



HACCP Refresher Training

TRAINER LED COURSE

Thank you for enrolling in the HACCP Refresher Training course with Fresh Business Training. You have chosen the 'trainer led' option.

Your program of study is offered in 3 phases:

- Phase 1 – Self – paced, online study to prepare for the face to face training day
- Phase 2 – Face to face training via the Virtual Classroom
- Phase 3 – Online Assessment

PHASE 1

Immediately after payment is made, your online learning account will be automatically set up for you.

You will receive an email from **noreply@moodle.freshtraining.org** that is titled: "Fresh Business Training: New user account" (please ensure you check your JUNK mail box).

You will then be prompted to change your password to something that you will remember.

Once you have logged into your course, you will see that there are six (6) short lessons that we suggest you complete prior to your virtual training day.

PHASE 2

Upon enrolment you will elect to complete a virtual training day via ZOOM. The training day commences at 9:00am and concludes at 12:00pm. You will be sent further instructions, via email, prior to your training day. This will include instructions on how to log into your virtual classroom.

To ensure a positive training environment note:

- Please bring a pen and note book
- Please be prepared approximately 10 minutes prior to the scheduled commencement of your training
- **Your training location is:** Virtual Classroom via ZOOM

PHASE 3

You are required to complete a knowledge quiz after the virtual face to face training. All your work must be completed on the online learning platform within two (2) weeks after the completion of the virtual face to face training. Your trainer and assessor will show you how and where to upload your completed assessment.

The unit of competency you will be studying is:

Nil

Within the food safety industry, the unit of competency delivered in this training program are commonly referred to as Hazard Analysis and Critical Control Points (HACCP) training.



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Unit 33 Homebush Business Park 11-22 Underwood Rd Homebush NSW | info@freshtraining.org

The methods of assessment include:

- Underpinning Knowledge Questions

Program of Study

You have committed to three (3) weeks of study, research, training and assessment.

Specifically:

- One (1) week prior to you attending the virtual class you are expected to complete the six (6) lessons within your online course and be prepared to attend the virtual face to face class training and assessment,
- One (1) day virtual classroom training three (3) hours,
- Two (2) weeks after the virtual face to face component for you to complete the online knowledge quiz.

Assessment will be conducted after you have had time to learn, understand and process the delivered subject matter. The program is designed to ensure you receive sufficient training and adequate time to learn.

Your Fresh Business Training facilitator on a regular and ongoing basis will provide feedback and information regarding your progress and study.

Support and Progression

Fresh Business Training recognises that not all people learn in the same manner, and that with an amount of “reasonable adjustment” students who may not learn best with traditional learning and assessment methods will still achieve good results.

Reasonable adjustment may be offered to students with a disability or learning difficulty according to the nature of the disability or difficulty. Reasonable adjustments are made to ensure that the student is not presented with artificial barriers to demonstrating achievement in the program of study. Reasonable adjustments may include the use of adaptive technology, educational support and alternative methods of assessment such as oral assessment.

Please contact your Fresh Business Training facilitator if you need to discuss our support services.

Fresh Business Training Student’s Handbook:

For detailed information regarding training and assessment support, recognition of prior learning, client services and many other important topics please refer to your Fresh Business Training Student’s Handbook.

CEO’s Message:

This program has been developed to meet the needs of students so that you will have the best opportunity to achieve a successful result. Please communicate with your facilitator and/or Fresh Business Training management so your training needs can be reviewed and addressed as required. We hope you will enjoy the presentations and diligently study throughout the program.

Regards,

Atul Dhanvate

Atul Dhanvate
Chief Executive Officer



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