

FOOD SAFETY SUPERVISOR RTO APPROVAL CONDITIONS



Department of
Primary Industries
Food Authority



Compliance with approval conditions under the FSS program

Registered Training Organisations (RTOs) that are approved by the NSW Food Authority (Food Authority) under the Food Safety Supervisor program are subject to approval conditions that are imposed under 106H of the NSW *Food Act 2003*.

These approval conditions are outlined below.

The Food Authority will take appropriate enforcement against an RTO (e.g. suspension of approval) under Cl. 27 of the Food Regulation 2015 if an RTO is found to be in breach of the approval conditions.

Approval conditions

The approved RTO must:

- a) Comply with the requirements of the *Food Act 2003* and Food Regulation 2015 as they apply to the Food Safety Supervisor program
- b) Comply with the RTO approval criteria as it applies to the Food Safety Supervisor program
- c) Conduct Food Safety Supervisor training for the purposes of issuing Food Safety Supervisor certificates only with trainers agreed to by the Authority in writing
- d) Notify the Food Authority in writing of any change to
 - i. contact details
 - ii. ownership of your registered training organisation
 - iii. the scope of registration as a training organisation (for FSS related units)
 - iv. trainers (including proposals to add new trainers and/or removal of current trainers)
 - v. method of delivery of the required units of competency
- e) Not use recognition of prior learning (RPL) for the purposes of issuing a Food Safety Supervisor certificate, unless it is applied for the purposes of re-certifying a person that currently holds a Food Safety Supervisor certificate within the immediately preceding period of five years,
- f) Not issue a Food Safety Supervisor certificate for circumstances under which the Food Authority will issue a Food Safety Supervisor certificate (as published on the Food Authority's website)
- g) Use the Food Authority's SmartForm system to issue Food Safety Supervisor certificates to competent students
- h) Issue the Food Safety Supervisor certificate within ten working days of assessing the student as competent for the prescribed Food Safety Supervisor units



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- i) Not subcontract any training conducted for the purposes of issuing an Food Safety Supervisor certificate to any non-approved RTO, or to a trainer that has not been accepted for your RTO by the Food Authority
- j) In compliance with privacy laws, notify enrolling students that personal information will be provided to the Food Authority
- k) Limit class sizes to 30 students where face to face delivery of training for the purposes of issuing a Food Safety Supervisor certificate is conducted
- l) Store blank Food Safety Supervisor certificate stationery in a secure location
- m) Pay any amount due to the Food Authority under the *Food Act 2003* by the specified time
- n) Not produce training or advertising material that inaccurately represents the requirements of the *Food Act 2003* and Food Regulation 2015
- o) Use any resource / material / information required by the Food Authority, in training conducted for the purposes of issuing a Food Safety Supervisor certificate. This includes compliance with any prescribed focus areas identified by the Food Authority as prerequisites to the issue of a Food Safety Supervisor certificate.
- p) The Food Authority may conduct evaluations of RTO performance for quality assurance purposes. This may include 1) attendance of Food Authority staff at one or more training sessions conducted by your organisation and/or 2) request training and assessment materials
- q) The Food Authority may refer complaints, information and related material to the Australian Skills Quality Authority or any other person or body the Food Authority considers having a legitimate interest in receiving it.

If approved, the RTOs approval will remain in force for 12 months from the date of approval.

Approved RTOs will be published on the Food Authority's website.



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