

FOOD SAFETY SUPERVISOR PROGRAM

Registered Training Organisation trainer application form

FSS 007

Fill in the relevant fields for any details that have changed and send completed form to the NSW Food Authority either by:

- posting to: PO Box 232, Taree NSW 2430
- emailing to: food.licensing@dpi.nsw.gov.au

The NSW Food Authority aims to process requests for change of details within 4 weeks.

Trainers are required to comply with the below *Standards for Registered Training Organisations (RTOs) 2015*. See [www.asqa.gov.au/about/australias-vet-sector/standards-for-registered-training-organisations-\(rtos\)-2015.html](http://www.asqa.gov.au/about/australias-vet-sector/standards-for-registered-training-organisations-(rtos)-2015.html)

Trainers and assessors

1.13. In addition to the requirements specified in Clause 1.14 and Clause 1.15, the RTO's training and assessment is delivered only by persons who have:

- a) vocational competencies at least to the level being delivered and assessed;*
- b) current industry skills directly relevant to the training and assessment being provided; and*
- c) current knowledge and skills in vocational training and learning that informs their training and assessment.*

Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.

1.14. The RTO's training and assessment is delivered only by persons who have:

- a) prior to 1 January 2016, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1, or demonstrated equivalence of competencies; and*
- b) from 1 January 2016, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1.*

1.15. Where a person conducts assessment only, the RTO ensures that the person has:

- a) prior to 1 January 2016, the training and assessment qualification specified in Item 1 or Item 2 or Item 3 of Schedule 1, or demonstrated equivalence of competencies; and*
- b) from 1 January 2016, Item 1 or Item 2 or Item 3 of Schedule 1.*

1.16. The RTO ensures that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment.

RTO company information

NSW Food Authority RTO approval number _____

Company name _____

Trainer's details

New trainer Change details Remove details

Name _____

Telephone number _____

Mobile number _____

Email _____

a) Does your training experience and qualifications meet the below *Standards for Registered Training Organisations (RTOs) 2015*?

Yes No

Please provide a certified copy of all the following documents:

- (i) your valid Food Safety Supervisor certificate
- (ii) Certificate and Statement of Attainment for the valid FSS Units of Competency
- (iii) Certificate and Statement of Attainment for your training qualification.

Please also provide a copy of your resume.

Note: A 'certified copy' is a photocopy which has been compared with the original and endorsed as a true copy by a Justice of the Peace (JP) or a public officer such as a police officer. The JP must include their registration number and signature on the copy. The public officer must include their full name, position, title and signature on the copy.

b) Trainer authorisation

I authorise my employer (RTO name) _____

to provide my personal information to the NSW Food Authority for the purposes of determining whether the NSW Food Authority agrees that I can conduct training on the organisation's behalf for the purposes of issuing Food Safety Supervisor certificates. This authorisation is limited to the provision of my name, contact details, qualifications and relevant work experience.

If any information supplied by me may be considered to be untrue or misleading in any respect, I understand that the NSW Food Authority may take such action as it believes necessary, including the disclosure of the information to any person or body the NSW Food Authority considers has a legitimate interest in receiving it, and I consent to such disclosure.

Trainer name _____

Signature _____

Date _____

RTO authorisation

I , as an authorised officer of _____ (RTO name)
acknowledge and understand the NSW Food Authority can use the information in this form for the purposes of
s106H of the *Food Act 2003* (NSW) and may disclose this information to any person or organisations that the
Food Authority considers has a legitimate interest.

I hereby certify that I am authorised to submit this form on behalf of this business, and that the information
supplied by me is true and correct.

Authorised contact name _____

Position _____

Signature _____ Date _____