

Principles of Food Safety in Catering (Level 2)

# APPLICATION FORM

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| **FIRST NAME**………………………………………………………………………………..**MR/MRS/MISS/MS****LAST NAME**.………………………………………………………………………………………………………**ORGANISATION NAME**.……………………………………………………………………………………….**ADDRESS (FOR CORRESPONDENCE)**……………………………………………………………….………………………….………………………………………………………………………………………………………………………...**TELEPHONE NUMBER**………………………………………………………………………………………….**EMAIL ADDRESS…………………………………………………………………………………………………** |

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| **Mr/Mrs/Miss/Ms** | **Name of Attendee(s)** | **Preferred Course** **(see attached sheet for dates)****1st Choice 2nd Choice**  |
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The training is in English and there is a multiple–choice exam of 20 questions at the end of the day.

**Please let us know in advance if English is not your first language as there are some foreign language exam paper that can be ordered which may be of help.**

Alternatively, If you would prefer an **English oral exam** (spoken) rather than a written exam, please tick this box .

If you have any other additional requirements, please call us (01273) 294416/294491 and we will try to make the necessary adjustments.

#### The cost of the course is currently £70

#### Please phone 01273 294416/294491 to pay by credit/debit card.

#### If paying by cheque it should accompany this application form, and be

#### made payable to ‘Brighton & Hove City Council’ and sent to

#### Food Safety Team, 2nd Floor, Bartholomew House, Bartholomew Square, Brighton, BN1 1JP

**Refunds will only be issued if we have received notification of cancellation within five working days of the course date. Five days’ notice is also required to change a course date, otherwise you will need to re-submit an application with a further payment.**

**2019/2020 COURSE DATES**

1 November 2019, 3 December 2019, 17 January 2020, 25 February 2020

 7 April 2020 , 26 May 2020, 14 July 2020, 1 September 2020

 13 October 2020, 1 December 2020

**Principles of Food Safety in Catering (Level 2)**

**Overview**

The aim of the Principles of Food Safety in Catering (Level 2) qualification is to provide candidates with knowledge of the basic food safety practices that is essential in the catering industry. This includes the hazards and risks to food safety presented by food operations and personnel together with cost-effective, practical control measures.

The qualification is designed principally for those who are, or intend to be, food handlers working in catering. It is also appropriate for persons providing services to catering premises including pest control operators, maintenance engineers, cleaners, laundry and delivery personnel.

The achievement of the Level 2 Award in Food Safety in Catering qualification will enable learners to identify how to make changes to catering practices in order to improve the safety of catering services.

**Outline programme**

The qualification covers the following topics:

* Introduction to Food Safety
* Microbiological Hazards
* Food Poisoning and its Control
* Contamination Hazards and Controls
* HACCP from Purchase to Service
* Food Handlers and Personal Hygiene
* Food Premises and Equipment
* Food Pests and Control
* Cleaning and Disinfection
* Food Safety Enforcement

**Qualification information**

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| Course duration: | 6 hours minimum |
| Assessment method | 20 multiple choice questions |
| Ofqual accreditation | Yes |
| Level | Level 2 |

#### The payment includes tuition, workbook, examination paper, certificate on

#### successful completion and tea/coffee.

**Privacy Notice**

The Council is the data controller for purposes of the Data Protection Act (2018) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner’s Office (ICO)

Brighton & Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

**Purposes & Lawful basis of processing**

You data will be used in order for the council to provide you with the Principles of Food Safety (Level 2) training and qualification. The council will store information on a database to monitor who has applied and who has attended, as well as exam results.

Your contact details will also be used for communication purposes in relation to this course.

To attend this course, individuals or businesses must pay a fee, therefore, financial information will need to be processed.

Our lawful basis for processing is performance of a task carried out in the public interest or official authority, specifically working within the Food Safety Act 1990.

**Who we will Share your Data with**

Your data will be shared with David Taylor Training as they provide the training, as well as, Highfield Qualifications who administer the qualification.

**How Long we will Hold your Data (Retention)**

We will hold your data for six years from the course date.

**Transferring Data outside the European Economic Area**

Your information is not processed outside of the European Economic Area.

**Your information rights**

Under GDPR you have certain rights concerning your information.

For further information on your rights visit <https://www.brighton-hove.gov.uk/>privacy

**Further information**

If you would like to discuss this further please contact our Information Governance Team on 01273 295959 or data.protection@brighton-hove.gov.uk

The council also has a Data Protection Officer, who can be contacted via <https://www.brighton-hove.gov.uk/dpo>

You can also contact the ICO for further information or to make a complaint:

Information Commissioner’s Office

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

<https://ico.org.uk/global/contact-us/email/>

https://ico.org.uk/make-a-complaint/