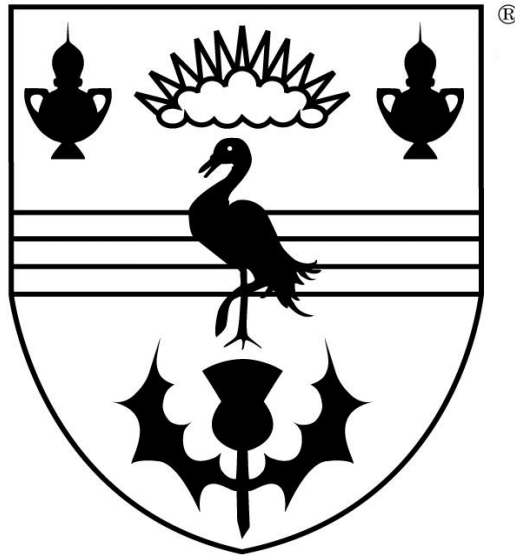


The Royal Environmental Health Institute of Scotland



Elementary Certificate in HACCP for Food Manufacturing Course

Regulations

The Royal Environmental Health Institute of Scotland is a registered Scottish Charity, No SC009406

1.0 **TO BECOME A PROVISIONAL TRAINING CENTRE**

- 1.1 Centres providing the Elementary Certificate in HACCP for Food Manufacturing will be required to meet REHIS's strict quality assurance requirements. Potential centres should seek provisional approval from REHIS by submitting one form EPH1 for the centre. Form EPH1 requests the potential centre to identify someone as centre contact. All correspondence from REHIS relating to Elementary Certificate in HACCP for Food Manufacturing will subsequently be directed to that person.
- 1.2 Each centre must have at least one REHIS approved presenter. A separate registration form EPH2 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 Certificate in HACCP for Food Manufacturing.
- 1.4 It is REHIS policy 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 Training Centre status.

2.0 **PROVISIONAL 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 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 Training Centre status. If the visiting officer is not able to recommend Approved Training Centre status, provisional approval may be extended pending another round of visits or withdrawn.

3.0 **APPROVED TRAINING CENTRE**

- 3.1 All Provisional Training Centres will be allocated a login to the REHIS Website. Details of all regulations, syllabi, forms and fees are on the website. The facility to register courses and submit results are also available to Centres through this login.
- 3.2 Approved Training Centres will be entitled to use the 'REHIS Approved Training Centre' logo on appropriate stationery, and will be included under 'Elementary Certificate in HACCP for Food Manufacturing' in the REHIS Directory of Approved Training Centres.
- 3.3 Approved Training Centres will be subject to REHIS's quality assurance system which will monitor course administration, and occasionally a REHIS officer will monitor courses.
- 3.4 REHIS undertake to keep Approved Training Centres informed of developments by means of seminars and written updates. Approved 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 Training Centres must notify all changes regarding centre contacts and course presenters 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 presenter under a centre has validity for that centre only. Centre contacts or course presenters 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 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 Certificate in HACCP for Food Manufacturing course for two years
 - or (d) the centre failed to pay the annual centre enrolment fee.

6.0 COURSE REGISTRATION

- 6.1 Elementary Certificate in HACCP for Food Manufacturing must be registered, using form EPH3, 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. In the event of a handbook change, REHIS cannot be responsible for replacements however will endeavour to give as much notice of proposed changes as possible.

8.0 COURSE PRESENTATION

- 8.1 Centres must ensure that the entire current syllabus for the Elementary Certificate in HACCP for Food Manufacturing is covered in a minimum of **six** hours training time.
- 8.2 A combination of training techniques is preferred for this course, with the use of visual aids, group work and practical exercises particularly recommended. A wide range of course material should be used.
- 8.3 Elementary Certificate in HACCP for Food Manufacturing presenters must be approved by REHIS before organising or presenting a course.

Elementary Certificate in HACCP for Food Manufacturing presenters must normally be approved as an Elementary Food Hygiene presenter and possess as a minimum:

- (a) a Principles of HACCP Certificate recognised by REHIS
- (b) any other qualification considered acceptable by REHIS

- or (c) in certain circumstances verifiable practical experience, evidenced through robust documentary material, in the development, operation and maintenance of food safety systems based on HACCP principles may be acceptable. In these circumstances Centres or potential Centres should contact REHIS for guidance.

Guest speakers on Elementary Certificate in HACCP for Food Manufacturing need not be registered with REHIS but total guest speaker content may not account for more than 10% of a course, unless specifically approved by REHIS.

9.0 **ENTRY REQUIREMENTS FOR COURSE PARTICIPANTS**

- 9.1 Course participants wishing to undertake this course must be in possession of a current (within the preceding five years) elementary food hygiene certificate or equivalent recognised by REHIS.
- 9.2 Other than the REHIS elementary food hygiene certificate, such certificates will normally be approved by the Qualifications and Curriculum Authority for England and Wales, or the Scottish Qualifications Authority.
- 9.3 In certain circumstances verifiable in-house training equivalent to the REHIS Elementary Food Hygiene Course syllabus or training relevant to the sector, evidenced through robust documentary material, will be acceptable. In these circumstances Centres or potential Centres should contact REHIS for guidance.

10.0 **EXAMINATIONS**

- 10.1 The examination consists of a multiple choice paper set by REHIS.
- 10.2 The examination should be organised by the centre to take place after the course. Course participants should be allowed up to thirty minutes to complete the examination. Please note that this time is **in addition** to the six hours minimum training time.
- 10.3 The examination must be held under examination conditions, invigilated by the centre, with each course participant having adequate space to work, and no course materials or other prompts accessible to the course participants.
- 10.4 Examination papers are included in each pack issued by REHIS. Only the examination paper provided by REHIS must be used. Photocopied or alternative papers are not acceptable.

- 10.5 Examination papers should be marked by centres in accordance with the current REHIS marking scheme.
- 10.6 Course participants who fail the examination are permitted one re-sit opportunity. This must be taken within twelve months of the date of sitting the examination.
- 10.7 Special arrangements, including oral examinations, may be authorised where the standard examination would not be appropriate for a course participant. Centres are encouraged to contact REHIS for guidance on this, before submitting a request for authorisation.
- 10.8 Examination papers must be retained by the centre for a minimum period of three months from the date of an examination. During that time REHIS may require them to be submitted for scrutiny.

11.0 **ISSUE OF CERTIFICATES**

- 11.1 Following the examination, course participants' details and results should be submitted to REHIS on form EPH4. Centres are requested to ensure that the details entered on EPH4 forms are legible and accurate.
- 11.2 REHIS will only issue certificates for courses that have been registered in accordance with the regulations, and meet the requirements of the regulations.
- 11.3 REHIS will issue certificates to the centre for distribution to course participants.
- 11.4 Replacement certificates may be provided by REHIS subject to the appropriate fee.
- 11.5 Company certificates are available if requested on form EPH4. Please note that only one company certificate may be issued for each EPH4.

12.0 **GENERAL**

- 12.1 Copies of the current 'List of Fees' are available from REHIS. Approved Training Centres will be sent a revised copy each time there is an alteration to fees.
- 12.2 REHIS may issue Supplements to these regulations to address certain issues. Supplements will be considered to have the same authority as regulations.

12.3 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.

13.0 **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.