

Australian Capital Territory

# Food (Training Approval) Guidelines 2024 (No 1)

Notifiable instrument NI2024–463

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 2024 (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 2023 (No 1)* NI2023-638

Victor Martin  
Executive Branch Manager, Health Protection Service  
Delegate of the Chief Health Officer  
19 August 2024



**ACT**  
Government

**ACT Health**

**Schedule 1**

# **Food Safety Supervisor Training Guidelines**

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## Overview

These guidelines govern the approval of [food safety training](#) for food safety supervisors appointed in food businesses in the ACT.

Under the *Food Act 2001*, all registered food businesses in the ACT must appoint a food safety supervisor (FSS). The role of an FSS is to oversee the day-to-day food handling operations of the food business and ensure risks are managed.

An FSS must:

- have completed food safety training approved for the food industry sector in which they work.
- hold a statement of attainment from a registered training organisation which shows that the approved training has been completed within the last 5 years.
- be authorised to supervise and give directions about food safety to any person who handles food within the business.
- not be an FSS for any other food business.

A copy of the FSS's current statement of attainment must be kept at the food business premises and shown to an ACT Health public health officer upon request.

## Approved food safety training

Table 1 – Approved training for food safety supervisors by food industry sector

Industry sector	Approved Food Safety Training
<b>Hospitality</b> Businesses such as restaurants, cafés, fast food/takeaway outlets, hotels and supermarkets.	Both competency units: <ul style="list-style-type: none"><li>- SITXFSA005 Use hygienic practices for food safety; and</li><li>- SITXFSA006 Participate in safe food handling practices.</li></ul> OR  The training approved for the retail sector or the health and community services sector.

Industry sector	Approved Food Safety Training
<p><b>Retail</b> Businesses such as convenience stores, grocers, petrol stations.</p>	<p>SIRRFSA001 Handle food safely in a retail environment.</p> <p>OR</p> <p>The training approved for the hospitality sector or the health and community services sector.</p>
<p><b>Health and community services</b> Businesses such as food service providers in hospitals, hospice, nursing homes and childcare centres.</p>	<p>All three competency units:</p> <ul style="list-style-type: none"> <li>- HLTSE001 Follow basic food safety practices; and</li> <li>- HLTSE005 Apply and monitor food safety requirements; and</li> <li>- HLTSE007 Oversee the day-to-day implementation of food safety in the workplace.</li> </ul>
<p><b>Food businesses that do not sell potentially hazardous food</b> Businesses (including home-based businesses) that sell only foods that do not need to be kept frozen, refrigerated or hot such as plain bread, dry goods and confectionary.</p>	<p>Online <a href="#">DoFoodSafely</a> training.</p> <p>OR</p> <p>Online <a href="#">I'm Alert Food Safety Training</a>.</p> <p>OR</p> <p>Any of the competency units approved for another industry sector.</p>

Industry sector	Approved Food Safety Training
<p><b>Food businesses that sell food only at a declared event</b> Businesses, including community organisations, which sell food only at <a href="#">declared events</a> such as the National Multicultural Festival.</p>	<p>Online <a href="#">DoFoodSafely</a> training.</p> <p>OR</p> <p>Online <a href="#">I'm Alert Food Safety Training</a>.</p> <p>OR</p> <p>Any of the competency units approved for another industry sector.</p>

### Superseded approved food safety training

If a person has completed previously approved food safety training, the training remains approved if all the following are met:

- The person completed the training prior to the training becoming superseded.
- The person completed the training within the last five years.
- The person holds a statement of attainment for the training.

### Mutual recognition

If a person has completed food safety training that allows that person to be appointed as an FSS in another Australian state or territory, the training is approved if all the following are met:

- The person completed the training within the last five years.
- The person holds a statement of attainment for the training.

### Notification of food safety supervisors

New businesses must appoint and notify an FSS within 30 days of the food business becoming registered. Notification of FSS details can be done by completing the ACT Health [food safety supervisor nomination form](#).

For declared events, food businesses must provide a copy of their appointed FSS's statement of attainment with the [declared event registration application](#).

## Definitions

**Approved food safety training** means a food safety training course or competency unit approved by the Chief Health Officer (or delegate) for the purposes of Part 9A of the [Food Act 2001](#).

The approval of food safety training considers the appropriateness of the training for each food industry sector and whether the training is NRT and provided by an RTO.

**Declared event** means an event declared by the Minister to be a regulated event under the *Food Act 2001*.

Declared events are detailed on the ACT Health [selling food at an event webpage](#).

**Food safety training** means a training course or competency unit about ways to recognise, prevent and alleviate food safety hazards in food handled or sold in a registered food business.

**Nationally Recognised Training (NRT)** means a training package, qualification, unit of competency, accredited course or a skill set identified as a NRT on the [National Register of Vocational Education and Training \(VET\)](#).

**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.

**Registered Training Organisation (RTO)** see the *National Vocational Education and Training Regulator Act 2011* (Cwlth), section 3 Definitions.

Registered training organisations that provide food safety training are listed on the [National Register of Vocational Education and Training website](#).

The NSW Food Authority also publishes a [list of approved RTO training providers](#).

## More information

For more information see the ACT Health's [food safety supervisors webpage](#) or contact the Health Protection Service on 5124 9700 or [hps@act.gov.au](mailto:hps@act.gov.au).

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