

Australian Capital Territory

# Food (Training Approval) Guidelines 2023 (No 1)

Notifiable instrument NI2023–638

made under the

*Food Act 2001, s119 (Food safety training approval guidelines)*

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## 1 Name of instrument

This instrument is the *Food (Training Approval) Guidelines 2023 (No 1)*.

## 2 Commencement

This instrument commences on the day after notification.

## 3 Purpose

To approve food safety training courses that can be completed for appointment as a food safety supervisor in a registered food business.

## 4 Approval

The guidelines as set out in Schedule 1 are approved.

## 5 Revocation

This instrument revokes *Food (Training Approval) Guidelines 2022 (No 1) NI2022-361*

Victor Martin  
Executive Branch Manager, Health Protection Service  
Delegate of the Chief Health Officer  
17 October 2023



**ACT**  
Government

**ACT Health**

**Schedule 1**

# **Food Safety Supervisor Training Guidelines**

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## Overview

These guidelines cover food safety training requirements for food safety supervisors in registered food businesses in the ACT.

All registered food businesses must appoint a food safety supervisor. To be appointed as a food safety supervisor, a person must have completed appropriate food safety training delivered by a Registered Training Organisation (RTO).

Registered food businesses that sell [potentially hazardous food](#) must appoint a food safety supervisor who has completed competency based training in each of the prescribed units relevant to their industry sector, as detailed in Table 1.

Registered food businesses that do not sell [potentially hazardous food](#) must appoint a food safety supervisor who has completed at least one of the following:

- the online DoFoodSafely food safety training program;
- I'M ALERT food safety training program; or
- any of the competency units listed in Table 1.

Registered food businesses that sell food at a [declared event](#) must appoint a food safety supervisor who has completed at least one of the following:

- the online DoFoodSafely food safety training program;
- I'M ALERT food safety training program; or
- any of the competency units listed in Table 1.

## Competency Based Training Requirements

The competency units in Table 1 (below) are the required training courses for food safety supervisors in businesses that sell [potentially hazardous food](#). Different competency units apply based on the industry sector in which the food business operates.

For the purposes of these guidelines, the following definitions apply:

- **Hospitality food businesses** are those that handle, prepare or cook food prior to sale. These businesses generally include: cafes, restaurants, pubs, clubs, hotels, fast food outlets, supermarkets, delicatessens, butchers and caterers etc.
- **Retail** food businesses are those that sell pre-packaged food only; they do not prepare or handle unpackaged foods. These businesses generally include: convenience stores, grocers and petrol stations etc.
- **Health and Community Services** food businesses are those that deliver a food service as part of a health care, child care or aged care service, such as in a hospital, hospice, nursing home or childcare centre.

The NSW Food Authority publishes a [list of approved RTO training providers](#). RTOs can also be searched on the National Register of Vocational Education and Training at [www.training.gov.au/search](http://www.training.gov.au/search).

**Table 1 – Approved training courses for businesses that sell potentially hazardous food**

Industry sector	Prescribed Competency Units
<b>Hospitality</b> <i>e.g. restaurants, cafes, fast food/take away outlets, hotels, supermarkets</i>	Both units: <b>SITXFSA005</b> Use hygienic practices for food safety; <b>and</b> <b>SITXFSA006</b> Participate in safe food handling practices.
<b>Retail</b> <i>e.g. convenience stores, grocers, petrol stations</i>	<b>SIRRFSA001</b> Handle food safely in a retail environment.
<b>Health and Community Services</b> <i>e.g. hospitals, child care centres, nursing homes</i>	Option 1, all three units: <b>HLTFSE001</b> Follow basic food safety practices; <b>and</b> <b>HLTFSE007</b> Oversee the day-to-day implementation of food safety in the workplace; <b>and</b> <b>HLTFSE005</b> Apply and monitor food safety requirements.
	Option 2, all four units: <b>HLTFSE001</b> Follow basic food safety practices; <b>and</b> <b>HLTFSE007</b> Oversee the day-to-day implementation of food safety in the workplace; <b>and</b> <b>SITXFSA005</b> Use hygienic practices for food safety; <b>and</b> <b>SITXFSA006</b> Participate in safe food handling practices.

Training in equivalent units that have been superseded by the units listed above will be recognised if they were completed within the last five years. A food safety supervisor will not need to update their training just because a unit is updated.

### DoFoodSafely and I'M ALERT Food Safety Training

[DoFoodSafely](#) is a free, online food safety training program developed by the Department of Health Victoria and supported by ACT Health. DoFoodSafely is available in English, Arabic, Korean, Hindi, Nepali, Punjabi, Simplified Chinese, and Vietnamese. The program is presented in illustrated slides with accompanying reading. To finish the program, participants must score at least 90 percent in a 30-question multiple choice assessment.

I'M ALERT Food Safety Training is an online training course focused on safe food handling. The program is presented mainly in a video format. This training is available free of charge through the [ACT Health website](#).

Certain businesses can appoint a food safety supervisor who has completed DoFoodSafely or I'M ALERT food safety training rather than competency based training. These include:

- registered food businesses that do not sell any [potentially hazardous foods](#);
- businesses or organisations that only sell food at a [declared event](#).

Alternatively, these food businesses may choose to appoint a food safety supervisor who has completed any of the competency based training listed in Table 1 (above).

**Table 2 – Approved training courses for businesses exempt from competency based training**

<b>Food Business category</b>	<b>Minimum training required</b>
Food businesses that do not sell <a href="#">potentially hazardous foods</a>	All modules of DoFoodSafely or I'M ALERT food safety training <b>OR</b> Any of the competency units listed under the <i>Hospitality or Health and Community Services</i> in Table 1
Food businesses at a <a href="#">declared event</a>	All modules of DoFoodSafely or I'M ALERT food safety training <b>OR</b> Any of the competency units listed under the <i>Hospitality or Health and Community Services</i> in Table 1

Evidence of completion of DoFoodSafely or I'M ALERT training is required. The completion certificate and training acknowledgement form (issued by the website) should be retained as proof of food safety training.

### Notification of Food Safety Supervisors

Following registration, new food businesses have 30 days to appoint a food safety supervisor and notify the Health Protection Service. You can do so by completing the [Food Safety Supervisor Nomination Form](#) on the ACT Health website.

You do not need to submit copies of your food safety supervisor's statement of attainment to the Health Protection Service. However, you must be able to produce it to a Public Health Officer upon request.

If you are operating at a [declared event](#), you must provide your food safety supervisor's DoFoodSafely or I'M ALERT completion certificate with your declared event registration application. Please see ACT Health's [Starting a Food Business in the ACT](#) webpage for more information.

### Recognition of prior learning

If you have previously completed training units not listed in Table 1, and you believe they should be counted towards the food safety supervisor requirements, please discuss this with your preferred RTO.

There are several processes available for establishing credit, including recognition of prior learning (RPL), and credit transfer for parts of other qualifications already completed. Applications for RPL or a credit transfer should be made to your preferred RTO.

A statement of attainment issued by an RTO based on RPL or credit transfer is acceptable for the purposes of appointing a food safety supervisor.

## Validity period for food safety training

A statement of attainment that satisfies the training requirements is valid for five years from the date of issue.

For example, a chef who completed their qualification less than 5 years ago can be appointed as a food safety supervisor. However, if their qualification was completed more than 5 years ago, they must renew their skills by completing the required competency units.

## Mutual recognition

If you have completed training that allows you to operate as a food safety supervisor in another State or Territory, it will be viewed as appropriate if completed within the last five years.

## Definitions

**Potentially hazardous food** means food that must be kept within a certain temperature range to:

- (a) minimise the growth of any pathogenic micro-organisms that may be in the food; or
- (b) prevent the formation of toxins in the food.

**Declared event** means an event declared by the Minister to be a regulated event under the *Food Act 2001*. Events are declared if they are deemed to be large events that pose a higher public health risk (for example, the National Multicultural Festival and the National Folk Festival are declared events). All declared events are listed on the ACT Legislation Register via disallowable instrument; they are also detailed on ACT Health's [Food Sold at Declared Events](#) webpage.

## Contact information

For more information, contact the Health Protection Service on 5124 9700 or [hps@act.gov.au](mailto:hps@act.gov.au).

### Accessibility

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