



Client Services Not just school food



Food Excellence and Skills Training

Training Programme and
Bespoke Courses
2010/11

Nutrition and Food Safety



Children, Families & Education



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For more details please contact Client Services 01622 696050 or email clientservices@kent.gov.uk

Breakfast Clubs

Meeting the Food-based Standards

Who needs this course?

Breakfast Clubs have increased in popularity in schools over the last decade. Head teachers have observed a marked improvement in attendance, punctuality and concentration levels in class. In September 2007 the Government introduced food-based standards for school food other than lunch. This course concentrates on the issues of what foods should be served at the breakfast club and After School Clubs. The course is suitable for anyone working in a school food environment or with responsibility for providing food at any time other than school lunch.

Subjects covered

- What the standards say
- How to put the standards into practice - practical tips
- Serving suggestions – food and drink
- Marketing and promoting
- Resources

Benefits

- Comply with Government Standards
- Share ideas and good practice
- Explore how best to set up and run a breakfast or after school club

COURSE INFORMATION

Duration: 3 hour

Assessment: None

Prerequisite: None but this course should be done in conjunction with the CIEH Level 1 Food Safety Certificate.

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £45 per person.

If you have fewer candidates in need of the training, then join one of our pre programmed course venues, where we provide refreshments and deliver the training at a cost of £55 per person

School Nutrition Action Group

School Food is changing!

Who needs this qualification?

To ensure the changes have a sustainable impact, the School Food Trust, suggests they are made within the context of the “whole-school approach”. A SNAG aims to develop an ethos that supports and promotes health and well being, through the participation of everyone within the school community.

Subjects covered

- What is SNAG and its composition
- How can a SNAG help your school comply with Government standards
- How can a SNAG encourage pupils to choose a healthy, balanced diet
- How can a SNAG develop a School Food Policy

Benefits

- Co-ordinated approach to food and drink in school
- Comply with Government food standards
- Communicate your school's shared vision, ethos and values to pupils, staff, parents and other stakeholders.
- Ensure equality of access and participation for all
- Establish effective working partnerships - working towards a common goal

COURSE INFORMATION

Duration: 2 hours

Assessment: None

Prerequisite: None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £35 per person.

If you have fewer candidates in need of the training, then join one of our pre programmed course venues, where we provide refreshments and deliver the training at a cost of £45 per person.

Lunchtime Supervisor Workshop

Who needs this course?

This course is designed to give the people entrusted with the responsibility of our children over the lunchtime period, the skills and knowledge to contribute to an enjoyable, healthy lunchtime experience.

Subjects covered

- The important role of the Lunchtime Supervisor
- Children's views
- Whole school approach including other peoples roles
- Supporting pupils with praise & rewards
- Preventing inappropriate behaviour
- Managing challenging behaviour
- What is a balanced diet – the eat well plate
- Strategies to encourage pupils to make the best choices

Benefits

- All staff feel valued and part of the school team
- Evidence for OFSTED of investing in this group of staff who are central to the whole school approach to healthy eating
- Pupils are supported in the dining room and benefit from eating a balanced nutritious meal at lunchtime
- Greater understanding of the full range of issues and behaviours which will effect lifelong health and education
- Share good practices

COURSE INFORMATION

Duration: One day programme 9.30 to 3.30

Assessment: None but the session will provide a launch pad for staff to return to school with an action plan for enhancing the pupil lunchtime experience

Prerequisite: The session has been designed to be non-threatening with no prior knowledge assumed

If you join one of our pre programmed course venues, there is an opportunity to network with people in a similar role and we provide lunch, refreshments and deliver the training at a cost of £75 per person.

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training and focus more on team building and issues that are specific to your school. The cost will be £45 per person and is often done over just 3 hours

Level 1 Award in Providing a Healthier School Meals Service

Who needs this qualification?

The introduction of the Government's food-based and nutrient-based standards has created some challenges in today's school meal service. This qualification will be useful to anyone working in a school food environment, wishing to provide a healthier school meals service or build on an existing qualification. Target group is Catering Managers, Cooks, Assistant Cooks and anyone involved in the marketing of school food.

Subjects covered

- How to provide a range of healthier foods and meals in the school dining room and why this is important.
- How to develop marketing ideas and material to promote healthier food choices to the target market through the school meals service.

Benefits

- Comply with training requirements
- Targeting training so it is commensurate with work activities
- Use marketing to increase meal numbers
- Comply with Government food standards
- Put in to practice ideas learnt on the course

COURSE INFORMATION

Duration: 2 x 4 hour guided learning sessions

Assessment: Evidence of meeting all learning outcomes is needed to complete both units. There is a written / online test.

Prerequisite: There are no formal entry requirements for this qualification although it is expected that the candidate is within existing employment as a school caterer.

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £75 per person.

If you have fewer candidates in need of the training, then join one of our pre programmed course venues, where we provide refreshments and deliver the training at a cost of £115 per person.

CIEH Level 2 Award in Healthier Foods & Special Diets

The benefits of a healthy and varied diet are indisputable, KCC and the government are committed to reducing ill health and death caused by diet-related disease and consumers are increasingly aware of the effects of a poor diet. More than ever, caterers need to understand the link between diet and health. People working with food have a responsibility to keep up to date with current recommendations and guidelines. This qualification provides caterers with the fundamental principles of nutrition and the necessary knowledge to effect real change in the eating habits of the nation.

Who needs this qualification?

- Employees in catering preparation and serving food
- Those involved in the selection of menus, recipes and ingredients
- Customer facing employees who need to understand customer queries or ascertain needs of individuals

Subjects covered

- The relationship between nutrition, diet and health
- The nutritional requirements of different population groups
- Current policy, legislation and voluntary guidelines
- The effects of food processing on nutrient content
- Nutrition labeling

Outcomes

On completing this qualification candidates will be able to understand:

- nutrition terminology
- the relationship between diet and health
- that different groups of people require different diets to suit their lifestyle
- the guidance that is available and describe, in general terms, the requirements of the current legislation
- that food processing can change the nutritional content of foods
- the importance of accurate nutritional information being on food products

COURSE INFORMATION

Duration: One-day programme

Assessment: Multiple-choice examination

Prerequisite: None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £75 per person.

If you have fewer candidates in need of the training, then join one of the pre programmed course venues, where we provide lunch and deliver the training at a cost of £110 per person

School Food Standards incorporating CIEH Level 2 Award in Healthier Foods & Special Diets

This course covers the syllabus of the CIEH Level 2 Award in Healthier Foods & Special Diets but also gives extra time to discuss the specific needs of school pupils. We take an in depth look at the nutrient based standards for school lunches plus the food-based standards for school food other than lunchtimes.

Who needs this qualification?

- Employees in catering preparation and serving food
- Those involved in the selection of menus, recipes and ingredients
- Customer facing employees who need to understand customer queries or ascertain needs of individuals

Subjects covered

- The relationship between nutrition, diet and health
- The nutritional requirements of different population groups
- Current policy, legislation and voluntary guidelines
- The effects of food processing on nutrient content
- Nutrition labeling
- Government standards for school food

Outcomes

On completing this qualification candidates will be able to understand:

- nutrition terminology
- the relationship between diet and health
- that different groups of people require different diets to suit their lifestyle
- the guidance that is available and describe, in general terms, the requirements of the current legislation
- that food processing can change the nutritional content of foods
- the importance of accurate nutritional information being on food products

COURSE INFORMATION

Duration: 2-day programme

Assessment: Multiple-choice examination

Prerequisite: None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £100 per person.

If you have fewer candidates in need of the training, then join one of the pre programmed course venues, where we provide lunch and deliver the training at a cost of £135 per person.

Craft Skills Programme

As we are all aware an increasing amount of research is proving that eating the right nutritionally balanced meals and drinking plenty of water throughout the day, can both improve our children's health, personalities and their ability to learn.

Who needs this qualification?

Our training course offer's Cooks and Assistant Cooks, information and practical training so they can confidently produce healthy school meals for our children. All training sessions are suitable for anyone working in Primary, Secondary, Day Special or Residential school kitchens. New recruits or existing employee's can benefit immensely from completing this programme.

Subjects covered

Pastry making
Sauces
Fruit and vegetables, potato dishes
Biscuits, sponges and crumbles
Yeast cookery
Meat and fish dishes
Egg, cheese and non meat dishes
Salads, baguettes and wraps

Benefits

- Develop the food preparation and cookery skills of the school food workforce
- Practical training in a safe learning environment
- Ideal introduction to training before embarking on a formal NVQ
- Opportunity to network with other people in a similar role
- Growth in confidence and enthusiasm to produce good quality food that the children will want to take up
- Understanding of how to produce food that complies with the food-based and nutrient standards
- Opportunities to develop literacy skills and complete the National Test at Level 2

COURSE INFORMATION

Duration: one-day per week, day release, starting at 9.30 and finish at 2.30. Students will be expected to attend all 12 weeks.

Assessment: Students will be continually assessed throughout the course. On week 12 the students will design, prepare and cook a meal for a number of guests. A certificate will be awarded on satisfactory completion of the course.

Prerequisite: None

The cost of the 12 week course is £495 per student. We provide all the food, equipment and materials needed for every session.

CIEH Level 1 Award in Food Safety Awareness in Catering

Who needs this qualification?

- Young people considering a career in the food industry (14–19)
- New recruits (induction training)
- People handling low-risk or wrapped foods e.g. breakfast club staff
- Non-food handlers in a food business (cashiers)

Subjects covered

- Food safety hazards & responsibilities
- Contamination
- Cleaning
- Personal hygiene

Benefits

- Complying with training requirements
- Targeting training so it is commensurate with work activities
- Ensuring that employees have a common shared understanding of the essentials of food hygiene
- Establish a firm foundation for progression to a level 2 award

COURSE INFORMATION

Duration: half day programme (3 hours tuition plus 30 mins for assessment)

Assessment: 15 multi choice question paper

Prerequisite: None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £55 per person.

If you have fewer candidates in need of the training, then join one of our pre programmed course venues, where we provide refreshments and deliver the training at a cost of £75 per person.

CIEH Level 2 Award in Food Safety in Catering

Safety training is a key ingredient in preparing & preserving essential skills in the work place. Food safety competence is fundamental in enabling employees to deliver high quality food to customers safely.

Who needs this qualification?

Anyone working in a catering or hospitality setting where food is prepared, cooked and served. Typical environments may include:

- School Meals
- Breakfast Clubs
- After School Clubs

Subjects covered

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking and hot holding
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

Outcomes

Employees who handle food will gain a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved. They will have the confidence and expertise to deliver quality food safely to customers. Refreshment of this qualification is recommended at least every 3 years.

COURSE INFORMATION

Duration: One-day programme (6 hours tuition plus 1 hour for assessment)

Assessment: Multiple-choice examination

Prerequisite: None

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £75 per person.

If you have fewer candidates in need of the training, then join one of the pre programmed course venues, where we provide lunch and deliver the training at a cost of £110 per person.

CIEH Level 2 Award in Food Safety in Catering (Refresher)

All candidates who have taken the CIEH Level 2 Award in Food Safety are recommended to take a refresher course three years after completion.

Who needs this qualification?

Anyone working in a catering or hospitality setting where food is prepared, cooked and served. Typical environments may include:

- School Meals
- Breakfast Clubs
- After School Clubs

Subjects covered

- Responsibilities for food safety
- Personal hygiene
- The work environment
- Product safety

COURSE INFORMATION

Duration: Half-day programme (3 hours tuition plus 1 hour for assessment)

Assessment: Multiple-choice examination

Prerequisite: CIEH Level 2 Award in Food Safety in catering. Please note it will be necessary to have copies of the candidate's previous certificate.

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £55 per person.

If you have fewer candidates in need of the training, then join one of the pre programmed course venues, where we provide lunch and deliver the training at a cost of £75 per person.

CIEH Level 3 Award in HACCP in Catering

From 1st January 2006, EU legislation requires all businesses producing food to have a documented food safety management system in place, based on Hazard Analysis and Critical Control Point (HACCP) principles.

Who needs this qualification?

All Catering Managers employed by private contractors, In-house contractors or KCC schools.

Subjects covered

- Policies, controls and standards
- Codex principles of HACCP
- Food safety management tools such as the Food Standards Agency's Safer Food Better Business pack or KCC Policy and Procedures

Outcomes

This new qualification will help caterers to implement a food safety management system based on HACCP principles.

Duration: One-day programme

Assessment: assignment completed under exam conditions

Prerequisite: We recommend that candidates should have some understanding and knowledge of basic food hygiene – ideally having gained the CIEH Level 2 Award in Food Hygiene in the last three years.

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £75 per person.

If you have fewer students then join one of the pre programmed course venues, where we provide lunch and deliver the training at a cost of £110 per person.

CIEH Level 3 Award in Supervising Food Safety in Catering

This qualification is designed for people working in food businesses at a supervisory level. It would also benefit those responsible for quality assurance, purchase of raw materials, investigating customer complaints or on the job training.

Who needs this qualification?

Changes in legislation effective from 2006 have placed greater onus and accountability on anyone in the food business with supervisory responsibility. It is therefore vital they are equipped with both the knowledge and confidence to do their job effectively. The programme is suitable for all Catering Managers employed by private contractors, In-house contractors or KCC schools.

Subjects covered

- Legislation
- Supervisory management
- Temperature control
- Cleaning
- Contamination control
- Applying and monitoring good hygiene practices
- Implementation good food safety procedures
- Contributing to the safety training of others

Duration: minimum 18 hours tuition completed over 4 days

Assessment: 2-hour multiple choice test of 60 questions

Prerequisite: We recommend that candidates should have some understanding and knowledge of basic food hygiene – ideally having gained the CIEH Level 2 Award in Food Hygiene in the last three years.

If you have a minimum of 8 students on one site we are happy to come to your premises to deliver the training. The cost will be £260 per person.

If you have fewer students then join one of the pre programmed course venues, where we provide refreshments and deliver the training at a cost of £360 per person.

NVQ Level 2 Multi-skilled Hospitality Services

Who needs this qualification?

This course is suitable for Assistant Cooks or Kitchen Assistants working in senior, primary or special schools. It is designed for someone who has the experience and would now like to achieve a formal qualification. Candidates will build on the practical knowledge and skills to become a competent member of the school meals service.

Subjects covered

To achieve this qualification, candidates must complete a total of 9 units.

Two mandatory units –

- Maintain a safe, hygienic and secure working environment
- Give customers a positive impression of yourself and your organisation

Plus your choice of seven optional units.

COURSE DETAILS

Duration: It would be expected that a student would take a year to complete all the units but there is an element of flexibility to cater of the individual learning needs of each student.

Assessment: Students will compile a portfolio and are continually assessed through out the course.

Prerequisite: No formal requirement but students should have gained some experience while working in a professional kitchen. This could be a servery doing very little onsite preparation or a cash cafeteria style service.

COST: An application will be made for Government funding

NVQ Level 2 Food Processing and Cooking

Who needs this qualification?

This course introduces students to professional food production in commercial kitchens. It will provide students with a varied but solid base in craft skills on which to build. The course is suitable for Catering Managers, Cooks and Assistant Cooks.

Subjects covered – mandatory units

To achieve this qualification, candidates must complete 11 units in total.

There are 3 mandatory units

- Maintain a safe, hygienic and secure working environment
- Contribute to effective teamwork
- Maintain food safety when storing, preparing and cooking food

Plus a minimum of 4 units from group A

Plus a minimum of 3 units from group B

COURSE DETAILS

Duration: The assessor will personalise tuition and support for individual learners but students will need to allow additional hours for completion of all units.

Assessment: Each student will produce a portfolio of evidence demonstrating understanding and application of all units.

Prerequisite: No formal requirements but students must be working in a food production kitchen, where they will have gained some experience.

COST: An application will be made for Government funding

NVQ Level 2 Professional Cookery

Who needs this qualification?

This course is suitable for Catering Managers, Cook or Assistant Cooks who have the experience and would now like to achieve a formal qualification. The course would also suit an employee looking for the opportunity to develop their techniques within the catering industry. Candidates will build on the practical knowledge and skills to become a competent member of the school meals service.

Subjects covered

To achieve this qualification, candidates must complete a total of 14 units.

Three mandatory units –

- Maintain a safe, hygienic and secure working environment
- Contribute to effective teamwork
- Maintain food safety when storing, preparing and cooking food

Plus your choice of eleven, from a list of optional units.

COURSE DETAILS

Duration: It would be expected that a student would take a year to complete all the units but there is an element of flexibility to cater of the individual learning needs of each student.

Assessment: Students will compile a portfolio and are continually assessed through out the course.

Prerequisite: No formal requirement but students should have gained some experience while working in a professional kitchen.

COST: An application will be made for Government funding

Level 2 or 3 Support Work in Schools

Who needs this qualification?

Everyone who works in a school has a part to play in raising standards and giving children a better start in life. If you are one of the 20,000+ school support staff in Kent, the SWiS qualification could help you do your job more effectively and gives you a nationally recognised award, certificate or diploma.

Subjects covered

The SWiS programme will build on your existing skills and experience and fill any gaps in your knowledge.

Each level includes at least two mandatory units. One unit explores the school environment as a place of work – school values and policies, and roles and responsibilities of the people who work there.

The other unit is designed to help you respond effectively to the needs of children and young people, focusing on how you can contribute to pupils' development and well-being.

You can also choose one or more optional units to tailor the qualifications to your role and to the needs of your school. There is a wide range of units to support your work in a variety of areas, including catering and site maintenance. Therefore the qualification is suitable for Kitchen staff, Midday Supervisors, Caretakers, Learning Support, Technicians etc.

COURSE DETAILS

Duration: Flexible to meet the needs of the learner

Assessment: Wherever possible training and assessment will take place in your school. Assessment might include keeping a personal log of aspects of your work, producing evidence of your skills or understanding, or inviting your training mentor to provide a statement.

Prerequisite: None

COST: An application will be made for Government funding

Booking Procedure



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