booking reservation for the national programme advanced verification skills workshop

# venue details

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| **Venue** | The Upper Hutt Cosmopolitan Club  11 Logan Street, Upper Hutt 5018 |
| **Date / Time** | Tuesday 13 – Wednesday 14 June 2017  08.30 Arrival (tea / coffee)  09:00 Start  17:00 Finish |
| **Facilitator** | Karen Perry (Director of Safe Food Services Ltd) |

# COURSE timeframes

**Day 1**

|  |  |
| --- | --- |
| **Time** | **Modules** |
| 09.00- 09.30 | **Module 1** –Demonstration of Competencies |
| 09.30-10.30 | **Module 2** – Verifiers Attributes |
| 10.30-10.45 | *Morning Tea* |
| 10.45- 11.00 | **Module 3** – Stages in the Verification Process; |
| 11.00-11.30 | **Module 3 (Stage 1)** – Confirmation of verification |
| 11.30-12.30 | **Module 3 (Stage 2)** – Verification preparation |
| 12.30-13.00 | *Lunch* |
| 13.00-14.00 | **Module 3 (Stage 3)** – Entry meeting |
| 14.00-14.30 | **Module 3 (Stage 4)** – Onsite Verification |
| 14.30-14.45 | *Afternoon Tea* |
| 14.45-17.00 | **Module 3 (Stage 4)** – Onsite Verification |

**Day 2**

|  |  |
| --- | --- |
| **Time** | **Modules** |
| 09.00- 09.30 | Summary of Day 1 |
| 09.30-10.30 | **Module 3 (Stage 5)** – Exit Meeting (includes verification frequencies) |
| 10.30-10.45 | *Morning Tea* |
| 10.45-12.30 | **Module 3 (Stage 6)** – Reporting |
| 12.30-13.00 | *Lunch* |
| 13.00-14.30 | **Module 3 (Stage 7)** – Closing of NCF / NCP |
| 14.30-15.00 | *Afternoon Tea* |
| 14.30-17.00 | **Individual Open Book Assessment** |
| 17.00 | Finish |

Dietary preferences

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| --- | --- |
| **Dietary Preferences** | **Yes / No (please state if an allergy)** |
| Gluten Free |  |
| Dairy Free |  |
| Vegan |  |
| Others |  |

clients details

|  |  |
| --- | --- |
| **Full Name of Client** |  |
| **Company Name** |  |
| **Email Address** |  |
| **Contact number** |  |
| **Company Title and Role** |  |

course Requirements

Please ensure you bring a **device** which can be used to access the internet and download information from a memory stick which will be provided during the course.

**Please return this completed form to** [karensafefoodservices@gmail.com](mailto:karensafefoodservices@gmail.com)**. Thanks**