



NATIONALLY RECOGNISED
TRAINING

SITSS00069

FOOD SAFETY SUPERVISION SKILL SET (HOSPITALITY)

SITXFSA005 Use hygienic practices for food safety

SITXFSA006 Participate in safe food handling practices

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JustCareers
TRAINING
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About this Course

This course is tailored for individuals who oversee day to day food handling operations, assisting all food handlers to handle food safety and ensures food safety risks are managed within the hospitality and catering industries. Compliance with legal requirements necessitates the presence of at least one Food Safety Supervisor in your food business in accordance with the Food Standards Code (FSANZ).

The training is applicable to those working in establishments featuring both permanent and temporary kitchen facilities, as well as smaller food preparation or bar areas.

For further information about the requirements relating to the Food Safety Supervisor Certificate in your state, it is recommended you visit the nominated Food Safety Authority website for your state:

- NSW Food Authority - www.foodauthority.nsw.gov.au
- Health VIC - Food safety
- Health ACT - www.health.act.gov.au
- QLD Health - The Food Pantry | Health and wellbeing | Queensland Government
- WA Dept Health - Food
- SA Health - Food safety | SA Health
- NT Gov - Food safety and regulations | NT.GOV.AU
- TAS Dept Health - Food safety | Tasmanian Department of Health

UNITS OF COMPETENCY

Unit Code	Unit Title
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices

WHAT'S COVERED?

Participants will gain knowledge on the following:

- Programs for ensuring food safety
- Detection of potential food hazards
- Mitigating food safety concerns
- Managing bacterial growth
- Safe food handling and preparation
- Proper storage and disposal of food
- Preventing food contamination
- Maintaining personal hygiene
- Practicing sanitary cleaning methods

The NSW Food Authority also emphasised that the course must incorporate three key focus areas including:

- 1 Safe egg handling
- 2 Allergen management
- 3 Cleaning and sanitising practices.
- 4* Food Act Offences

**Food Act Offences is not assessed.*

PREREQUISITES

There are no educational prerequisites for entry into this course.

ENROLMENT

In order to undertake this, course you will be required to complete our Enrolment Form (available on the internet when booked for online, or in the classroom if booking for face to face classes).

Once you have submitted this and paid the required fees then you will have commenced your course.

It is important that when enrolling, you must ensure that you have read and understood the

Just Careers Training Student Handbook and Terms & Conditions and that you have access to a copy of this document, which is downloadable from our website.

CAREER PATHWAYS

On successful completion of this unit, participants may pursue roles such as: food safety supervisor, small business owner or manager, food stores officer and commercial cook.

FEE INFORMATION

Fee information for this course can be found on our website or from our office.

Delivery Options



FACE TO FACE

Duration

1 day of training

You will have 6 months from enrolment to complete your course requirements.

Extension provisions are available. Please refer to the Terms & Conditions on our website.

If you are currently employed, you have 4 weeks from your date of enrolment to complete your course requirements. If you are not currently employed, you will have 6 months from enrolment to complete your course requirements.

To complete this course face to face, participants will need to undertake the following:

- Attendance for 1 day of training
- Participation in a range of learning activities
- Access the online learning material and complete a supervisor report in preparation for the course



ONLINE COURSES

Duration

6 months from the date of enrolment

Extension provisions are available. Please refer to the Terms & Conditions on our website.

If you are currently employed, you have 4 weeks from your date of enrolment to complete your course requirements. If you are not currently employed, you will have 6 months from enrolment to complete your course requirements.

To complete this course Online participants will require the following:

- A personal computer or notebook (laptop) – at home, in the workplace or anywhere else.
- A broadband internet connection
- Access to a printer (black and white is okay) with scanning abilities
- A pen and a paper notebook
- A real workplace (may be paid or voluntary)

Once enrolled into this course then you will receive a user name and password. These details will be used to access your learning materials where you can download and complete your supervisor report.

Participants are required to complete an online quiz and submit their supervisor report. After both tasks are completed, participants are able to schedule their verification call on our website (fees apply).

Workplace Requirements

If you are currently working in a hospitality food business, a supervisor report* needs to be completed by your supervisor and brought with you on the day of your course, and if you meet the requirements of the course then you will receive your certificate within 10 working days.

If you are not working in food business, you may attend this course, however you will be required to attend a suitable workplace and complete the performance requirement of the supervisor report.

You have 6 months from the date of course booking to complete your course requirements which includes your work placement requirements or the submission of the Supervisor Report*.

The workplace in all cases must have the following available;

- Personal Protective Equipment (gloves for example)
- Cleaning materials and chemicals
- Pest control chemicals and equipment
- Food that is for sale to the public
- Food handling implements (such as tongs)
- Food storage and display equipment (such as a bain marie)
- A supervisor or manager that can verify your abilities

These are available in all food businesses. If these are not available, then you may contact Just Careers Training for advice.

**The ONLINE course requires a follow up verification call for supervisor reports.*

How you will be assessed

Your training is competency based, meaning that you will need to provide evidence that you have met the required competency. This evidence will be generated and or collected by:

- Tasks and assessments you undertake during your study
- Work placement or workplace evidence signed off on by your supervisor.
- Mandatory pre-course quiz
- 3 Key focus areas assessments

In order to attain these units of competency you will need to be assessed. These assessments aim to demonstrate that you have the required skills and knowledge and that you can apply these in the workplace.

The information that you will be provided with is divided into nine (9) modules covering the areas mentioned above including four (4) key focus areas (three [3] are assessed).

This will include, as part of your Third Party Report, you demonstrating the *use hygienic food handling practices in line with organisational procedures, including each of the following on at least three occasions:*

- *correct hand-washing procedures*
- *appropriate use of uniform and personal protective equipment*
- *effective personal health and hygiene practices*
- *hygienic food service*

During your training session you will be required to complete a class theory assessment on the information provided. This is a closed book assessment. This is used to demonstrate that you have the required knowledge for attaining these units.

If you answer incorrectly, then you will be allowed further attempts to choose the correct answers to the questions after reviewing the information provided again. You will be allowed three attempts during your training session after which you will need to speak to one of our trainers to better understand how we can help you attain this unit of competency.

The assessor will also use your Supervisor report to confirm your application of the skills and knowledge required.

Achieving a result of “Satisfactory” for all the assessment and evidence requirements of these units is required to achieve a result of “Competent” for the Units of Competency.

Where a result of “Not Satisfactory” is achieved then your trainer will assist you in getting to the required result of “Satisfactory”.

Where a result for a Unit of Competency is “Not Yet Competent”, then your trainer will assist you in meeting all the requirements of the Unit within the required time.

Outcome

The qualification is nationally recognised. Upon successful completion of the required assessments you will be awarded a statement of attainment for the following units:

SITXFSA005 Use hygienic practices for food safety

SITXFSA006 Participate in safe food handling practices

Participants in NSW** will also receive a NSW Food Authority Food Safety Supervisor Certificate*

*\$30 NSW Food Authority Certificate Fee applies (NSW ONLY)

**If you are in NSW, a \$30 NSW Food Authority Processing Fee is applicable upon the completion of your Food Safety Supervisor (Hospitality) Course. This is mandatory.

***If you are in ACT and would like to have a NSW Food Safety Supervisor certificate, a \$30 NSW Food Authority Processing Fee is applicable upon the completion of your Food Safety Supervisor (Hospitality) Course. This is not mandatory.

Other Important Information

RECOGNITION OF PRIOR LEARNING (RPL)

If you have a recently expired FSS (less than 90 days) then you may apply for recertification. Please visit our website or contact us for further information.

LANGUAGE LITERACY & NUMERACY REQUIREMENTS

The course is delivered in English, to be able to successfully complete the training programs participants must be able to read and write English to a sufficient standard to work with the supplied texts. Participants may also be requested to undertake a Language Literacy and Numeracy assessment.

PARTICIPANT SUPPORT & REASONABLE ADJUSTMENTS

From the time that you enquire until you have completed your course you will have the assistance and support of the Just Careers Training team.

If you have any difficulty in completing the course, then you should contact Just Careers Training who will endeavour to find a way to assist you in meeting the requirements of the course. Areas where we can provide assistance includes if you do not have a suitable workplace (workplace arrangements might be made for Face-to-Face learners), need language and literacy assistance etc.

FEES AND CHARGES

The fee for this course is as per our currently advertised price. This fee includes the enrolment fee, program fees and resources. Prices are subject to change. Additionally, there may be a fee associated with scheduling your verification call.

*You will be required to pay the fee stipulated by the NSW Food Authority – please visit the NSW Food Authority website for current charges www.foodauthority.nsw.gov.au

Food Safety Supervisor Certificates and Statement of Attainments may be reissued if requested, however a processing and postage fee of \$40 applies for each reissued Statement of Attainment or Certificate (\$30 for the FSS Certificate & \$10 for postage).

**NSW ONLY*

TERMS & CONDITIONS

For information regarding any of the below, please refer to the Terms & Conditions on our website (these will also be available in your confirmation email when you enrol into any Just Careers Training Course)

- Fees and charges
- Refunds
- Course extensions
- Withdrawals
- Cancellations



ACCESS AND EQUITY AT JUST CAREERS TRAINING

We are committed to ensuring that we offer training opportunities to all people on an equal and fair basis. All participants have equal access to our training programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities. All participants that meet our entry requirements will be accepted into any of our training programs.

PRIVACY AND CONFIDENTIALITY

Just Careers abides strictly by all state and federal requirements relating to your privacy and confidentiality including the National Quality Standards and the Privacy Act 1988. Your information will only be passed to relevant persons as required by law or Department of Education guidelines.

After enrolment and for the duration of training and assessment your records will need to be kept at the office of Just Careers Training. These records are kept in a secure and locked location. Types of documents we may be required to keep include; enrolment forms, records of assessments (at times this may be photographic), attendance and progress details.

COMPLAINTS AND APPEALS

Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration.

If you feel that you have been treated unfairly while undertaking this course or that you are unhappy with our services, then please contact us for a complaint and/or an appeal form.

Further information about complaints and appeals can be found in our Student Handbook available on our website.

MORE INFORMATION

Refer to your Student Handbook or contact our Customer Service staff.

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