

RTO APPROVAL CRITERIA

FOOD SAFETY SUPERVISOR
PROGRAM

RTO approval criteria

The approval criteria that Registered training Organisations (RTOs) must meet to be considered for approval under the Food Safety Supervisor program fall into three categories:

1. RTO criteria
2. RTO trainer criteria
3. Fees

1. RTO criteria

RTOs must:

- Be registered with the Australian Skills Quality Authority (ASQA).
- Offer the units of competency specified by the NSW Food Authority (the Food Authority) and published on the Food Authority's website (i.e. 2 x hospitality units or 1 x retail unit)
- Not have restrictions placed on them by ASQA, or an equivalent national, State or Territory registering and course accrediting body, that impacts their ability to offer the specified units of competency
- Not have had their registration withdrawn or suspended in the last three years
- have been operating as an RTO continuously for at least one year prior to the submission of their application¹
- Offer one or more delivery options (e.g. face-to-face, online, workplace based, correspondence, or a combination of these)
- Issue NSW Food Safety Supervisor certificates on behalf of the Food Authority, in addition to the Statement of Attainment.

2. RTO trainer criteria

Trainers and assessors must:

- a) meet appropriate requirements of the *National Standards for Registered Training Organisations (RTOs) 2015* made under the *National Vocational Education and Training Regulator Act 2011*.
- b) appropriate conditions for assessors provided in the required units of competency.

3. Fees

- The annual approval fee payable by RTOs to the Food Authority is \$1200 per year.
- An additional one-off initial processing fee of \$100 will also apply (non-refundable if application is not approved).
- Purchase the Food Safety Supervisor certificates from the Food Authority at a fee of \$30 per certificate.

¹ The Food Authority may, in appropriate circumstances choose to waive this condition. An example of such a circumstance would be a previous key contact of an approved RTO with a very high compliance record commencing operations of a new RTO.