

## Ashwood UK Limited – Training Information

We are a registered centre for RSPH, and are currently offering certificated courses:

- **Level 3 Award in HACCP for Manufacturing** – 3 days including examination
- **Level 4 Award in HACCP for Manufacturing** – 6 days including examination
- **Level 3 Award in Food Safety Supervision for Manufacturing** – 4 days including examination

The following link will give you more details on the RIPH courses:

<http://www.rsph.org.uk/en/qualifications/qualifications.cfm> (click on the “Food Safety Tab)

### Other courses that we run include:

- **Introduction to HACCP course for factory personnel** - this is about 2 hours including a short 15 min multi-choice exam. For this we need a flow diagram and CCP table from the site, and some scans of CCP records (ones with mistakes, missing entries, etc), so that the staff can relate to their own CCP's, monitoring procedures, and records, and understand why all of this is so important.
- **Internal auditor training** - this normally takes two days and can be done for up to 3 - 4 staff. Half of the first day is spent learning about the principles of auditing, and then the remainder involves shadow auditing of the site's own systems and procedures against BRC or customer COP's as appropriate, and writing reports, non-conformances, etc. We have found that the most effective method of training for internal auditors is for the trainees to spend as much practical time as possible being involved in live audits, rather than in an artificial ‘classroom’ situation. After an initial introduction to the principles of auditing, the trainees shadow one or two internal audits carried out by the Ashwood Advisor, and then do a couple of audits themselves, with the Advisor shadowing and coaching them. Typically, this process takes 2 days although where trainees have previous experience the time may be shortened. To get the maximum benefit from the training, there should be no more than 3 trainees in each session.
- **Good manufacturing / engineering practices** - this is normally is tailored around specific issues that the site has, and usually involves a prior visit to take photographs. Normally the course is around 2 - 3 hours, with a factory visit and report back session included, and is aimed at factory personnel.
- **A basic introduction to the relevance and control of micro-organisms in chilled foods manufacturing** - usually about 2 hours and is aimed at factory personnel.

Most in-house courses can be run at fairly short notice (diary dependant) - certificated ones need about 2 - 3 week notice, as the exam papers have to be booked. Open courses tend to be planned much further in advance, but are more difficult to set up.

***For availability or further information contact Denise or Ewan on 01721 724833.***