

Food Safety Supervisor program: RTO approval criteria

September 2025

Registered Training Organisations (RTOs) must meet 3 approval criteria categories to qualify for the NSW Food Safety Supervisor (FSS) program.

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 and published on the Food Authority's website (that is, 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 - not have had their registration withdrawn or suspended in the past 3 years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 (for example, face-to-face, online, workplace based, correspondence, or a combination of these)
 - issue NSW Food Safety Supervisor (FSS) Certificates on behalf of the Food Authority, in addition to the Statement of Attainment.
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2. RTO trainer criteria

Trainers and assessors must:

- meet appropriate requirements of the Standards for Registered Training Organisations (RTOs) 2025 made under the *National Vocational Education and Training Regulator Act 2011*.
- meet the relevant conditions for assessors outlined in the required units of competency.

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.

3. Fees

- The annual approval fee payable by RTOs to the Food Authority is \$1,200 per year.
 - An additional one-off initial processing fee of \$100 will also apply (non-refundable if application is not approved).
 - Purchase the NSW FSS Certificates from the Food Authority at a fee of \$30 per certificate.
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More information

- Visit foodauthority.nsw.gov.au
 - Contact the Food Authority helpline:
 - Email food.contact@dpird.nsw.gov.au
 - Phone 1300 552 406
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