**National Programme advanced Verification skills**

# COURSE CONTENT

This course has been designed to reflect the requirements of the Food Act 2014 subpart 3 – National Programme, Schedule 2 and the Food Regulations 2015, Part 2 (section 25-82) and Part 3 Verification.

The content of the course takes a practical approach to the stages in the verification process of food sectors subject to a National Programme. This theory based interactive course meets the competency requirements for demonstration of food legislation skills and verification fundamental skills as set out in “How to become recognised Agency and Person Competency Framework Verifiers 30-Aug-2016”.

* **Module 1: Demonstration of Competencies**
  + Verification Competency framework
  + Verifiers assessments for approval
  + Food Act 2014 subpart 3 – National Programme, Schedule 2 and the Food Regulations 2015, Part 2 (section 25-82) and Part 3 Verification.
* **Module 2 –Verifier’s Attributes**
  + An overview of the key attributes that constitutes a good verifier.
  + Code of conduct required of a verifier
* **Module 3 – Stages in the Verification Process**
  + **Verification Process** – A systematic practical approach to the 7 stages in the verification process. Group exercises centred around 3 National Programme businesses that fit into the different levels of risks e.g. level 3 -brewers, level 2-ECE’s. level 3 - retailers of hot beverages and shelf stable manufacturer-packaged foods only. Other relevant examples of operatives that meet the national programme criteria will be offered as comparisons throughout the course. Some of the key points covered include;
  + **Verification Criteria**; audit topics and descriptions as defined by MPI; Confidence in Management, Food Safety Behaviour, Process Control, Environmental Control, Compliance History.
  + **Top 5 Food Safety Factors** as defined by MPI; Staff Competency and Training, Temperature Control and Physical Hazards, Washing / Cleaning / Sanitising / Environmental Control (Listeria), Storage and Segregation, Personal Hygiene and Approved Suppliers.
  + **Mandatory Verification Topics –** As defined by MPI; Scope of Operation/Registration, Improvements and Corrective Action, Compliance and Recalls, Non-conformance, Managing unsafe/unsuitable Food.
  + **Verification Plan –** documented systematic approach to the verification process.
  + **Record requirements –** As per the Food Regulations 2015 and MPI guidance.
  + **Questioning Techniques –** Open / closed / clarifying / Reflect back. Determination of an NCF/NCP.
  + **Verification Topic Outcomes and Frequency –** An overview of the verification topics and frequency according to acceptable and unacceptable outcomes.
  + **Timeframes Conducting a National Programme Verification** -Simple to complex process under a National Programme – MPI survey and verifiers experience of timeframes conducting NP verification per level of risk.
  + **Reporting –** how to write an NCF/NCP, Corrective Action Requirements, initial and closed reports (client and MPI).

Who should attend

This course has been designed for Territory Authority National Programme verifiers (currently going through approval and approved). The course content offers a practical approach for conducting a verification of a food businesses subject to a National Programme.

# learning objectives

At the end of this course participants will be able to:

* Understand how to become recognised as a NP verifier.
* Understand the verifiers competency framework.
* Understand the verifiers attributes and regulatory foundations.
* Determine which food sectors are subject to a NP and the different levels of risk they are required to be registered under.
* Locate the specific sections within the Food Act 2014, the Food Regulations and other legislation and Codes of Practice relevant to food sectors subject to a National Programme.
* Describe the different stages within the verification process.
* Research codes of practice, published guidance material and other relevant legislation for the purpose of verification preparation.
* Document a verification plan.
* Demonstrate the different stages of the National Programme verification process through role play and group exercises.
* Determine when to raise a non-conformance (NCF) or a non-compliance (NCP).
* Determine the verification outcomes inclusive of frequency of verification following an acceptable and unacceptable outcome for the different levels of risk within a National Programme.
* Estimate how long a National Programme verification of a complex to simple process takes to conduct.
* Understand the verification reporting requirements to the client and MPI.

# demonstration of learning

The participant will be required to demonstrate learning through interactive group exercises e.g. Food sector case study examples, scenario based group exercises, video observation skills. Inclusive of an open book assessment on completion of the course.

Participants are required to achieve an 100% correct answers for demonstration of food legislation skills and verification fundamental skills.

Course Duration and Cost

2 days / $795.00 (plus GST) per person (the cost of this course includes a hard copy of the presentation and training material and printed resources used as part of the course delivery).

certification of compliance

On completion of the course, participants will receive a certificate “National Programme Advanced Verification Skills”.