



-Important pre-course information for any candidate attending a Level 2 Award in Food Safety in Catering-

Dear candidate

Please find below details about the course and your rights.

Course information:

The course you are about to attend is called the “Level 2 Award in Food Safety in Catering”. This qualification is for anyone who prepares, cooks, or serves food whatever the setting. The aim of this qualification is to bring food handlers up to date with the fundamentals of food safety. In order to assure that all your training needs are addressed properly on the day you are strongly advised to read this pre-course information sheet.

The timetable and syllabus of the course is as follows:

<p><u>9:20 - Introduction and Ice breaker</u></p> <ul style="list-style-type: none"> • Section 1: Introduction to food safety and its terminology • Section 2: The laws that apply to food businesses and food handlers • Section 3a: The concept of food safety hazards and how to contain the risk of food poisoning <p><u>10:50 – Tea/Coffee break (10 min)</u></p> <ul style="list-style-type: none"> • End to section 3a <p><u>12:00 – Lunch (30 min)</u></p> <p><u>12:30 - Afternoon session starts</u></p> <ul style="list-style-type: none"> • Section 3b: Food safety hazards • Section 4: The taking of temperatures • Section 5: The importance of cooling, and cold holding of foods on bacterial multiplication 	<p><u>14:10 – Tea/Coffee Break (10 min)</u></p> <ul style="list-style-type: none"> • Section 6: The importance adequate cooking, hot holding and reheating foods will have on bacterial growth and survival • Section 7: Requirements for food handlers • Section 8: Principles of safe food storage • Section 9: Cleaning • Section 10: Food premises and equipment <p><u>16:45 – Any questions/revision</u></p> <p><u>17:00 – Assessment (maximum 1 hour)</u></p> <p><u>18:00 – The end!</u></p>
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(Please note that the timetable is approximate and will vary in length depending on the candidates enthusiasm and participation)

The exam:

Your course will be followed by **an examination conducted under strict examination conditions**. The exam is a 1 hour multiple choice answers. The pass mark is 20 correct answers out of 30. Information on the exam will be given to you on the day by your trainer.

Your exam copy will be sent to the CIEH for marking. Upon successful completion of the exam you will be awarded a document: the “Level 2 Award in Food Safety in Catering”.

Proof of candidate Identity:

Please note that in order to take the exam you are required to provide (on the day) adequate photographic proof of identity, such as driving licence, passport, work ID, etc.

The awarding body:

The CIEH (Chartered Institute of Environmental Health) is a registered charity and is the awarding body for this course.

About the training centre and its trainers:

The course is run by a trainer from Babergh District Council (BDC). The trainer and Babergh District Council are registered with the CIEH as Training Centre and Trainers and are committed to delivering courses in accordance to the CIEH's quality assurances procedures, and to uphold high standards.

Details of BDC or its trainers' registration will be available on the day of the course; however should you wish to check the status of a trainer or the centre you can contact the CIEH at:

Chartered Institute of Environmental Health, Chadwick Court, 15 Hatfields, LONDON, SE1 8DJ

Tel: 0207 827 5800

Email: customerservices@cieh.org

If you wish to contact Babergh District Council the address is:

Babergh District Council, Corks Lane, Hadleigh, Ipswich, Suffolk, IP7 6SJ

Telephone: 01473 825 890.

Email: food.safety@babergh.gov.uk

Equal opportunity statement:

Babergh District Council and its trainers fully support the principles of equal opportunities and oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, marital status, disability or age.

Every possible step will be taken to ensure that individuals are treated equally and fairly.

Reasonable adjustment for assessment:

If you have a permanent, long term, or temporary disability, a medical condition or specific learning need, or English as a second or additional language, we strongly recommend that you contact us prior to attending the course to enable us to make suitable arrangements.

For example the language used during the course and on the exam papers is English. It is possible in such cases to do the exam in foreign language papers but prior notice of no less than 21 days before the day of the course must be given.

Please note that BDC can also run the course in French by prior arrangement and on a separate date to the ones advertised (there must also be a minimum of five candidates for such course to be held).

Appeals against your results and making a complaint:

As a candidate on our course you should expect a high standard of training provision and support, however if you have any queries or concerns about your course and the way it was delivered then you should contact Babergh District Council in the first instance.

If you wish to express your concerns about your learning experience direct to the CIEH you can contact them at the address given above, for more information you may also refer to the Candidate's Charter provided.

Cancellations:

BDC reserves the right to cancel a course at a short notice for unforeseen circumstances (adverse weather conditions, staff sickness, minimum number of candidates not being attained, etc).

Candidates booked on a subsequently cancelled course will be either fully refunded or offered a place on the next available course.

Any cancellation of a booking by a candidate with less than fourteen days notice prior to the start of the course will not be refunded.

Any cancellation before that time will be fully refunded.

Looking forward to seeing you on the course