

Certificate II in Retail

Name of participant:

SIRRFSA001A Apply retail food safety practices

Trainee Assessment Evidence Guide

Assessment evidence is proof that you demonstrate competence in the elements and performance criteria of the particular competency.

This 'evidence' can be provided in a number of ways:

- Completion of assessments or assignments
- Evidence of having undertaken the tasks in the workplace
- Third party evidence from your supervisor or others to verify that you are meeting the performance requirements of the competencies.

EVIDENCE COLLECTED FROM ONLINE TRAINING UNITS		
Assessment Task	Assessment item description	Tick when completed
1	Assessment of knowledge and skills: Apply Retail Food Safety Practices – SECTION 1 Apply Retail Food Safety Practices – SECTION 2 Apply Retail Food Safety Practices – SECTION 3	
WORKPLACE ASSIGNMENT		
Assessment Task	Assessment item description	Tick when completed
2	Complete all items on the attached Food Safety Inspection for at least 1 fresh food department (Meat, Fresh Produce, Deli, Bakery or Café) in your store. Once completed ask your manager to check and sign the inspection then fax/email it to MGA with your Third Party Report. <i>Note: This task ONLY assesses your ability to check your workplace and suggest actions to rectify issues. It does not mean that your workplace must achieve a perfect result for you to achieve competence.</i>	
THIRD PARTY EVIDENCE		
Assessment Task	Assessment item description	Tick when completed
3	Third party report completed by your manager . Once you are able to demonstrate competence in the workplace ask your manager to complete the attached third party report and then fax/email it to the MGA.	

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Assessment Task 2: Workplace Assignment

You are required to check all items on the Food Safety Inspection in your workplace. Once completed ask **your manager** to check and sign the inspection then fax/email it to MGA with your Third Party Report.

Note: This task ONLY assesses your ability to check your workplace and suggest actions to rectify issues. It does not mean that your workplace must achieve a perfect result for you to achieve competence.

Steps

1. Enter the name of the Department inspected, the date of the inspection and your name at the top of the inspection checklist.
2. Place a tick (✓) in the space provided for all items that are completed to the correct food safety standard and do not require follow up action.
3. Place an 'N/A' in the space provided for all items that are not applicable to the department.
4. Place a cross (X) in the space provided for all items that require an action to be completed.
5. Record the action to be completed in the space provided (an example has been included).
6. Record the initials or name of the person that will complete the action.
7. Ensure your manager or supervisor signs the completed inspection
8. Send the completed inspection to MGA via email/fax.

STUDENT DECLARATION OF ORIGINALITY:

In accordance with the MGA Participant Handbook guidelines: I hereby declare that the assessment for this unit and this submission are my own work and that, to the best of my knowledge and belief, it contains no materials previously published or written by another person or myself, nor material which to a substantial extent has been accepted for the award of any other unit, module, degree or diploma of a university or any other institute, except where due acknowledgement is made in the text. I give my consent for my work to be examined electronically by relevant plagiarism software programs.

PLAGIARISM AND COLLUSION

It is the act of presenting another persons work as your own, and failing to acknowledge that the thought, ideas or writings are of another person.

CONSEQUENCES OF PLAGIARISM AND COLLUSION

If the Training Manager deems plagiarism and/ or cheating to have occurred then the following may apply:

- the participant may be counselled on plagiarism / cheating
- the participant will be required to resubmit the assessment again using their own work and/or using correct referencing and quotation marking techniques
- the participant may be suspended from undertaking the course for period of time appropriate to the offence
- the participant may be permanently removed from undertaking the course and their enrolment cancelled

I have made and retained a copy of this original assignment		DATE :
STUDENT NAME :	SIGNATURE :	

Food Safety Inspection Department Inspected _____		Date:	Inspector name:	
		Task completed to food safety standards ✓ / X / NA	Action item to be completed	Who should complete the action
Ex.	Ensure the label on packaged products provides adequate information	X	Discuss labelling procedures with department staff to ensure correct labels are placed on products	DM
1.	All high risk food deliveries are checked on arrival and they meet all food safety standards (quality, temperature, life, labelling, not contaminated)			
2.	All staff allocated the role and responsibility of receiving high risk food deliveries to the store receive training on an annual basis and follow correct food safety procedures			
3.	Staff reject deliveries that do not meet the Food Safety Standards			
4.	Records of the receipt of goods are kept and filed			
5.	All dry goods are stored to ensure they are free of pests and not contaminated			
6.	The storage area of dry goods is cleaned on a regular basis e.g. floors swept, floors washed as per the cleaning schedule			
7.	All dry stock is rotated to ensure the oldest stock is used first within the 'use-by' or 'best before' dates			
8.	All dry stock is stored to ensure the packaging of the stock is not damaged, up off the floor and away from chemicals			
9.	All high risk foods are stored consistently at the correct temperature e.g. below 5° C and documented records are taken at regular intervals			
10.	All staff that conduct temperature checks of high risk foods are trained to the procedure			
11.	Cleaning of all cold storage areas is conducted on a regular basis as per the cleaning schedule by a trained person and records kept			
12.	All food stored in cold storage areas (cool rooms/ fridges) is up off the floor e.g. on pallets, stored to ensure cross contamination does not occur (e.g. raw foods are stored away from, and below ready to eat foods)			
13.	All stock stored in cold storage is rotated to ensure the oldest stock is used first (within coded dates)			

Food Safety Inspection		Date:	Inspector name:	
		Task completed to food safety standards ✓ / X / NA	Action item to be completed	Who should complete the action
Department Inspected _____				
14.	All frozen foods are stored consistently at the correct temperature to maintain food quality and ensure food safety (e.g. frozen solid, below - 15° C)			
15.	Documented records of the temperature of all frozen foods are recorded			
16.	All frozen stock is stored to ensure it maintains its quality and is not damaged or contaminated, is up off the floor e.g. on pallets and rotated to ensure the oldest stock is used first			
17.	Cleaning of all freezer storage areas is conducted on a regular basis as per the cleaning schedule			
18.	All frozen foods that are thawed for cooking are thawed in a refrigerator or cool room, covered and separated from other food to ensure cross contamination does not occur			
19.	All thawed foods are completely thawed prior to cooking			
20.	Staff are able to establish how long ready to eat high risk foods have been kept in the danger zone (e.g. between 5 degrees Celsius and 60 degrees Celsius for more than 4 hours must be thrown out; these times are cumulative)			
21.	All staff whose work involves food preparation receive training in personal hygiene on an annual basis and display high personal hygiene standards			
22.	Thermometers that can be used to temperature check high risk foods are calibrated on a regular basis, cleaned and stored according to food safety standards			
23.	All cooked foods are stored at the correct temperature in holding units at or above 60° C			
24.	All cooked foods are cooled from 60 degrees Celsius to 21 degrees Celsius in the first 2 hours, then refrigerated and to 5 degrees Celsius in the next 4 hours			
25.	All high risk foods are used or sold before it's 'best before' or 'use-by dates'			
26.	All high risk foods are stored in refrigeration to ensure cold air can get to them			
27.	All cleaning and sanitising of equipment and utensils are conducted as per the cleaning schedule to food safety standards e.g. bain-marie or hot holding units cleaned and preheated prior to using it			
28.	All foods stored in the bain-marie or hold holding unit are preheated to 75 degrees Celsius before putting them into the bain-marie or hot holding units			

Food Safety Inspection		Date:	Inspector name:	
		Task completed to food safety standards ✓ / X / NA	Action item to be completed	Who should complete the action
Department Inspected _____				
29.	The temperature of food stored in bain-marie or hot holding units are checked on a regular basis and records are kept			
30.	When refreshing food in the bain-marie or hot holding units, staff ensure they do not add food to trays but replace the entire tray			
31.	Staff ensure labels, price tags do not touch the food in storage units on display			
32.	When hot foods are served (e.g. chicken tastings), staff ensure the temperature of the food centre reaches 75 degrees Celsius or above			
33.	Staff always use a clean and sanitised thermometer to check the temperature of foods			
34.	Staff that use gloves when working with high risk foods do so safely to ensure cross contamination does not occur			
35.	All foods that are displayed for self service are maintained at the correct temperature e.g. cold food should be 5 degrees Celsius or colder, hot food should be 60 degrees Celsius or hotter and frozen food should be at -15 degrees Celsius or colder			
36.	All high risk foods are thrown out after four hours if not kept at the correct temperature			
37.	All food items or dishes have their own serving tool or utensil			
38.	All packaging materials used are always clean and not damaged			
39.	Staff check packaging material to ensure it is dust free, pest free and not contaminated as they remove it from storage			
40.	Food is always packaged in materials that are suitable for the product to ensure food safety is maintained			
41.	All staff that transport high risk foods are trained in food safety and understand what they need to do to ensure the food remains safe for consumption			
42.	All food is transported in a safe manner to ensure it is not contaminated			
43.	All staff conducting home deliveries are trained in food safety			
44.	Information is available for customers with allergies			
45.	The cleaning schedule includes all relevant information (items, instructions, frequency, chemicals, and equipment).			

Food Safety Inspection Department Inspected _____		Date:	Inspector name:	
		Task completed to food safety standards ✓ / X / NA	Action item to be completed	Who should complete the action
46.	Cleaning equipment for each department is stored appropriately			
47.	Cleaning chemicals are labelled and stored away from food items			
48.	All waste removal is conducted according to proper food safety standards			
49.	Pest control measures are adequate and effective			
50.	There are adequate hand washing and drying facilities			
51.	All suppliers of fresh food products are authorised and recorded on the Approved Suppliers List			
52.	All product recalls are conducted according to the food safety guidelines			
Sign off by supervisor /store manager Date: / /20 __ __ Name: _____ Position: _____ Signature: _____		Supervisor /store manager comments:		

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Assessment Task 3: Third Party Report

Name of participant: _____

A third party report is sought from you on the above participant who is currently undertaking studies in a Certificate II in Retail supported by Master Grocers Australia.

This report asks you to document your observation in the workplace of the skills and knowledge of the participant in relation to the above competency. This is one aspect of the assessment of the participant for these modules. Please indicate your opinion of the participant's performance in the areas specified by ticking the appropriate response in the right hand columns. A section is provided at the bottom of the form for comments.

Please respond honestly and openly. It will be useful if you discuss your responses with the trainee and give them a copy. He/she will then forward your report to the MGA.

PERFORMANCE MEASURES		PLEASE TICK ONE COLUMN		
		The trainee can perform this task	The trainee cannot perform this task	I have not observed the trainee perform this task
Apply personal hygiene and sanitation				
1	Understands and demonstrates good personal hygiene practices			
2	Identifies, maintains and uses appropriate protective clothing and equipment			
3	Maintains personal presentation in line with safe food handling requirements			
4	Is aware of and complies with the food safety requirements of particular areas of the store			
Identify food safety program				
5	Can locate information about the store food safety program and can understand what they need to do			
6	Can do what is required with the store food safety program eg. rotate food, wash hands, temp checks etc.			
Store and handle food products hygienically				
7	Transports packaged food supplies to the appropriate storage area promptly, safely and without damage			
8	Is familiar with and stores, food according to the store's procedures and safe food handling practices			

PERFORMANCE MEASURES		PLEASE TICK ONE COLUMN		
		The trainee can perform this task	The trainee cannot perform this task	I have not observed the trainee perform this task
9	Uses food handling implements for food products to ensure safe food handling			
10	Changes food handling implements between handling different products			
Clean work area and equipment				
11	Cleans work areas following safe food practices			
12	Cleans equipment following safe food practices			
13	Identifies and uses appropriate and safe cleaning tools, chemicals and equipment			
14	Identifies and undertakes safe routine maintenance of food storage and work areas and food handling equipment			
15	Reports maintenance requirements and problems to the relevant person without delay			
16	Identifies and practises safe handling and storage requirements for cleaning chemicals			
17	Identifies and performs waste disposal and pest control according to store procedures			
Monitor food safety				
18	Monitors food safety hazards to control food safety risk			
19	Identifies potentially unsafe food safety processes or situations and takes corrective action			
20	Records food safety information including equipment breakdowns according to the store food safety program			
Monitor food safety				
21	Identifies hygiene and sanitation problems or situations and promptly rectifies them or reports them to the relevant person			
22	Identifies conditions that promote microbial growth and promptly rectifies them or reports them to the relevant person			

Comments:

Signature of Manager

Name (please print)

Date

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Online Survey

Dear Learner

I invite you to take part in a survey being conducted by Master Grocers Australia to seek your views on the quality of our education and training.

Your feedback really counts. You can complete the survey form by clicking this link:
<http://aqtf2007.acer.edu.au/start.php?rto=2vo488uu&s=31998&gid+1>

If the link does not take you to the survey form, please copy and paste the link into your internet browser.

The survey is being conducted to collect feedback from learners on their views about their learning experiences. Master Grocers Australia uses the feedback it receives from learners as part of its continuous improvement processes to ensure it provides quality training and assessment. Master Grocers Australia must also provide a summary report of feedback from learners to its Registering Body to provide an indication of its performance. This is a condition of registration. The survey should take about 10 minutes to complete.

Please note that your response is private and confidential. The survey is designed to be administered to current learners who undertake training and / or assessment with Master Grocers Australia.

Individual respondents will not be identified in any data or reports. Survey responses will not be linked with enrolment records. Participation in this survey is highly valued, but voluntary. You are free to withdraw consent at any time. We will protect your anonymity and the confidentiality of your response to the fullest possible extent within the limits of the law.

If you have any questions about this survey or would like further information, please visit <http://www.mga.asn.au>. You may also contact the training department at Master Grocers Australia on (03) 9824 4111 or email training@mga.asn.au