

# The Royal Environmental Health Institute of Scotland



REGULATIONS

## Elementary Cooking Skills Course

## **1.0 TO BECOME A PROVISIONAL ELEMENTARY TRAINING CENTRE**

- 1.1 Centres providing the Elementary Cooking Skills Course are required to meet REHIS's strict quality assurance requirements. Potential centres should seek provisional approval from REHIS by submitting one form ECS1 for the centre. Form ECS1 requests the potential centre to identify someone as centre contact. All correspondence from REHIS relating to Elementary Cooking Skills Courses will subsequently be directed to that person.
- 1.2 Each centre must have at least one REHIS approved trainer. A separate registration form ECS2 should be submitted for each course presenter.
- 1.3 In applying for approval a potential centre is deemed to have accepted such regulations as REHIS make regarding the Elementary Cooking Skills Course.
- 1.4 REHIS reserve the right to advise all Scottish Local Authority Environmental Health Departments of centres which have been awarded provisional approval.
- 1.5 Upon receipt of a request for provisional centre approval, REHIS will advise the potential centre if a pre-approval visit is required. If a pre-approval visit is required, provisional approval will be considered following the recommendation of the visiting REHIS officer to the Director of Training. Such a visit is charged at £200 plus expenses. If a pre-approval visit is not required by REHIS, the potential centre may immediately be awarded Provisional Elementary Training Centre status.

## **2.0 PROVISIONAL ELEMENTARY TRAINING CENTRE**

- 2.1 REHIS will consider each application and notify its decision in writing. Provisional approval of a centre cannot be concluded until the annual centre enrolment fee has been received. Centres which required a pre-approval visit will be exempted from the first annual centre enrolment fee.
- 2.2 All Provisional Elementary Training Centres will normally receive a verification visit by a REHIS officer to at least one of their courses. Based on the recommendations of the visiting officer the centre may then be awarded Approved Elementary Training Centre status. If the visiting officer is not able to recommend Approved Elementary Training Centre status, provisional approval may be extended pending another round of visits or withdrawn.

### **3.0 APPROVED ELEMENTARY TRAINING CENTRE**

- 3.1 Approved Elementary Training Centres will be entitled to use the 'REHIS Approved Training Centre' logo on appropriate stationery, and will be included under 'Elementary Cooking Skills Course Providers' in the REHIS Directory of Approved Training Centres.
- 3.2 Approved Elementary Training Centres will be subject to REHIS's quality assurance system which will monitor course administration, and occasionally a REHIS officer will monitor courses.
- 3.3 REHIS undertake to keep Approved Elementary Training Centres informed of developments by means of seminars and written updates. Approved Elementary Training Centres are also encouraged to contact the REHIS office with any queries or requests for guidance that they may have.

### **4.0 NOTIFICATION OF CHANGES**

- 4.1 Provisional or Approved Elementary Training Centres must notify all changes regarding centre contacts and course trainers to REHIS. REHIS is under no obligation to accept any such changes, although in practice every effort will be made to accommodate reasonable changes.
- 4.2 Registration of a centre contact or course tutor under a centre has validity for that centre only. Centre contacts or course tutors moving to another centre must ensure that they are re-registered under the new centre before organising or presenting a course.

### **5.0 WITHDRAWAL OF APPROVAL OF CENTRE STATUS**

- 5.1 Provisional or Approved Elementary Training Centre status could be suspended or withdrawn if:
  - (a) the centre was found to be in breach of these or subsequent regulations
  - or (b) the centre failed to satisfactorily resolve any problems identified by the REHIS quality assurance system
  - or (c) the centre had not run an Elementary Cooking Skills Course for two years
  - or (d) the centre failed to pay the annual centre enrolment fee.

## 6.0 COURSE REGISTRATION

- 6.1 Elementary Cooking Skills Courses must be registered, using form ECS3, with REHIS not less than FOURTEEN days prior to the commencement of the course. Any subsequent changes to the details included on the registration must be notified immediately to REHIS for approval.
- 6.2 If a centre wishes to run a course and has insufficient time to register it, they must then contact REHIS for advice. REHIS reserve the right not to accept late course registrations.

## 7.0 COURSE PACKS

- 7.1. Course packs may be ordered when registering the course. REHIS will invoice centres for the packs following despatch. Packs will be charged at the rate applicable on the date of receipt of the order by REHIS.

## 8.0 COURSE PRESENTATION

- 8.1 Centres must ensure that the entire current syllabus for the Elementary Cooking Skills Course is covered in a minimum of **six** hours training time.
- 8.2 A combination of training techniques will be required for this course, using pre-course preparation and questionnaires, visual aids, group work and practical exercises. The REHIS Cooking Skills Course Resource Pack **must** be used in the delivery of the course.
- 8.3 Elementary Cooking Skills Course tutors must be approved by REHIS before organising or presenting a course.
- 8.4 Elementary Cooking Skills Course tutors are required to have:
- A current(within the last 5 years) REHIS Elementary Food Hygiene Certificate or equivalent
  - Experience of group training/group work skills
  - Experience of running cooking groups
- Other useful requirements –
- Current REHIS elementary food and health certificate (or equivalent)
  - Nutrition knowledge
  - First aid knowledge
  - Health and safety knowledge
  - When appropriate, disclosures to work with vulnerable people

**Tutors will be required to ensure that they have the necessary skills, equipment and resources to fulfil course objectives and approval will depend on meeting the Institute's requirements**

**and** be able to show acceptable qualifications and/or experience in training.

Guest tutors on Elementary Cooking Skills Courses need not be registered with REHIS but total guest participation must not account for more than 20% of a course, unless specifically approved by REHIS.

## **9.0 ASSESSMENTS**

- 9.1 The assessments should be organised by the centre to take place during the course.
- 9.2 Assessment sheets are included in each course pack issued by REHIS. Only the assessments provided by REHIS must be used. Alternative assessments are not acceptable. Course packs and assessments must only be used for REHIS approved courses and must not be used for any other purpose without the express consent of the Institute.
- 9.3 Course participants who do not complete the assessments are permitted to attend another course and redo the assessments. This must be taken within six months of the date of the first assessment.
- 9.4 Assessments must be retained by the centre for a minimum period of three months from the date of course. During that time REHIS may require assessments to be submitted for scrutiny.

## **10.0 ISSUE OF CERTIFICATES**

- 10.1 Following the course, course participants' details and results should be submitted to REHIS on form ECS4. Centres are requested to ensure that the details entered on ECS4 forms are legible and accurate.
- 10.2 REHIS will only issue certificates for courses which have been registered in accordance with the regulations.
- 10.3 REHIS will issue certificates to the centre for distribution to course participants.
- 10.4 Replacement certificates may be provided by REHIS subject to the appropriate fee.

## 11.0 **GENERAL**

- 11.1 Copies of the current 'List of Fees' are available from REHIS. Approved Elementary Training Centres will be sent a revised copy each time there is an alteration to fees.
- 11.2 REHIS may issue Supplements to these regulations to address certain issues. Supplements will be considered to have the same authority as regulations.
- 11.3 REHIS reserve the right to alter, amend or vary these regulations at any time. Any alterations, amendments or variations will be notified, in writing, to centres.

## 12.0 **BREACH OF REGULATIONS**

Any breach of the regulations may result in centre approval being withdrawn. The decision of REHIS is final on all matters relating to centre approval.