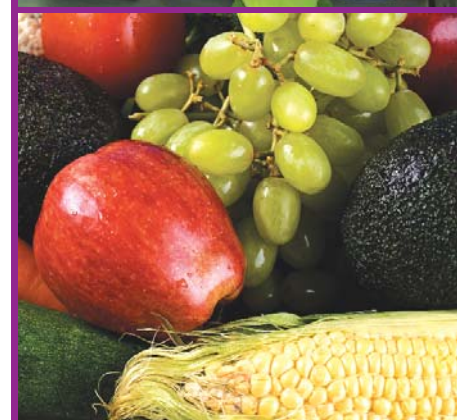


Wealden training services offer:

- Cost-effective training at a location near you
- Courses that are nationally recognised for quality
- Experienced trainers that are down-to-earth and help people succeed
- Training materials of the highest standard
- Years of experience in helping local businesses



News from Wealden's training team



A Year For Change

The new programme brings with it a number of changes.

Wealden District Council are moving out of their current offices whilst they are extended to combine the Crowborough and Hailsham sites into one. This means we will be using some new venues. All are easily accessible to businesses.

We have also looked at the courses which have been in most demand and concentrated our resources to ensure we can meet the need.

However 'tailor-made' courses, to suit your specific business needs, are still a high priority to our service.

National Food Hygiene Rating Scheme from April 2011

Increased demand for training is expected due to the introduction of this new scheme; which allows the public to see how well a business controls food safety. Food businesses will be scored on a number of criteria and these scores will be available nationally . . . well trained staff is one of the criteria on which businesses will be scored.

Advantages of training with Wealden:

- An excellent opportunity to invest in valued staff
- Ongoing support from our experienced team
- The chance to network and share knowledge with other local businesses
- Recognised commitment to food safety training in the National Food Hygiene Rating Scheme

Courses offered

- CIEH Level 2 Award in Food Safety in catering
- CIEH Level 3 Award in Supervising Food Safety in catering
- CIEH Level 2 Award in Healthier Food and Special Diets
- CIEH Level 3 Award in Training Skills and Practice

Training to suit you

Wealden can also offer tailor-made courses in Food and Health and Safety delivered where and when suits your business.

This includes the nationally recognised CIEH courses in this brochure, but at your venue and in your time. Plus we also offer the popular Food Hygiene Awareness course for people serving food, preparing low-risk food or to act as a refresher for those qualified over 3 years ago.

We can also provide the CIEH Level 2 Award in Health and Safety in your workplace. All of the above are designed for businesses that have a number of staff to be trained together. Contact us to discuss your needs and we will try to help.

Our aim is to deliver the high quality and effective training that businesses want.

CIEH LEVEL 2 AWARD IN FOOD SAFETY IN CATERING

Everyone who works with food has a special responsibility for safeguarding the health of consumers and to ensure that the food they serve or sell is perfectly safe to eat.

Who is this qualification for?

Anyone working in a catering setting where food is prepared, cooked and handled. Typical environments may include: pubs, hotels, restaurants, supermarkets and retailers, food and drink producers, hospitals, care homes and schools.

Learning outcomes

- Understanding of the importance of food safety and knowledge of the systems, techniques and procedures involved
- Understanding of how to control food safety risks (personal hygiene, food storage, cooking and handling).

- Confidence and expertise to safely deliver quality food to customers.

A nationally recognised certificate is awarded to successful candidates

Duration: 6 hours programme

Assessment: Multiple choice examination

Ofqual Accredited: Yes



Location	Dates	Time
Polegate	Thursday 28 April 2011	9.30am to 4.00pm
Crowborough	Wednesday 18 May 2011	9.30am to 4.00pm
Uckfield	Monday 20 June 2011	9.30am to 4.00pm
Polegate	Wednesday 31 August 2011	9.30am to 4.00pm
Uckfield	Tuesday 1 November 2011	9.30am to 4.00pm
Polegate	Wednesday 30 November 2011	9.30am to 4.00pm
Crowborough	Monday 9 January 2012	9.30am to 4.00pm
Polegate	Thursday 8 March 2012	9.30am to 4.00pm

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CIEH LEVEL 3 AWARD IN SUPERVISING FOOD SAFETY IN CATERING

Anyone working in a supervisory position in the food business is not only responsible but also accountable for food safety. This qualification provides a thorough understanding of food safety procedures emphasising the importance of monitoring staff and controls.

Who is this qualification for?

Managers and supervisors in small, medium or large catering businesses. Particularly relevant for those who have to develop or monitor food safety management procedures and systems.

Learning outcomes

- Ability to implement and supervise a food safety management system
- Understand food safety procedures
- Understand the concept of food hazards and the risks associated with them
- Understand the techniques involved in controlling and monitoring food safety
- Appreciate the risks linked to cross contamination
- Understand the role temperature has to play in the control of food safety

- Appreciate the importance of supervising high standards of cleanliness in food premises

Duration: Three-day programme plus half day revision, and 2 hour exam

Assessment: Multiple-choice examination

Ofqual Accredited: Yes

Prerequisite: Recommended understanding and knowledge of basic food hygiene – ideally the CIEH Level 2 Award in Food Safety

A nationally recognised certificate is awarded to successful candidates



Location	Dates	Time
Polegate	Thursday 19, 26 May, 2 June and Thursday 9 (rev), 23 (exam) June 2011	9.30 am to 4.00pm 9.30am to 12 noon
Polegate	Thursday 22, 29 Sept, 6 October and Thursday 13 (rev), 20 (exam) October 2011	9.30 am to 4.00pm 9.30am to 12 noon
Polegate	Thursday 5, 12, 19 January and Thursday 26 (rev), 2 (exam) February 2012	9.30 am to 4.00pm 9.30am to 12 noon

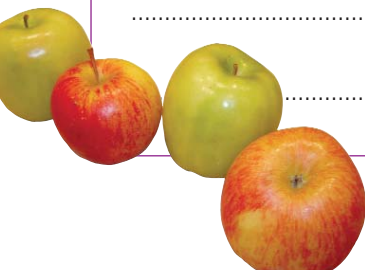
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CIEH LEVEL 2 AWARD IN HEALTHIER FOOD AND SPECIAL DIETS

The benefits of a healthy and varied diet are indisputable. More than ever caterers need to understand the link between diet and health. This qualification has been designed to provide a good, basic understanding of nutrition.

Who is this qualification for?

All employees in catering environments involved in the selection of menus, recipes and ingredients. It is also relevant for those in the healthcare and education sectors.

Learning outcomes

- Good basic understanding of nutrition principles and terminology
- Understand the requirements of a balanced diet and its positive effect on health
- Identify differing needs, allergies and food intolerances
- Appreciate that different groups of people require different diets to suit their lifestyle
- Knowledge of the requirements of the current legislation
- Understand the impact of food processing and manufacturing on the nutritional content of foods
- Appreciate the importance of accurate nutritional information being available on food products.

A nationally recognised certificate is awarded to successful candidates

Duration: One-day programme

Assessment: Multiple choice examination

Ofqual Accredited: Yes

Prerequisite: None



“Very enjoyable and interesting, the facilitator was excellent”

Location	Dates	Time
Polegate	Thursday 28 July 2011	9.30am to 4.00pm
Polegate	Thursday 17 November 2011	9.30am to 4.00pm

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CIEH LEVEL 3 AWARD IN TRAINING SKILLS AND PRACTICE

This course is ideal for first-time trainers who need to understand the basics of training skills and practice or those looking to refine their techniques. It covers initial assessment, planning and preparation, training delivery, assessment and evaluation.

Who is this qualification for?

This is a qualification for anyone wishing to become a CIEH registered trainer or to update and refresh their training skills and practice.

Learning outcomes

- Understand your own role and responsibilities in relation to training
- Understand appropriate training and learning approaches in a specialist area
- Demonstrate your session planning skills
- Understand how to deliver inclusive sessions that motivate learners
- Understand the use of different assessment methods and the need for record keeping

A nationally recognised certificate is awarded to successful candidates

Duration: Three-day programme

Assessment: Assignment (micro-teaching session)

Ofqual Accredited: No

Prerequisite: None



“Clear, concise, accurate information with a sense of humour”

Location

Polegate

Dates

Thursday 1, 8, 15 December 2011

Time

9.30am to 3.00pm

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Fees and booking arrangements

To book a place on a course is easy, just contact our training course administrator by email at foodandsafety@wealden.gov.uk or ring us on 01323 443205.

Cancellation

We often have people on a reserve list for courses. Therefore if places are booked and need to be cancelled, please give at least 5

working days notice before the start of the course. This allows us time to fill cancelled places. Otherwise the full fee will be charged.

Course	Cost per person by business type		
	Wealden – small	Wealden	Non-Wealden
Level 2 Award in Food Safety in Catering*	£66	£75	£83
Level 3 Award in Supervising Food Safety in Catering*	£248	£279	£310
Level 2 Award in Healthier Food and Special Diets*	£74	£84	£93
Level 3 Award in Training Skills and Practice*	£362	£407	£452
Food Hygiene Awareness Course (in-house only with minimum of 10 delegates)**	£37 per person for the first 10 candidates £16 per person over 10 candidates		

*Includes course handbook, exam fee and certificate

**Includes handouts and attendance certificates

“Informative and relaxed session, perfect for our new business”

Concessions

A 10% discount is available for ‘Wealden businesses’.

‘Wealden businesses’ means a business with its main operating base located within the District.

A discount of 20% for Wealden businesses employing less than 10 people.

Any business that has supported more than five courses in the preceding two years will be eligible for a loyalty discount of 20%. This may not be used in conjunction with any other discount offer.

Special requirements

If you have any special requirements please let us know in advance and we will do our best to help you.

Evidence of identity

All candidates taking CIEH exams will need to provide photo evidence of identity e.g. driving licence, passport or work identity badge before sitting the exam.

If you wish to discuss your training needs in more detail or wish to ask about organising in-house training, contact us on 01323 443205/443322 or email foodandsafety@wealden.gov.uk



If you, or somebody you know, would like the information contained in this document in large print, Braille, tape/CD or in another language please contact Wealden District Council on 01323 443322 or info@wealden.gov.uk quoting code number D&P 140713/3.11



Please recycle after use

If you have any questions about this newsletter or comments on our service, please contact us.

This newsletter is available in large print on request