</li><li>• Issues discussed: Minimum <i>actual</i> hours for delivery. Discussion re the validity of assessment and consistency (across providers) was important issue. Training quality could be compromised. Issues of cost for fee for service providers. Emphasis of new SIT is on assessment rather than the number of hours taken in the actual delivery.</li></ul> <p style="text-align: center;"><b><i>Recommendation: further discussion re the issue of assessment rather than the number of hours for delivery. Next to consider the quality and robustness of assessment resources.</i></b></p> <p><b>Explanation of the letters of the new training package:</b> SITXOHS001A: SI=Service Industries; T= Hosp, Tourism and Events X=Cross sector; OHS=Occupational Health and Safety; 001A this will change soon to reflect the AQF level the unit sits in. In this case it sits at Level 2.</p>	<p><b><i>Attached documents</i></b></p> <p>Peter Collins</p>
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	<p><b>Employability skills</b> were discussed:</p> <ul style="list-style-type: none"> <li>• 8 skills required for all positions. These should be embedded into units. Not all skills are embedded into all units</li> <li>• Difficult to assess literacy/numeracy skills. Verbal assessment is OK and it is Ok to assess in the students 1<sup>st</sup> language, even if it is in a language other than English</li> <li>• Barriers to implementation of employability skills should be fed back to SSA</li> <li>• Literacy/numeracy skills are the skills that are required for the student to complete the tasks of that unit.</li> </ul>	
1:00pm	<p>Caroline Wakefield, EHO, City of Melbourne presented an overview of the EHO perspective. Discussed opportunities to add to current delivery. See separate attachment for a list of Carolyn's comments. These may assist you when planning delivery.</p> <p>Group comments:</p> <ul style="list-style-type: none"> <li>• City of Dandenong Resource for Cultural Events –<i>see Wikki</i></li> <li>• Not mandatory for FSS's to be on site.</li> <li>• Example was given of a hotel chain using the FSS certificate of one employee to display in all hotels in the chain without the knowledge or permission of the employee.</li> <li>• The draft of the changes will go to parliament but there will still be an opportunity for the new act to go through review and the whole process will be lengthy.</li> <li>• DHS have looked at a Cert 4 for Technicians to support the work of EHO's or a Diploma or post grad cert for general science graduates. Experience of candidate will be taken into consideration.</li> <li>• An EHO does not have a practical food industry background.</li> </ul> <p>A comment was made that it might be better to have an auditor with industry experience to do the EHO's job (or part of). Carolyn commented that an auditor's role is to follow the paper trail and an EHO was more observant about actual practise. Food is a small proportion of the EHO's work load and the amount depended on the individual council.</p> <ul style="list-style-type: none"> <li>• Many enquiries to EHO's re level training that is mandatory. Some EHO's appear to be uncertain as to what constitutes a suitable qual. New codes will complicate things further.</li> <li>• Statement of attainment do not have a "use by' date but as the new units from the hosp package require bridging from</li> </ul>	Caroline Wakefield

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	<p>the old package handling the process will prove to be problematic.</p> <ul style="list-style-type: none"> <li>• Network to follow up re standards for sanitisers</li> </ul> <p><b>Convenor note: a probable topic for 2009.</b></p>	
	<p><b>Final Comments:</b></p> <ul style="list-style-type: none"> <li>• Comments about the Food Processing training package should be sent to Marion</li> <li>• This group has been operating for 3 years and has been funded during this time by “Reframing the Future” and “Tafe Development Fund.” It is uncertain how the group will be funded in 2009 but an important part of applying for future funding will be an evaluation of the effectiveness of the group so far. Marion will be sending out an evaluation form and she would appreciate a prompt response to this so that information gleaned can be used to support further applications. The network will be seeking commercial sponsorship in 2009 so if any member has ideas or suggestions as to organisations that might be supportive please let Marion know.</li> <li>• A letter has been submitted to DHS seeking financial support for the network in 2009.</li> <li>• If funding is secured it is envisaged that the network will continue in 2009 in a similar way to 2008. Members will be invited to suggest topics of interest for exploration and we will continue to facilitate collaboration among all stakeholders.</li> <li>• It is envisaged that the Wikki will become an increasingly important part of the networks communication tool.</li> </ul> <p>The network may invite stakeholder from other states to participate.</p>	
	<p>Next Meeting: To be determined but probably in Feb/March at Chisholm Institute</p>	