



# Training Brochure 2022



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# Introduction

Over the last three decades, Holchem has grown to become a market-leading supplier of hygiene solutions across the UK & Ireland in a number of specialist sectors. Continual investment in technical solutions and support services ensures the company leads the field in food processing, brewery & beverage, dairy, and foodservice & facilities. Now in its fourth decade, Holchem continues to deliver hygiene solutions through technology and an unparalleled commitment to service levels.

Kersia, the world leader in food safety, acquired the Holchem Group Ltd in May 2020. Both companies share common values via their strong focus on customer support, the environment and social responsibility. The integration of the competencies and complementary expertise of international players in biosafety solutions has allowed the creation of a group capable of meeting the challenges that continually emerge all over the world.

Preventing risks associated with the transmission of bacteria, viruses and other pathogens to operators and to consumers is the primary concern throughout the food chain. Everyone involved from farmers, veterinarians, suppliers to the farm industry, food processing plant operators and retailers have a stake and a responsibility in the safe production and processing of food. Failure at any stage means putting the life of consumers and staff at risk. Failure can have disastrous short and long-term consequences for a business.

We deliver true solutions offering bespoke packages which best meet the hygiene and cleaning needs of our clients. With one of the largest technical, research and development teams in the country we are flexible to our clients' requirements, providing a nimble response to their hygiene management needs, consistently reviewing and developing new products and systems that can reduce cost and increase efficiency for our customers and ultimately providing tailor-made cleaning solutions delivering real results.

Holchem's training portfolio is ever expanding to address our customer requirements and topical issues, in line with retailer requirements and BRC Global Standard v8. We provide a number of training options to enhance the theoretical and practical knowledge of a business' workforce, with experts on hand to deliver and evolve that knowledge base.

Our focus is to supply a range of courses that benefit, primarily, the roles of hygiene and technical teams directly involved in the operation, monitoring, control and management of hygiene on their sites.

The courses are classed as Level 2, 3 and 4, reflecting broad equivalency to the City and Guilds structure where Level 2 is aimed at Operatives, Level 3 is aimed at Supervisors and Level 4 is aimed at Managers within the business.

The training provided, where appropriate, is HABC (Highfield Awarding Body for Compliance) accredited. The training provision at Holchem has been developed over a number of years and we have continued to grow our training portfolio and see its associated impact on the number of companies and individuals we have trained. We have been delighted to have been awarded the prestigious SOFHT accolade for 'Best Training Company' of the year in 2015, 2016 and 2019; a process which we hope has been reflective of the efforts we have made to continuously improve our training offering and its quality.

In light of the current Coronavirus pandemic and the governmental guidelines and restrictions imposed on unnecessary travel and social distancing, we are pleased to offer alternative options for training delivery via our Virtual Training platform. This will allow food & beverage manufacturing businesses to continue with the learning and development of all employees and ensure that teams are enhancing food safety through knowledge management.



# Holchem Technical Training Team

## **John Holah – Principal Corporate Scientist-Food Safety and Public Health**



John is currently the Principal Corporate Scientist-Food Safety and Public Health for the Kersia Group. In this role, he provides technical insight and consultation to both internal and external customers and leads the company's external interaction with the scientific, academia and industrial community. John joined Holchem in 2014 as Technical Director and has been responsible for developing the technical support provided by the company. This involves understanding the customers cleaning needs; putting best practice cleaning programmes in place and validating their efficacy; providing chemicals, engineering tools and test kits to undertake, monitor and verify their performance, supporting customers via cleaning programme management tools, training and cleaning performance audit review and, occasionally, troubleshooting if things go wrong. Prior to Holchem, John was Head of Food Hygiene at Campden BRI for more than 20 years.

## **Steve Bagshaw – Marketing Director**



Following a career spanning the special steel industry, brewing and speciality chemicals, Steve started with Holchem in 1988 as a Technical Consultant supporting a number of food and beverage customers. He joined the board as Technical Director in 1993. After 20 years delivering innovative solutions for customers throughout the UK and Europe, Steve became Marketing Director in 2014. His insight into customer knowledge and understanding of every aspect of the Holchem business, ensures that Steve knows what customers need and the solutions that need to be delivered.

## **Nicola Bellamy – Technical Service and Training Manager**



Nicola joined Holchem in 1999 straight from university, starting her career in the role of Hygiene Technologist for 9 years before being promoted to the position of Hygiene Technologist Manager. In 2013, Nicola was promoted to her current position of Technical Service Manager for the North East England and Scotland Regions. In addition to providing technical support to Holchem customers, Nicola was also appointed Training Manager in 2014 to co-ordinate all external training courses and develop the Holchem accredited portfolio.

## **Paul Bagshaw – Technical Service Manager**



Paul began working at Holchem in 2008 as a Hygiene Auditor for the Foodservice, Hospitality and Retail Division before moving on to become a Hygiene Technologist. In 2013 he was promoted to the role of Technical Service Manager, primarily providing customers with additional technical support in the form of investigations and audits. Paul has an interest in Cleaning in Place (CIP) as well as hygienic design of equipment.



David Childs – Technical Service Manager

David works for Holchem as a Technical Service Manager. This role is primarily aimed at providing the customer with an additional level of technical support in the form of investigations and audits. David has 26 years' experience working within the food manufacturing industry. David has worked as a Microbiologist and Hygiene Manager within the fresh meat and ready to eat industry sectors, before moving into technical sales and service support roles within the speciality hygiene chemical manufacturing industry.



Garry Pearson – Technical Service Manager

Garry works for Holchem Laboratories in the position of Technical Service Manager. Garry has worked within the food industry for 20 years specialising in hygiene and food safety management, covering numerous food sectors, and has gained extensive experience in site auditing and documentation system management. Garry's keen eye for detail and logical implementation of new methods has resulted in improved hygiene standards and cleaning consistency in previous management roles.



Sarah West – Technical Service Manager

Sarah has worked for Holchem in the position of Technical Services Manager since 2005. Her primary role is to support the Foodservice, Hospitality and Retail Division. Sarah is also involved with CIP (Cleaning in Place) systems in the food industry and has helped develop a management system that lets customers control and maintain their CIP sets from a documentation systems point of view. Sarah's career within Holchem started as a Hygiene Technologist where she developed Hygiene Management Systems for many food factories.



Marek Miszta – Technical Service Manager

Marek has worked for Holchem in the position of Technical Service Manager since 2018, Hygiene Technologist Manager since 2014 and previously he was a Hygiene Technologist since 2006. His primary role in the company is to manage the Hygiene Technologist team and support our customer's Hygiene Management Systems. Before joining Holchem, Marek acquired a further 7 years' experience in the Food Manufacturing Industry, with Northern Foods, working predominantly in Technical as a Quality Technologist and in Production as a Section Manager.



Paul Gregory – Technical Service Manager

Paul works for Holchem as a Technical Service Manager. Paul's area covers Ireland as well as parts of Scotland, primarily providing customers with additional technical support in the form of investigations and audits as well as keeping up-to-date with the food industry news and novel occurrences within the food industry. Paul has 17 years' experience within the food industry, initially as a microbiologist within the poultry industry and subsequently in Technical Management within meat, fish, game and poultry as well as the sandwich and produce industry.

# Highfield Qualifications

In 2016, Holchem became an approved training centre in our own right, which allows us to closely manage, co-ordinate, monitor and review the training process from the start through to the conclusion of all training courses delivered.

As a training provider, Holchem are proud of our bespoke training programmes which are accredited by Highfield Awarding Body for Compliance which gives us the extra edge in the Food & Drink Processing sector. Highfield is the UK's leading supplier of compliance, apprenticeship and work-based learning qualifications, training materials, e-learning and assessment.

They provide over 250 work-based learning apprenticeship and compliance qualifications to thousands of approved training centres, spread across 50 countries.

Highfield is one of the UK's largest exam boards, and is actively involved in the development of the UK workforce and productivity and is well recognised as a key awarding body in the Food and Drink industry.

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Holchem work closely with a number of like-minded companies, such as Totrain, Campden BRI and SOFHT. These associations enhance our training portfolio and allow us to drive our training department forwards.

Totrain have been developing and delivering top quality training solutions for the food industry for more than 25 years. They provide food industry-specific training solutions that meet the needs of each organisation through digital, traditional and blended methods.

Totrain have been integral to the development and implementation of the Holchem elearning academy and together we have made it the success it is today.

Holchem provide training for Campden BRI and SOFHT in the form of tutor led accredited courses both Level 3 and Level 4.

Campden BRI provide the food and drink industry with the practical scientific, technical and advisory services needed to

ensure product safety and quality, process efficiency and product and process innovation.

One area of specialism is Research, Innovation and Knowledge Management. Holchem are proud to deliver our 5 day Level 4 Food Processing Hygiene Management course as part of their annual training programme.

We also deliver our Level 3 Effective Management of Hygiene course, on behalf of The Society of Food Hygiene and Technology (SOFHT).

SOFHT is an independent consortium of food industry specialists, set up to keep members advised of the current hygiene and technology issues, through providing technical support, training and topical information, as well as a vital forum for networking and sharing best practice across the entire food chain.



# 2022 Training Price List

Course	Duration	Accredited	Face to Face Training		Virtual Training	
			Group Price	Delegate Price	Group Price	Delegate Price
<b>Level 2</b>						
Hygiene Awareness for Operatives	2 hours		£1500	N/A	£1200	£150
Allergen Awareness	2 hours		£1500	N/A	£1200	£150
Listeria Awareness	2 hours		£1500	N/A	£1200	£150
Effective Hygiene During Production	2 hours		£1500	N/A	£1200	£150
Introduction to Microbiology	2 hours		£1500	N/A	£1200	£150
Personal Hygiene	2 hours		£1500	N/A	£1200	£150
Hygiene Awareness for Engineers	2 hours		£1500	N/A	£1200	£150
RSPH Food Safety	1 day	Yes	£750	N/A	£750	£125
RSPH HACCP	1 day	Yes	£750	N/A	£750	£125
<b>Level 3</b>						
Cleaning Technology & Control	1 day	Yes	£3600	£300	£3000	£250
Auditing and Inspection	3 hours		£2500	N/A	£2000	N/A
Cleaning in Place (CIP)	3 hours		£2500	£200	£2000	£200
Listeria Control	1 day		£3600	£300	£3000	£250
Guide to COSHH Assessments	2 hours		£2500	N/A	£2000	£200
RSPH Food Safety	3 days	Yes	£3000	N/A	£3000	£500
RSPH HACCP	3 days	Yes	£3000	N/A	£3000	£500
<b>Level 4</b>						
Food Processing Hygiene Management	5 days	Yes	£16,000	£1750	£12,000	£1250
Allergen Management	2 days	Yes	£7500	£650	£5000	£450
Listeria Management	2 days	Yes	£7500	£650	£5000	£450
Cleaning in Place (CIP)	2 days	Yes	£7500	£650	£5000	£450
Validation of Cleaning	4 hours		£3600	£300	£3000	£250
Hygiene for Maintenance Engineers	1 day		£3600	£300	£3000	£250
BRCGS Lead Auditor	5 days	Yes	£6600	N/A	£6600	£1100



# ELearning

from Holchem

# ELearning Academy

The beauty of ELearning, is that it allows the learner to access the training materials they need, at a time and place that is convenient to them. The web resource is an 'always on' service, which means that learners can go at their own pace and the time in a classroom is minimised.

The web-based service is easy to use, in that it creates an individual account which can then be used to purchase one of several courses. Once the course has been successfully completed, a certificate of achievement is generated.

The web-based courses available in the Holchem ELearning academy include:

## **Introduction To Cleaning and Chemical Safety**

Designed to give delegates a clear understanding of the fundamentals of cleaning and disinfection within a food and drink processing facility. To give a better understanding of the risks endured with working with chemicals as well as understanding their responsibilities with a view to reducing the risk of accidents in the workplace.

**Hygiene Awareness for Cleaning Operatives** - Detailed training in: reasons for cleaning, cleaning and disinfection, methods of cleaning & disinfection, disinfection equipment and hygiene documentation.

**Cleaning in Place (CIP)** - Designed to enhance understanding of CIP for individuals who have a responsibility for the operation, monitoring or maintenance of CIP systems. The course includes: Overview of cleaning; Typical CIP sequence; Cleaning Factors; Chemical Selection; CIP Sets; CIP Design and Common Issues and CIP records.

**Listeria Awareness** - Designed for food handlers, Supervisors and Managers within all departments working in food manufacturing and covers an overview of bacteria, Listeria awareness and the Listeria control plan.

**Allergen Awareness** - Designed for food handlers who have limited knowledge of allergens or food intolerances. The course gives a basic awareness of allergens, food intolerances and how to control allergens in a manufacturing environment.

**Root Cause Analysis** - Designed for people who are working in the food industry and require the skills and techniques to undertake root cause analysis, as required by The Global Food Safety Standard Issue 8.

**Level 2 Food Safety** - The course has been designed as a basic entry level requirement for working within a food factory

**HACCP** - Designed for HACCP team members, internal auditors and personnel, who are required to understand the fundamental principles of HACCP.

**Manual Handling** - Covers sections such as; manual handling techniques, how manual handling can cause personal injury, how to apply practical solutions when undertaking manual handling activities, risk and ergonomic assessments and industry legislation.

**Display Screen Equipment Assessment** - The course has been designed specifically for people who work in an office environment, who mainly work at a computer. It discusses how the computer's user, and the workspace fit together, to ensure that risks don't develop over time.

There are significant discounts available when purchasing multiple ELearning licences:

Current List Price	Number of Licenses	Discounted Price per License
£50	1	£50
£50	2-10	£30
£50	11-19	£20
£50	20+	£15

# Open Plant

Cleaning Courses



# Level 2 Hygiene Awareness for Operatives

## Course Summary

The Hygiene Awareness for Operatives course gives detailed practical training for individuals who are directly involved in the hygiene function within the food processing sector. The training consists of eight learning modules covering an introduction to the basic principles of cleaning and disinfecting a food processing facility.

## This course covers the following topics:

- Reasons for Cleaning
- Detergents & Disinfectants
- Stages of a Hygiene Clean
- Types of Cleaning Methods
- Hygiene Practices
- Dosing & Application Equipment
- Cleaning Utensils
- Hygiene Documentation

Each topic is presented clearly and concisely to allow learners to understand the fundamentals of effective hygiene in a food processing facility and to understand their key responsibilities.

## Learning Objectives

- To understand the importance of cleaning and disinfection in a food processing facility
- To understand the cleaning methods used for different types of manufacturing environments
- To understand the detergents used for different types of product soiling
- To understand how disinfectants work
- To understand the elements required to clean effectively and efficiently
- Understand how hygiene processes should be monitored and documented

## Who Should Attend

This training is an entry level course and is recommended to be completed prior to advanced hygiene courses.

The course is aimed at hygiene operatives working in the food and drink industry and individuals who are new to the hygiene function.

**Location -** Customer specific On-site course  
(contact Holchem)

**Delivery Method -** Face to Face or Virtual options

**Duration -** 2 hours

**Maximum Number -** Face to Face = 20 Delegates  
Virtual = 15 Delegates

**Assessment -** Multiple Choice Test

**Qualification Awarded -** Level 2 Holchem Attendance Certificate

**Price per Group Session -** Face to Face = £1,500  
Virtual = £1,200





# Level 2 Effective Hygiene During Production

## Course Summary

Effective Hygiene During Production provides detailed and practical training for Hygiene and Production Operatives who are directly involved in hygiene tasks carried out during production.

The training consists of ten learning modules, covering principles of cleaning and disinfection; specifically related to product change-over, allergen and species cleaning in the food and beverage sectors.

## This course covers the following topics:

- Interim Cleaning Objectives
- Detergents and Disinfectants used for Interim Cleaning
- Interim Cleaning Methods
- Interim Cleaning Best Practice
- Stages of Interim Cleaning
- Common Issues
- Validation of Interim Cleaning
- Washrooms
- Housekeeping
- Personal Hygiene

Each topic is presented clearly and concisely to allow learners to understand the importance of interim cleaning in a food processing facility and to understand their key responsibilities.

## Learning Objectives

- To understand the different reasons for cleaning during production
- To understand best practice cleaning
- To understand reasons for using different cleaning chemicals
- To understand the cleaning methods required for interim cleaning
- To understand the controls required when cleaning during production
- To understand the importance of good housekeeping and Clean as You Go

## Who Should Attend

This training is an entry level course and is recommended to be completed prior to advanced hygiene courses.

The course is aimed at hygiene and production operatives who are directly involved in hygiene tasks carried out during production. The course would also be beneficial to individuals who are working in a food processing facility and have limited knowledge of food hygiene.

**Location -** Customer specific On-site course  
(contact Holchem)

**Delivery Method -** Face to Face or Virtual options

**Duration -** 2 hours

**Maximum Number -** Face to Face = 20 Delegates  
Virtual = 15 Delegates

**Assessment -** Multiple Choice Test

**Qualification Awarded -** Level 2 Holchem Attendance Certificate

**Price per Group Session -** Face to Face = £1,500  
Virtual = £1,200

# Level 2 Hygiene Awareness for Engineers

## Course Summary

Holchem are proud to offer our NEW Level 2 Hygiene Awareness for Engineers training package.

The course provides detailed and practical training aimed at Engineering Team members working within a food and drink manufacturing facility who have responsibility for the maintenance of food processing equipment and fabrication. The course will provide an insight into the fundamental basics of food hygiene and the importance for hygienic practices and engineering maintenance.

## Course Content

The 2-hour training course includes six learning modules. Competence is assessed by the completion of activities and workshop scenarios.

Modules covered within the course are:

- Food safety hazards
- Impact of poor hygiene
- Control of hazards
- People as source and cross contamination vectors
- Cleaning and disinfection
- Engineering controls
- Preventative maintenance
- Hygienic design

## Who Should Attend

This training is an entry level course and is recommended to be completed prior to advanced hygiene courses.

The course is aimed at engineering operatives who are directly involved in the maintenance and repair of fabrication, machinery and equipment in a food and beverage manufacturing facility.

<b>Location -</b>	On-site course – customer specific (contact Holchem)
<b>Duration -</b>	2 hours
<b>Maximum Number -</b>	Face to Face = 20 Delegates Virtual = 15 Delegates
<b>Assessment -</b>	Competence is assessed by the completion of workshop exercises which are carried out during the training session
<b>Qualification Awarded -</b>	Level 2 Hygiene Awareness for Engineers Certificate
<b>Price -</b>	Face to Face = £1,500 Virtual = £1,200





# Level 3 Cleaning Technology & Control Highfield Qualification

## Course Summary

The Cleaning Technology & Control course gives detailed and practical training for Hygiene Supervisors and Hygiene Team Leaders who are directly involved in the supervision of a hygiene operation in the food and beverage industry.

The course covers the main principles of open plant and utensil cleaning & disinfection. The course comprises of presentations, individual activities and a comprehensive group workshop activity with discussions and feedback.

This is a Level 3 course which is accredited by Highfield Awarding Body for Compliance and consists of 13 learning modules in three specific areas of the hygiene function of a food and beverage facility.

## This course covers the following topics:

### Open Plant Cleaning & Disinfection

- Principles of Cleaning
- Cleaning Methods
- Cleaning Equipment
- Detergents & Disinfectants

### Wash Areas & Tray Washing

- Wash Area Design
- Tray & Rack Washers
- Trouble Shooting

### Hygiene Process Control

- Inspection Techniques
- Importance of Monitoring
- Troubleshooting
- Cleaning Instructions
- Sign Off Sheets
- Planners & Training Matrix

Each module is presented clearly and concisely to allow learners to understand the importance of effective hygiene within a food processing facility and to understand their key responsibilities in supervising the hygiene team and overall hygiene operation.

## Learning Objectives

Completion of this accredited course will allow the learner to have an enhanced awareness and understanding of all aspects of hygiene within a food processing environment.

- To understand the importance of effective hygiene operation in a food and beverage operations facility.

- To understand the objectives of cleaning and potential hazards
- To understand reasons for choosing detergents for different product soiling
- To understand how disinfectants work
- To understand the cleaning methods required for different food processing operations
- To understand the benefit of automatic dosing and chemical application equipment
- To understand the benefit of using automatic washing machines
- To understand when, how and why to carry out hygiene inspections
- To understand the difference between monitoring, verification and validation techniques
- To understand the importance of hygiene related documentation systems

## Who Should Attend

This course is aimed at Hygiene Supervisors and Hygiene Chargehands or Team Leaders, either directly involved in the supervision of a hygiene operation in the food processing sector, or as training for Hygiene Operatives hoping to progress to a supervisory position.

A basic knowledge of cleaning and disinfection is essential.

This course requires both spoken and written English skills.

## Location

On-site course - customer specific (contact Holchem)  
Off-site course - there are various courses scheduled throughout 2022

**Delivery Method** - Face to Face or Virtual options

**Duration** - Face to Face = 1 day, 8 hour session  
**Virtual** = 2 days, 4 hour sessions

**Maximum number** - 20 delegates Face to Face  
15 delegates Virtual

**Assessment** - Multiple choice exam and various individual and group activities

**Qualification Awarded** - Highfield Qualifications Accredited Level 3 Certification

**Price per Group Session** - Face to Face = £3,600  
Virtual = £3,000



# Level 4 - Food Processing Hygiene Management

## Highfield Qualification

### Course Summary

The Food Processing Hygiene Management course has been specifically devised for those involved in managing or assessing hygiene operations / activities in the food or beverage processing sector. The course includes essential management skills, including recruitment, retention of staff, training and motivating a team, as well as covering the main principles of managing the hygiene function within a food processing facility.

### The course covers the following topics:

#### Study Block 1 (3 days)

##### Hygiene Management

- Staff Selection, Training, Motivation & Retention
- Role & Management of Contractors and suppliers
- Legislation & 3rd Party Standards
- HACCP

##### Hazard identification, management and control

- Microbial, Allergen, Chemical & Foreign Body Management
- Hygienic Design
- Hazard Management & Control Model

#### Study Block 2 (2 days)

##### Cleaning and Disinfection

- Detergents and Disinfectants
- Stages of Cleaning
- Open Plant Cleaning
- Automated Washing Machines
- Cleaning in Place

##### Hygiene Process Control

- Validation, Monitoring and Verification
- Sampling, Testing, Documentation & Reporting

### Learning Objectives

Completion of this accredited course will allow the learner to have an enhanced understanding of all aspects of managing the overall hygiene function within a food processing environment.

- Identify motivation techniques and the role they, and demotivation, plays in managing a hygiene team
- Identify the importance of staff selection and retention
- Identify HACCP prerequisites
- Understand the application of HACCP in

managing the food process and operational prerequisites in managing the processing environment

- Identify external audit standards and how to comply with them
- List 5 categories of detergents and the role of each type
- List the 7 main stages of a clean
- List 6 methods of cleaning and the energies used for each
- Explain reasons why different application & dosing equipment are used
- Identify and explain 4 types of microbiological contamination
- Identify hazards associated with food processing and list 3 types of hazard control
- Identify and explain the main reasons for hygienic design
- List 3 common issues with CIP systems
- Identify 2 types of CIP system
- Define validation, monitoring and verification

### Who Should Attend

This course is aimed at Hygiene Managers directly involved in the management and assessment of hygiene operations in the food and beverage processing sector. It is also suitable for Technical Managers and those who wish to demonstrate that they have a competent person in charge of their hygiene function.

It is recommended that delegates are qualified in Level 4 Food Safety or equivalent and have experience of hygiene and cleaning and disinfection. This course requires both spoken and written English.

### Location

On-site course – customer specific (contact Holchem) Off-site course - there are various courses scheduled throughout 2022

Delivery Method - Face to Face or Virtual options

Duration - 5 days (2 study blocks; 3 days and 2 days)

Maximum number – Face to face = 20 Delegates

Virtual = 15 Delegates

Assessment - The course comprises presentations, individual activities and a comprehensive group workshop activity with discussions and feedback. The training will be assessed via the completion of a formal examination.

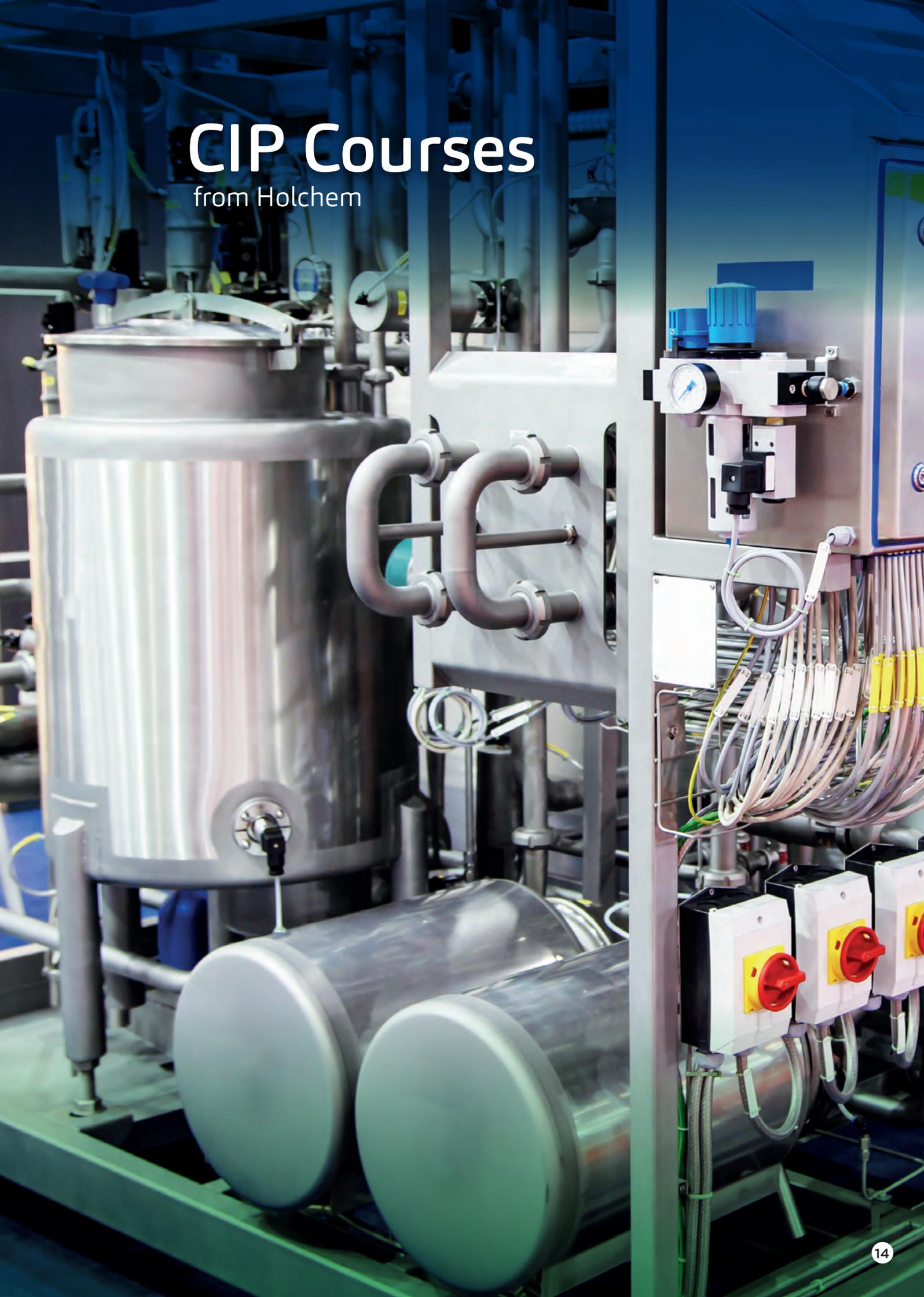
Qualification Awarded – Highfield Qualifications Accredited Level 4 Certification

Price - On-site = Face to Face = £16,000 (Group)

Virtual = £12,000 (group)

# CIP Courses

from Holchem



# Level 3 CIP

## Course Summary

The Cleaning in Place course can be used as an introduction to CIP for new employees, or as a refresher training for more experienced individuals.

The CIP course is designed to enhance the understanding of CIP for individuals who have a responsibility for the operation, monitoring or maintenance of CIP systems.

### This course covers the following topics:

- Overview of Cleaning
- Typical CIP Sequence
- Cleaning Factors
- Chemical Selection
- CIP Sets
- CIP Design & Common Issues
- CIP Records

Each topic is presented clearly and concisely to allow learners to understand the basic principles of CIP.

### Learning Objectives

- To understand the importance of an effective CIP system
- To understand the difference in CIP systems and the benefits associated to each
- To identify the detergents required for specific systems and soiling
- To understand the importance for hygienic design
- To identify common issues relating to CIP systems and to effectively trouble shoot
- To understand how CIP cleans should be monitored and documented

### Who Should Attend

This training is an entry level course and is recommended to be completed prior to advanced CIP courses.

The course is aimed at Hygiene and Production Operatives who are directly related to the operation and monitoring of CIP systems in a food and drink manufacturing environment.

### Location

On-site course – customer specific (contact Holchem).  
Off-site course - there are various courses scheduled throughout 2022

**Delivery Method -** Face to Face or Virtual options

**Duration -** 4 hours

**Maximum Number -** Face to Face = 20 Delegates  
Virtual = 15 Delegates

**Assessment -** Competence is assessed by the completion of practical group workshop exercises which are carried out during the training sessions.

**Qualification Awarded -** Level 3 Holchem Attendance Certificate

**Price per Group Session:** Face to Face = £2,500 (Group)  
Virtual = £2,000 (Group)





# Level 4 CIP (Cleaning In Place)

## Highfield Qualification

### Course Summary

This Cleaning in Place course has been specifically designed to enable a technically qualified person with a good understanding of open plant cleaning principles and chemistry to be competent in understanding and assessing cleaning in place circuits and CIP sets.

This is a Level 4 course which is accredited by Highfield Awarding Body for Compliance and is divided into eight main modules:

- Cleaning in Place – Introduction
- Vessel Cleaning
- Pipework Cleaning
- CIP Set Types
- Management of CIP
- Chemistry of CIP
- Hygienic Design
- Optimisation of CIP

Each module is expertly presented to allow learners to understand the principles of CIP and enable them to transfer the skills and knowledge gained to their own CIP systems.

### Learning Objectives

- To understand the different types of CIP system
- To have the ability to recognise CIP system types and know how they operate
- To understand total loss systems versus rinse recovery systems and the differences in designs
- To recognise common CIP issues and identify solutions as necessary
- To be able to optimise a CIP system

### Who Should Attend

This training is advanced level and it is recommended for the Level 3 CIP training to be completed prior to attending this course.

The course is aimed at any individual who is responsible for managing the CIP processes, or anyone wanting to build an understanding of CIP system design.

**Delivery Method** - Face to Face or Virtual options

### Location

Off-site course - there are courses scheduled throughout 2022.

**Duration** - 2 days

**Maximum Number** - Face to Face = 20 Delegates  
Virtual = 15 Delegates

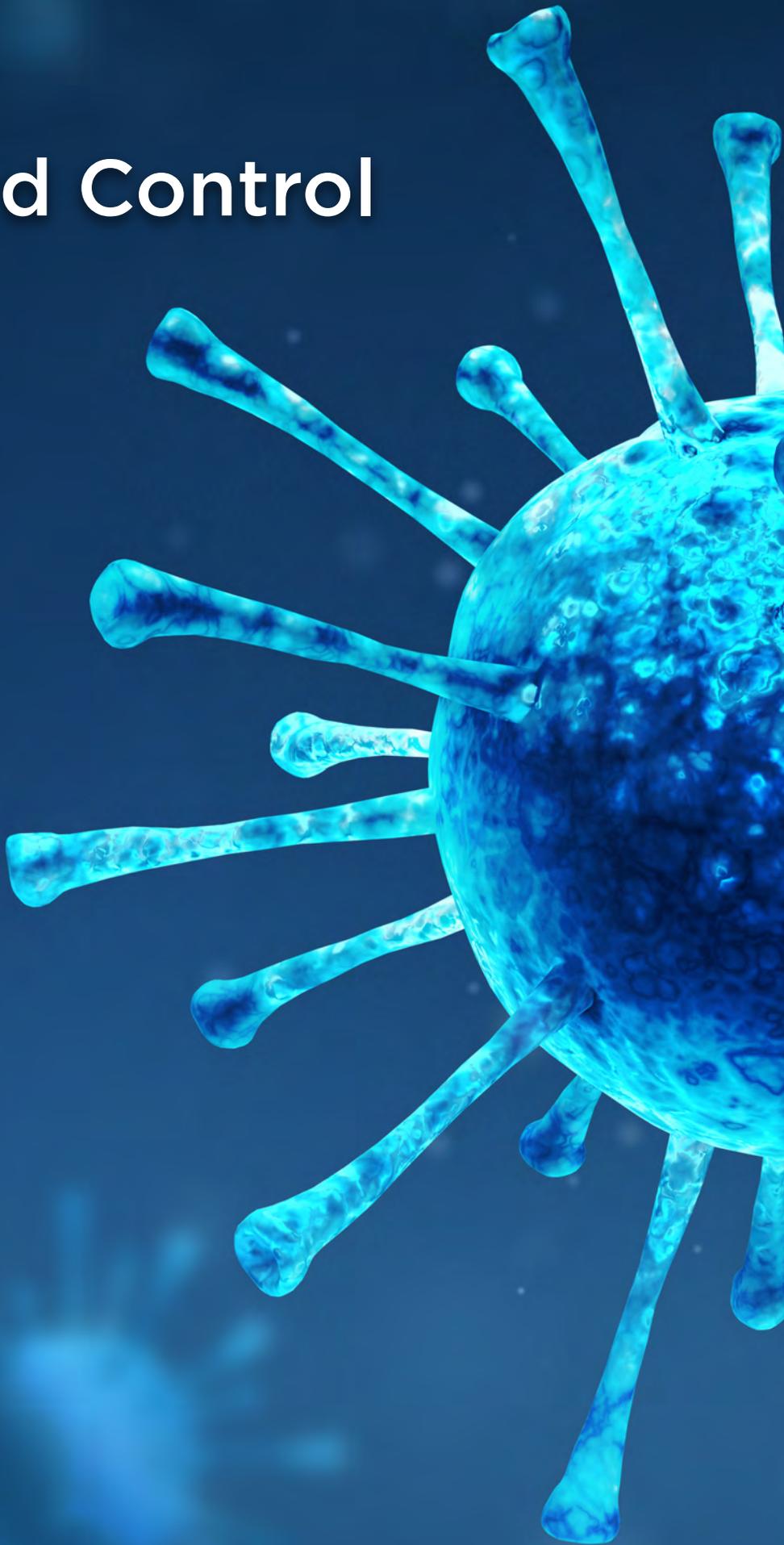
**Assessment** - The course comprises of presentations, individual activities and group workshop activities. Each candidate will submit a portfolio of evidence consisting of a series of workbooks and assignments.

**Qualification Awarded** - Highfield Qualifications Accredited Level 4 Certification

**Price** - Face to Face = £7,500 (Group)  
Virtual = £5,000 (Group)

# Hazard Control

Courses



# RSPH Level 2 Award in Understanding HACCP

## Course Summary

This qualification introduces the concept of HACCP and enables the learner to develop an understanding of all control, monitoring and corrective action procedures for which they may be directly responsible in order to ensure effective food safety.

### The course covers the following topics:

- The purpose of HACCP and its importance in food safety
- HACCP Terminology
- The process of developing a HACCP plan based on CODEX HACCP Principles
- Prerequisite programmes

## Learning Objectives

Candidates successfully achieving this qualification will have knowledge and understanding of facts, procedures and ideas in HACCP to complete well-defined tasks and address straight-forward problems. They will be able to interpret relevant information and ideas and will be aware of a range of information that is relevant to HACCP within a food environment.

### Candidates will

- Understand the purpose of HACCP and why HACCP was developed
- Appreciate the importance of HACCP systems
- Understand Legal requirements for food and food related businesses concerning HACCP and the control of food safety hazards
- Understand the meaning of terms used in HACCP systems including training, personal hygiene, buildings and equipment, cleaning.

## Who Should Attend?

This course provides all food handlers, operatives and engineers with a good basic knowledge of HACCP theory and practical application.

It is suitable for those working in food manufacturing, catering or retailing as well as food packaging or distribution. This course requires both spoken and written English.

### Location

- Online training course
- On-site course – customer specific (contact Holchem)

**Duration** - 7 Hours covered in two half day sessions

**Maximum number** - 9 delegates

**Assessment** - The knowledge and understanding of the candidates will be assessed by a multiple choice examination. The multiple-choice examination is provided by RSPH. The examination consists of 20 questions. A candidate who is able to satisfy the learning outcomes will achieve a score of at least 14 out of 20 in the examination.

The duration of the examination is 45 minutes.

**Qualification Awarded** - RSPH Level 2 Award in Understanding HACCP

**Price** - Face to Face On-site Training = £750 per course + travel expenses  
Virtual Training (Group) = £750 per course  
Virtual Training (Open Course) = £125 per delegate



# RSPH Level 3 Award in Understanding HACCP

## Course Summary

The objective of the RSPH Level 3 Award in Understanding how to develop a HACCP plan is for learners to be able to develop and implement Hazard Analysis and Critical Control Point (HACCP) procedures.

### The course covers the following topics:

- Introduction to HACCP
- Determining critical limits
- HACCP monitoring
- Corrective actions
- Verification and validation
- HACCP documentation
- HACCP review
- Determining Critical Control Points
- Prerequisite programs
- Describing the product
- Intended use of products
- Process flow diagrams
- Hazard analysis

## Learning Objectives

Candidates successfully achieving this qualification will have an understanding of the requirements of HACCP food safety with reference to:

- The importance of HACCP based food safety management procedures
- The preliminary processes for HACCP
- The role of the HACCP team member
- How a HACCP plan is developed using the Codex principles

- How HACCP plans are implemented, validated, verified, maintained and documented

## Who Should Attend?

This qualification is aimed at those responsible for assisting in the development and maintenance of HACCP systems in a food manufacturing environment.

This course requires both spoken and written English.

## Location

- Online training course
- On-site course – customer specific (contact Holchem)

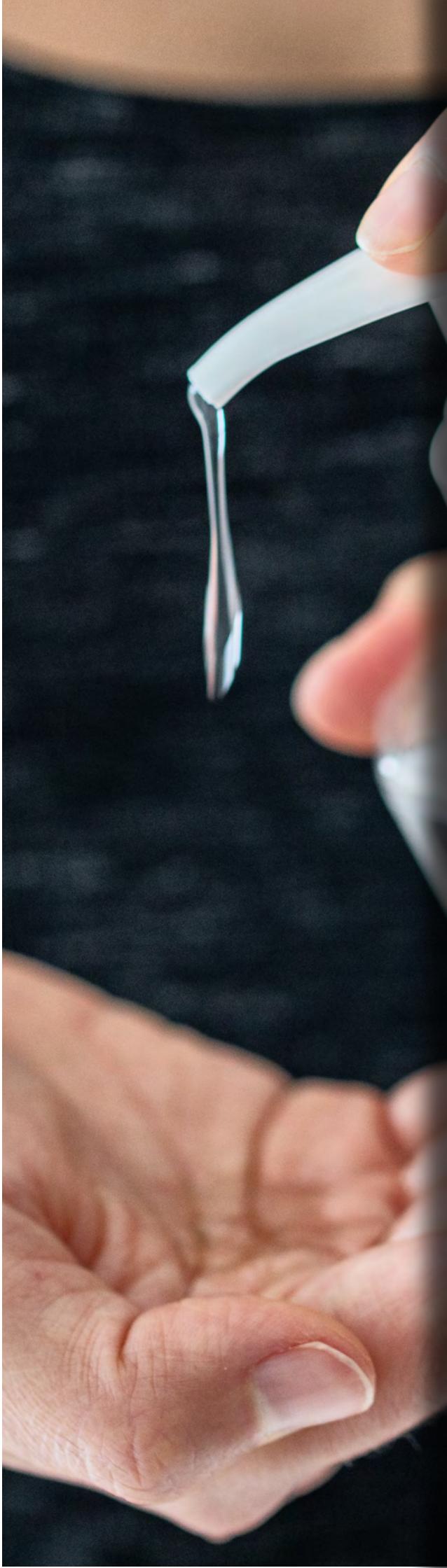
**Duration** - 3 days

**Maximum number** - 9 delegates

**Assessment** - The knowledge and understanding of the candidates will be assessed by a 90-minute multiple-choice examination consisting of 45 questions. The multiple-choice examination is provided by RSPH. Qualification Awarded – RSPH Level 3 Award in Understanding how to Develop a HACCP Plan.

**Price** - Face to Face On-site Training = £3000 per course + travel expenses  
Virtual Training (Group) = £3000 (maximum 9 delegates)  
Virtual Training (Open Course) = £500 per delegate





# Level 2 - Personal Hygiene

## Course Summary

Level 2 Personal Hygiene course gives detailed and practical training aimed at all personnel working in food processing environments.

### The key objectives of the course are:

- To raise awareness of the importance of Personal Hygiene when entering a food processing facility
- To understand the responsibilities of all departments to ensure personal hygiene controls are in place and adhered to.

## Course Content

The 2 hour training course includes twelve learning modules. Competence is assessed by the completion of a multiple-choice quiz. Modules covered within the course are:

- Food poisoning outbreaks
- Microorganisms carried by personnel
- People as sources of contamination
- People as vectors of contamination
- Legal & retailer requirements
- Company requirements
- Medical screening
- Personal hygiene practices
- Factory clothing and footwear
- Hand hygiene
- Training
- Monitoring hand hygiene compliance

## Who Should Attend

This training is an entry level course and is recommended to be completed prior to advanced hygiene courses.

This course is aimed at all personnel who work in food and beverage manufacturing facilities.

<b>Location -</b>	On-site course – customer specific (contact Holchem)
<b>Duration -</b>	2 hours
<b>Maximum Number -</b>	Face to Face = 20 Delegates Virtual = 15 Delegates
<b>Assessment :</b>	Competence is assessed by the completion of workshop exercises which are carried out during the training session
<b>Qualification Awarded :</b>	Level 2 Personal Hygiene Certificate
<b>Price :</b>	Face to Face = £1,500 Virtual = £1,200

# Level 2 Introduction to Microbiology

## Virtual Training Via Microsoft Teams

Holchem are proud to offer our Level 2 Introduction to Microbiology training package.

### Course Summary

The course gives detailed training to upskill delegates in the basic understanding of microbiology within the food industry. The training is aimed at production and hygiene operatives working in food and beverage processing environments.

### The key objectives of the course are:

- To enhance the understanding of microbiology within the food and beverage industry and the various key microorganisms
- To understand the roles and responsibilities of food operators in controlling microorganisms within a food and beverage processing environment

### Course Content

The 2 hour training course includes six learning modules. Competence is assessed by the completion of a multiple-choice quiz.

### Modules covered within the course are:

- What is Microbiology?
- Microbiology Classification:
  - Bacteria
  - Fungi
  - Moulds
  - Slime
  - Viruses
  - Protozoa
  - Algae
- Sources and Vectors for Microorganisms
- Personal Hygiene Controls
- Environmental Microbiology
- Microbiology and the Food Industry

**Location** - Customer specific On-site course (contact Holchem)

**Delivery Method** - Face to Face or Virtual options

**Duration** - 2 hours

**Maximum Number** - Face to Face = 20 Delegates  
Virtual = 15 Delegates

**Assessment** - Multiple Choice Test

**Qualification Awarded** - Level 2 Holchem Attendance Certificate

**Price per Group Session** - Face to Face = £1,500  
Virtual = £1,200





# Level 2 Listeria Awareness

## Course Summary

The Listeria Awareness course contains detailed and practical training which is aimed at representatives from all departments within High Risk and High Care Food Processing facilities.

The training consists of 4 key learning modules covering the following:

- Listeria Facts
- Listeria Control Plan
- Cleaning Schedules
- Control of Listeria in High Risk / High Care

## Learning Objectives

Completion of this course will allow the learner:

- To gain an understanding how everyone can contribute to the control of Listeria in a food processing environment.
- To raise awareness of the importance of Listeria control in a High Risk / High Care food processing area.
- To understand the responsibilities of all departments that contribute to effective Listeria control.

## Who Should Attend

This training is an entry level course and is recommended to be completed prior to the advanced Listeria courses.

This course is aimed at anyone working in a High Risk / High Care food processing environment. This would include representation from the Hygiene, Production, Engineering and Technical departments. This course requires both spoken and written English skills.

<b>Location -</b>	On-site course – customer specific (contact Holchem)
<b>Delivery Method -</b>	Face to Face or Virtual options
<b>Duration -</b>	2 hours
<b>Maximum Number -</b>	Face to Face = 20 Delegates Virtual = 15 Delegates
<b>Assessment -</b>	Multiple Choice Test
<b>Qualification Awarded -</b>	Level 2 Holchem Attendance Certificate
<b>Price -</b>	Face to Face = £1,500 Virtual = £1,200

# Level 3 Listeria Control

## Course Summary

The Listeria Control course contains detailed and practical training to individuals who would be expected to enforce Listeria controls and practices developed by senior management.

The course is a blend of classroom and factory based learning which consists of presentations, workshops, activities and a factory based exercise focussing on Listeria control.

The training consists of 7 key learning modules covering the following:

- Introduction to Listeria
- Listeria Prevention – Barriers
- Listeria Sources – Harbourage Areas
- Cross Contamination Vectors
- Cleaning Schedules
- Environmental Sampling
- Control of Listeria in High Risk / High Care

## Learning Objectives

Completion of this course will allow the learner to gain an understanding of how everyone can contribute to the control of Listeria in a food processing environment.

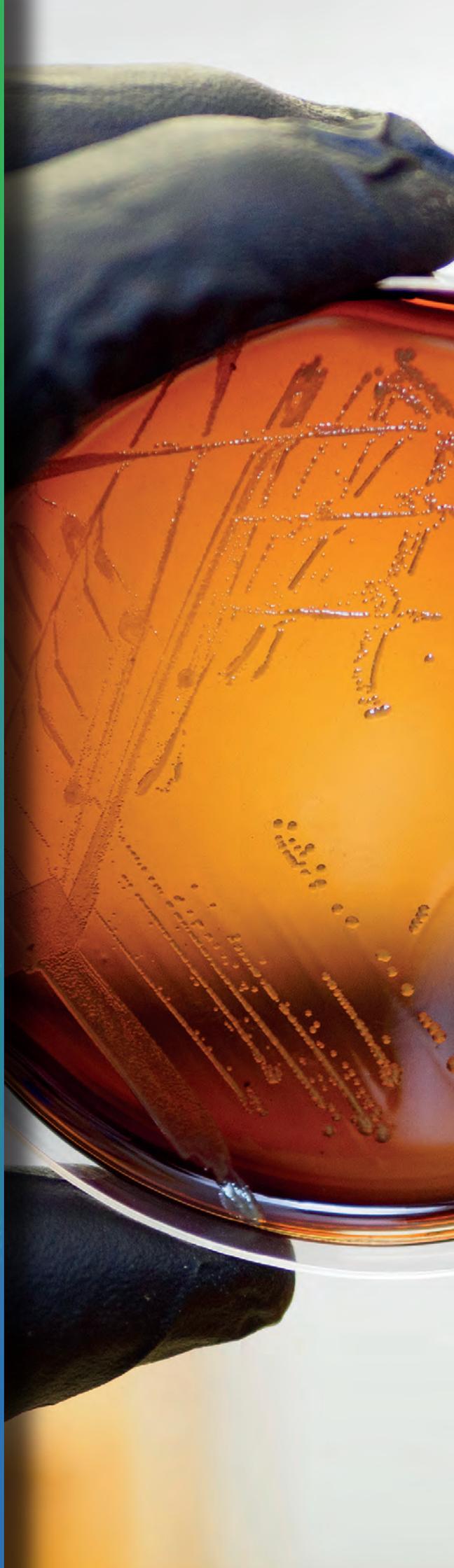
- To understand what Listeria is and where it originates.
- To understand why Listeria is an issue in a High Care / High Risk food processing environment
- To understand what practical Listeria controls are required to reduce the risk of Listeria issues

## Who Should Attend

This course is aimed at Supervisors and Team Leaders who would be expected to enforce Listeria controls and practices developed by Senior Management. It is recommended that delegates are qualified in Level 4 Food Safety or equivalent.

This course requires both spoken and written English skills. It is recommended for representatives from all departments that are involved with the food processing environment; Hygiene, Production, Engineering and Technical.

<b>Delivery Method -</b>	Face to Face and Virtual
<b>Location -</b>	On-Site course – customer specific (contact Holchem)
<b>Duration -</b>	1 day
<b>Maximum Number -</b>	Face to Face = 20 Delegates Virtual = 15 Delegates
<b>Assessment -</b>	Competence is assessed via two practical exercises carried out in the factory areas to critically assess the High Risk / High Care facility.
<b>Qualification Awarded -</b>	Level 3 Holchem Attendance Certificate
<b>Price -</b>	Face to Face = £3,600 Virtual = £3,000





# Level 4 - Listeria Management Accredited Training

## Highfield Qualification

### Course Summary

The Listeria Management course has been specifically designed to enable a technically qualified person with a basic understanding of microbiology to be competent in understanding the essential components of a Listeria Management Plan and in the critical assessment of their own High Risk / High Care food manufacturing facility.

This is a Level 4 course which is accredited by Highfield Awarding Body for Compliance and is divided into four main modules consisting of Hygiene Management, Hazard Management, Cleaning & Disinfection and Hygiene Process Control.

### The training comprises of the following modules:

- Listeria Introduction, History and Environmental Specifications
- Listeria 5-point Control Plan
- Barriers to Entry
- Listeria Sources
- Listeria Vectors
- Listeria Removal - Cleaning and Disinfection
- Listeria Plan Verification
- HACCP Introduction / Refresher
- Pre-requisite Plan
- Listeria Management Plan and Responsibilities
- Listeria Incident Management

### Learning Objectives

The course is designed to enable delegates to become competent in understanding the basic components of a Listeria control plan and the critical assessment of their own manufacturing facility to ascertain and control appropriate Listeria barriers, sources, harbourage sites and food product cross-contamination vectors.

- To understand what Listeria is, where it comes from
- To identify areas where Listeria is common in a High Care / High Risk food processing environment
- To identify the practical Listeria controls required to reduce the risk of Listeria issues
- To implement a pre-requisite plan
- To implement a robust Listeria Management Plan
- To understand and implement a thorough Listeria Incident Management Plan

### Who Should Attend

This course is aimed at Managers and Senior Managers directly involved in the management of a High Risk / High Care food and beverage processing facility.

It is recommended that delegates are qualified in Level 4 Food Safety or equivalent and have an understanding of microbiology.

This course requires both spoken and written English. It is recommended for representatives from all departments that are involved with the food processing environment; Hygiene, Production, Engineering and Technical.

### Location

On-site course - customer specific (contact Holchem)  
Off-site course - there are courses scheduled throughout 2022 which are listed on the training programme, page 27 of this brochure.

**Duration** - 2 days

**Maximum number** - 20 delegates

**Assessment** - The course comprises of presentations, individual activities and group workshop activities. Each candidate will submit a portfolio of evidence consisting of a series of workbooks and assignments, the latter being employment based OR the completion of a Level 4 examination.

**Qualification Awarded** - Highfield Qualifications Accredited Level 4 Certificate

**Price** - On Site = £7,500 Virtual Training = £450 per delegate

Holchem offer a practical Level 4 Listeria Management training option which is site specific.

For more information, please contact Holchem.

# Level 2 Allergen Awareness

## Course Summary

The Allergen Awareness course provides detailed training and advice to hygiene and production operatives working in a food and beverage processing environment, including handling and processing areas.

The training consists of eight learning modules covering an introduction to the basic principles of allergen control in a food processing facility.

This course covers the following topics:

- Food Allergy Awareness
- Food Allergy vs Food Intolerance
- What are Food Allergens?
- Allergen Legislation
- Allergen Control
- Validation, Monitoring and Verification

Each topic is presented clearly and concisely to allow learners to understand the importance of allergen awareness and control in a food processing facility and to understand their responsibilities.

## Learning Objectives

- To raise awareness of the importance of Allergen Control and Management in a food processing site.
- To understand the risks associated with failure to comply with legislation and requirements.

## Who Should Attend

This training is an entry level course and is recommended to be completed prior to advanced hygiene courses.

The course is aimed at hygiene and production operatives working in a food and drink manufacturing environment and individuals who are new to the food industry.

<b>Location -</b>	On-site course – customer specific (contact Holchem)
<b>Delivery Method -</b>	Face to Face or Virtual options
<b>Duration -</b>	2 hours
<b>Maximum Number -</b>	Face to Face = 20 Delegates Virtual = 15 Delegates
<b>Assessment -</b>	Multiple Choice Test
<b>Qualification Awarded -</b>	Level 2 Holchem Attendance Certificate
<b>Price -</b>	Face to Face = £1,500 Virtual = £1,200





# Level 4 Allergen Management Highfield Qualification

## Course Summary

The Allergen Management course has been specifically designed to enable a technically qualified person, with a basic understanding of allergen management, to be competent in understanding the components of an Allergen Management Plan and in the critical assessment of their own food manufacturing facility.

This is a Level 4 course which is accredited by Highfield Awarding Body for Compliance and is divided into six main modules:

- Mechanics of Allergic and Intolerance Reactions
- Risks to Consumers of Adventitious Cross Contact
- Requirements of 3rd Party Standards (including BRC v8)
- Allergen Legislation
- Cleaning as an Allergen Intervention and Control
- Testing for Allergens

## Learning Objectives

- To understand what allergens are
- To understand the impact of allergens to susceptible and vulnerable individuals
- To understand the allergen related legislation requirements and guidelines
- To be able to outline the impact of the above on the food processing site
- To be able to implement policies and practices to manage allergens within the food production environment

## Who Should Attend

This training is an advanced Level 4 course and it is recommended that the Level 2 Allergen Awareness course is to be completed prior to advanced courses. The course is aimed at Hygiene and Production Operatives working in a food and drink manufacturing environment who are responsible for managing allergens and are involved with allergen control in the production areas.

## Location

On-site course – customer specific (contact Holchem)  
Off-site course - there are courses scheduled throughout 2022

**Delivery Method** - Face to Face or Virtual options

**Duration** - 2 days

**Maximum Number** - 20 delegates (face to face) 15 delegates (virtual)

**Assessment** - The course comprises presentations, individual activities and group workshop activities. Each candidate will submit a portfolio of evidence consisting of a series of workbooks and assignments.

**Qualification Awarded** - Highfield Qualifications Accredited Level 4 Certification

**Price per group session** - Face to Face = £7,500 (Group)  
Virtual = £5,000 (Group)

# Level 4 Hygiene for Maintenance Engineers

## Course Summary

The Hygiene for Maintenance Engineers course contains detailed and practical training and advice for Maintenance Engineers who are directly involved in the maintenance of fabrication, machinery and equipment in a food and beverage processing environment.

The training consists of 7 key learning modules covering the following topics:

- Food hazards applicable to the manufacturing infrastructure
- Hazards arising from the role as a Maintenance Engineer
- Hygienic design to control hazards
- Personal hygiene to control hazards
- Good practices to control hazards
- Maintenance programmes
- Cleaning and disinfection

Each topic is expertly presented to allow learners to understand the importance of carrying out maintenance, hygienically, within a food processing facility.

## Learning Objectives

Completion of this course will allow the learner to have an enhanced understanding of hygienic food processing plant maintenance.

- To understand how the role of a Maintenance Engineer can mitigate hazards in a food processing environment with good hygienic design of the building, services and equipment
- To understand the importance of maintenance programmes in retaining good standards of hygiene in a food processing facility.

## Who Should Attend

This course is aimed at Maintenance Engineers directly involved in the maintenance of fabrication, machinery and equipment in a food and beverage manufacturing facility.

It is recommended that delegates are qualified in Level 4 Food Safety or equivalent and have experience of working in the food industry. This course requires both spoken and written English.

### Location -

On-site course – customer specific (contact Holchem)  
Off-site course - there are courses scheduled throughout 2022

### Delivery Method -

Face to Face or Virtual options

### Duration -

1 day

### Maximum Number -

Face to Face = 20 Delegates  
Virtual = 15 Delegates

### Assessment -

Competence is assessed by the completion of practical group workshop exercises, which are carried out during the training sessions

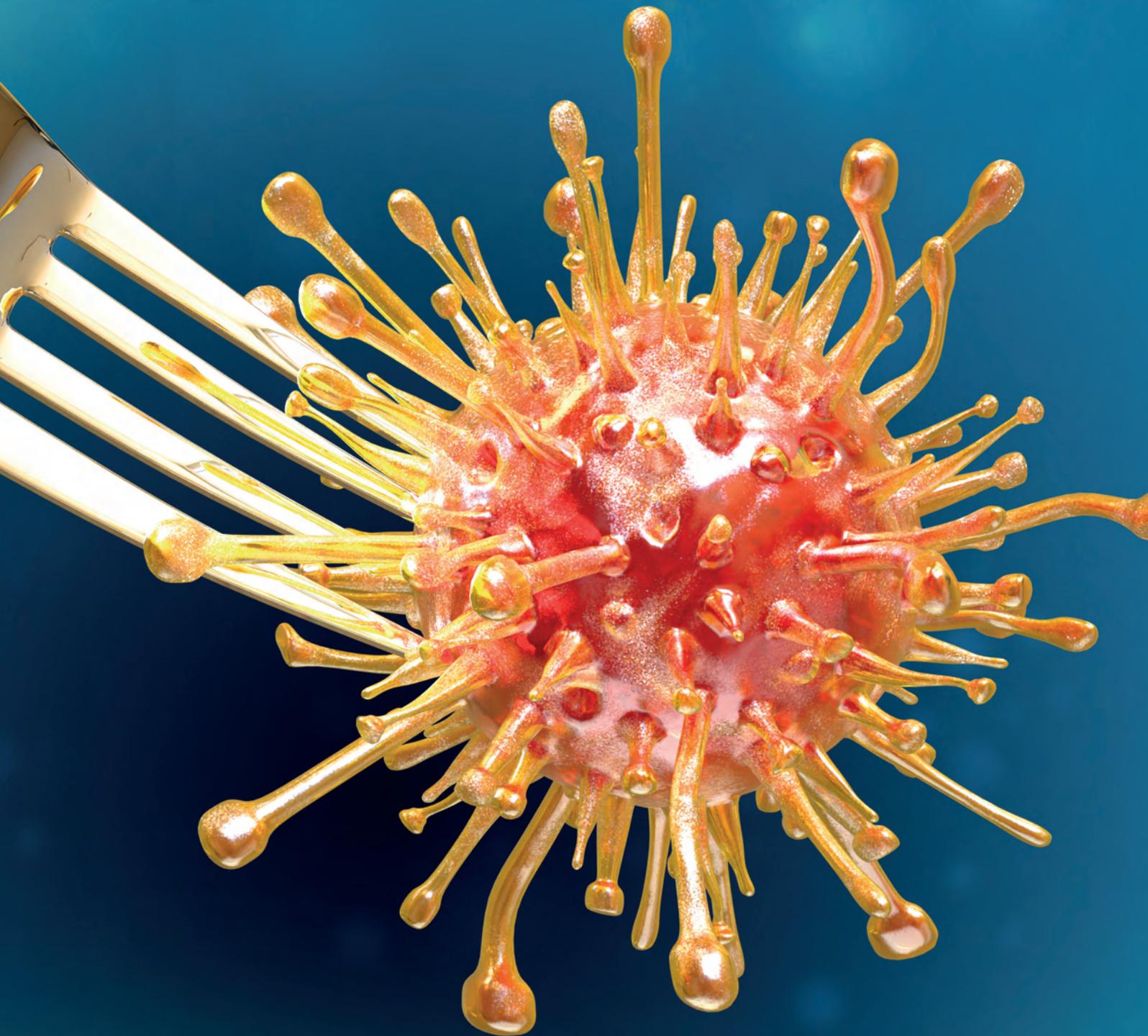
### Qualification Awarded -

Level 4 Holchem Attendance Certificate

### Price per group session -

Face to Face = £3,600  
Virtual = £3,000





# Food Safety

Courses

## Course Summary

The objective of the RSPH Level 2 Award in Food Safety for Food Manufacturing is to cover the principles of food safety and hygiene for food handlers working in a manufacturing and processing environment.

## The course covers the following topics:

- The importance of food hygiene associated food hazards
- Good hygiene practice
- Controls measures based upon an awareness of food safety management systems

## Learning Objectives

Candidates successfully achieving this qualification will have an understanding of food safety hazards, with reference to:

- Contamination and cross-contamination hazards to food safety
- How contamination of food can cause illness or injury
- The importance of personal hygiene and behaviour to food safety
- The legal responsibilities of food operatives and food business operators

## How to control food safety hazards, with reference to:

Safe food handling practices and procedures for:

- Preventing or minimising the risk of cross contamination
- The separation of raw and cooked food
- Temperature control
- Dealing with stock
- Keeping the work area and equipment clean and tidy

- Dealing with hazards and potential hazards
- Dealing with food spoilage and waste
- Controlling pests

## Who Should Attend?

This course is suitable for all food handlers and engineers working in food manufacturing and processing. It is suitable for those working in food manufacturing, catering or retailing as well as food packaging or distribution. This course requires both spoken and written English.

## Location

- Online training course
- On-site course – customer specific (contact Holchem)

## Duration - 1 day

## Maximum number - 9 delegates

**Assessment** - The knowledge and understanding of the candidates will be assessed by a multiple-choice examination. The multiple-choice examination is provided by RSPH. The examination consists of 30 questions. A candidate who is able to satisfy the learning outcomes will achieve a score of at least 20 out of 30 in the examination. The duration of the examination is 40 minutes. Qualification Awarded – RSPH Level 2 Award in Food Safety for Manufacturing

**Price** - Face to Face On-site Training = £750 per course + travel expenses  
Virtual Training (Group) = £750 per course  
Virtual Training (Open Course) = £125 per delegate



# RSPH Level 3 Award in Food Safety for Manufacturing

## Course Summary

The objective of the RSPH Level 3 Award in Food Safety for Food Manufacturing is to cover those aspects of the supervision of food hygiene and safety that enables candidates to identify problem areas and to recommend solutions

### The course covers the following topics:

- Ensuring compliance with food safety legislation
- The application and monitoring of good hygiene practice
- How to implement food safety management procedures
- The application and monitoring of good practice regarding contamination, microbiology and temperature control

### Learning Objectives

Candidates successfully achieving this qualification will have an understanding of food safety hazards, with reference to:

- The risk to food safety from pathogenic microorganisms, contamination and cross-contamination
- The consequences for food safety from biological, chemical, physical and allergenic hazards
- How food business operators can ensure compliance with food safety legislation
- Procedures for the application and supervision of good hygiene practice
- Methods and procedures for food safety management
- The responsibility and level of authority of all relevant staff with respect to food handling practices

- The requirements for induction and on-going training of staff
- The importance of promoting a food safety culture

### Who Should Attend?

This qualification is aimed at Supervisors, Team Leaders and Line Managers in production or quality in food manufacturing or storage and distribution.

This course requires both spoken and written English.

### Location

- Online training course
- On-site course – customer specific (contact Holchem)

**Duration** - 3 days

**Maximum number** - 9 delegates

### Assessment

The knowledge and understanding of the candidates will be assessed by a 90-minute multiple-choice examination consisting of 45 questions. The multiple-choice examination is provided by RSPH.

**Qualification Awarded** - RSPH Level 3 Award in Food Safety for Manufacturing

**Price** - Face to Face On-site Training = £3000 per course + travel expenses.  
Virtual Training (Group) = £3000 (maximum 9 delegates).  
Virtual Training (Open Course) = £500 per delegate



# Level 3 Auditing & Inspection

## Course Summary

The Auditing and Inspection course provides detailed and practical training for individuals who are involved with the auditing of the hygiene management systems, cleaning procedures and inspection of the production facility, processing equipment and machinery in a food and beverage manufacturing environment.

The course is a blend of classroom and factory based learning which consists of presentations, workshops, activities and a factory based exercise focussing on food premises inspection control.

### This course covers the following topics:

- What is Auditing?
- Types of Audits in a Food Factory
- Why Do We Audit?
- When Auditing is Required?
- Hygienic Design Issues
- Verification Methods

Each topic is presented clearly and concisely to allow learners to understand the fundamentals of auditing and inspection within a food processing facility and to understand their key responsibilities.

### Learning Objectives

- To define different types of auditing
- To select the most appropriate auditing style to achieve the desired outcome
- To effectively plan and execute an audit
- To understand the importance of a thorough visual inspection.

### Who Should Attend

The course is aimed at individuals from Technical and QA departments and Hygiene Managers and Supervisors who are involved with the auditing and inspection of a food or beverage processing facility.

It is recommended that delegates are qualified in Level 4 Food Safety or equivalent and have an understanding of microbiology. This course requires both spoken and written English skills.

<b>Location -</b>	Customer specific On-site course
<b>Delivery Method -</b>	Face to Face or Virtual options
<b>Duration -</b>	3 hours
<b>Maximum number -</b>	Face to Face = 20 Delegates Virtual = 15 Delegates
<b>Assessment -</b>	Competence is assessed via a practical exercise carried out in the factory areas to inspect the production areas and equipment
<b>Qualification Awarded -</b>	Level 3 Holchem Attendance Certificate
<b>Price per group session -</b>	Face to Face = £2,500 (Group) Virtual = £2,000 (Group)



# BRCGS Lead Auditor Course

## Course Summary

Delegates will gain an in-depth guide to the requirements of the Standard, and learn how to undertake a BRCGS audit, including effective planning, conducting and reporting of the audit. Auditing techniques will be practised and developed, to include the auditor competency skills required from Global Food Safety Initiative (GFSI) scheme auditors. Delegates must have a prior working knowledge of quality management systems and auditing within the relevant manufacturing sector, and also have completed a hazard analysis and critical control points (HACCP) course of at least two days duration.

Successful completion of this course, including the exam, forms part of the training necessary to become a BRCGS auditor. The steps necessary to complete your training must be arranged with a BRCGS approved certification body.

This course is part of the BRCGS Professional recognition programme.

The course covers the following topics:

### Day 1 - Overview of the standard

- Introduction to BRCGS Global Standard for food safety
- Format of the standard
- The onsite audit
- Senior Management Commitment
- Food safety plan - HACCP

### Day Two- Requirements

- Clause 3 Food Safety and Quality Management Systems
- Auditor Skills 2 – Interviewing, questioning & observing; written communication
- Clause 4 Site Standards

### Day Three - Requirements continued

- Auditor skills - Professional conduct, Behavioural attributes, Conflict resolution, Leadership & team dynamics
- Clause 4 Site Standards continued
- Clause 5 Product Control
- Clause 6 Process control
- Clause 7 Personnel

### Day Four - Requirements continued and protocol

- Clause 8 High Risk, High Care and Ambient High Care Requirements
- Clause 9 Requirements for Traded products
- Audit protocol - Audit options, Audit scope, Additional modules and Audit preparation
- Auditor requirements
- Auditor Skills
- Cultural & ethical considerations

### Day Five - Protocol & BRC Compliance Programme

- Additional information - Late or early audits, seasonal sites separate head office audits, exclusion to scope, High number of minor non -conformities
- Post audit activities
- BRCGS Compliance programme
- BRCGS Global Standard Resources
- Course exam

### Learning Objectives

Completion of this accredited course will provide delegates enhanced understanding of BRCGS Global Food Standard for Food Safety, the techniques and tools to undertaking a BRCGS audit with specific focus on:

- Understand the background and benefits of the Global Standard for Food Safety
- Understand the relationship with other Standards: ISO and the GFSI – benchmarked standards
- Know the fundamental clauses and statements of intent
- Understand the BRCGS audit methodology, the enrolment program and the unannounced audit schemes
- Know how to close an audit and deal with corrective actions
- Know how reports are uploaded onto the BRCGS Directory and how certificates are issued
- Understand the benefits of a BRCGS Directory and how certificates are issued
- Understand the benefits of a BRCGS Directory listing
- Understand how certification bodies are monitored for compliance by BRCGS

### Who Should Attend?

This course is aimed at certification body auditors or new auditors seeking registration, technical and quality managers who wish to gain an in-depth understanding of the audit process and consultants.

This course requires both spoken and written English.

### Location

- BRCGS Approved online training course
- On-site course – customer specific (contact Holchem)

**Duration -** 5 days  
**Maximum number -** 12 delegates

**Assessment -** The course comprises presentations, individual activities and a comprehensive group workshop activity

through breakout rooms, classroom discussions and feedback. On completion of the course all delegates will be required to complete the BRCGS Online exam.

**Qualification Awarded – BRCGS**  
BRCGS Approved Certificate

**Price -**  
Face to Face On-site Training = £6600.00 per course + travel expenses  
Virtual Training (Group) = £6600.00 per course  
Virtual Training (Open Course) = £1100.00 per delegate

Due to circumstances surrounding COVID-19 this session has been approved by BRCGS to be delivered in a Virtual Format. All content utilized in this course was designed for a face to face session.





# Level 3 COSHH Assessment

## Course Summary

Holchem are proud to offer our Level 3 COSHH Assessment training package.

The course provides detailed and practical training aimed at Hygiene Team Leaders, Supervisors and Managers working within a food processing facility who have responsibility for carrying out COSHH assessments. The course will provide an insight into why COSHH is important and provide guidance on how a robust COSHH assessment can be achieved on site by planning, implementation and recording of information.

### The key objectives of the course are:

To understand the importance of carrying out COSHH assessments  
To understand how to document and record a complete and comprehensive COSHH assessment.

## Course Content

The 2-hour training course includes five learning modules. Competence is assessed by the completion of a COSHH assessment activity. Modules covered within the course are:

- What is COSHH
- Risk Assessments (with worked example)
- Control Measures
- Personal Protective Equipment (PPE)
- Staying in Control

## Who Should Attend

This training is aimed at Hygiene Team Leaders, Supervisors and Managers, working in a food processing facility, who have responsibility for carrying out COSHH assessments.

<b>Location -</b>	On-site course – customer specific (contact Holchem)
<b>Duration -</b>	2 hours
<b>Maximum Number -</b>	Face to Face = 20 Delegates Virtual = 15 Delegates
<b>Assessment -</b>	Competence is assessed by the completion of workshop exercises which are carried out during the training session
<b>Qualification Awarded -</b>	Level 3 COSHH Assessment Certificate
<b>Price per group session -</b>	Face to Face = £2,500 Virtual = £2,000

# Level 3 Chemical Safety

## Course Summary

Holchem are proud to offer our NEW Level 3 Chemical Safety training package.

The course provides detailed and practical training relating to Chemical Safety in food and drink manufacturing sectors.

### The key objectives of the course are:

- To understand the dangers and risks associated with working with chemicals
- To understand labelling, signage and classification of chemicals
- To understand the correct handling and storage procedures
- To understand spillage, clean up procedures and first aid

## Course Content

The 3-hour training course includes five learning modules. Competence is assessed by the completion of a COSHH assessment activity. Modules covered within the course are:

- Dangers
- Labelling and Classification
- Storage and Handling
- Chemical Spillages
- First Aid

## Who Should Attend

This course is aimed at all members of the Hygiene Team or any person who is directly involved in the supervision and management of the hygiene operation and the handling, storage, dispense or application of cleaning chemicals.

<b>Location -</b>	On-site course – customer specific (contact Holchem)
<b>Duration -</b>	3 hours
<b>Maximum Number -</b>	Face to Face = 20 Delegates Virtual = 15 Delegates
<b>Assessment -</b>	Competence is assessed by the completion of a multiple choice test.
<b>Qualification Awarded -</b>	Level 3 Chemical Safety Certificate
<b>Price per group session -</b>	Face to Face = £2,500 Virtual = £2,000



# Level 4 Validation of Cleaning

## Course Summary

The Validation of Cleaning course gives detailed and practical training for individuals who are involved with the monitoring, verification and validation of the open plant and CIP hygiene processes in a food and beverage manufacturing facility.

The course is a blend of classroom and demonstration based learning, which consists of presentations, workshops, activities and a demonstration on the different testing methods

## This course covers the following topics:

- Reasons for Validation
- Hygienic Design
- Sampling Techniques
- The Cleaning Validation Process
- How to Produce a Cleaning Validation Report
- Monitoring and Verification of Cleaning to Ensure the Validation State is Maintained

Each topic is presented clearly and concisely to allow learners to understand the fundamentals of validation, verification and monitoring of a hygiene process in a food or beverage processing facility.

## Learning Objectives

- To gain an understanding on which cleaning processes to validate and the differences between cleaning validation and cleaning verification
- To understand the validation prerequisites and how to complete a cleaning validation programme and then carry out the ongoing verification of cleaning

## Who Should Attend

This training is advanced level and is aimed at Technical Teams, Hygiene Managers and Supervisors who are directly involved with the validation and verification of cleaning.

It is recommended that delegates are qualified in Level 4 Food Safety or equivalent and have an understanding of microbiology, allergens and species control.

This course requires both spoken and written English skills.

## Location

On-site course - customer specific (contact Holchem)

Off-site course - Off-site course - there are courses scheduled throughout 2022

**Location -** Customer specific On-site course

**Delivery Method -** Face to Face or Virtual options

**Duration -** 3 hours

**Maximum number -** Face to Face = 20 Delegates  
Virtual = 15 Delegates

**Assessment -** Competence is assessed via a practical exercise carried out in the factory areas to inspect the production areas.

**Qualification Awarded -** Level 3 Holchem Attendance Certificate

**Price -** Face to Face = £3,600 (Group)  
Virtual = £3,000 (Group)

# Testimonials

"The content of the course was relevant, detailed and concise. The course Trainers immediately put all of the delegates at ease. The attendees were from a range of industries, with varying levels from within the food production industry and with different levels of background knowledge on the course subject. However, the course trainers were able to communicate the course material in a way which all delegates found engaging and educational. An excellent balance was struck, allowing all attendees to work together to find solutions using information presented. The overall experience was very positive and I would eagerly attend further courses in the future."

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"The presentation of the material was very good, clear and delivered in a professional yet fun manner. The Tutors made sure everyone understood what was being taught and would explain in more detail if anyone did not quite grasp it. Tutors were both very smart and had a professional, yet fun delivery style and made us all feel at ease. The location was beautiful, which added value to the course."

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"Course content reflects best practice in industry. Good balance between active and passive teaching styles. The learning materials provided are very thorough, together with the mix of interaction, group activity and presentations, provide what felt as a very comprehensive yet condensed course. The trainers are very friendly and knowledgeable. If they don't know the best answer for something, they will look it up for you, which is great."

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"The content and delivery was excellent, and I'm sure industry will find the training very beneficial. It's great to provide a platform for people working within similar areas in food manufacturing, to network and exchange ideas."

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The Trainers made you feel relaxed and did not put you under any pressure and they explained in a way that anyone could 100% understand. The group sessions were fun at the same time as educational; I would recommend going on a Holchem course to anyone that wants training but not to be bored!"

# Hygiene Training Courses

The 2022 training programme includes an increased portfolio of available courses. Most courses will be carried out via Microsoft Teams ('Virtual Training Courses'), while some of the Level 4 courses are retained as 'Face to Face' and being held either at Holchem Head Office Bury, or Campden BRI Chipping Campden.

With the continuing uncertainty of COVID-19 we will, on-going, review the feasibility and safety of running the 'Face to Face' programme.

The training shop enables you to view and/or book a place on one of our advertised training courses if places are available. Course details can be downloaded from <https://www.holchem.co.uk/shop/training-courses-2022>. You can book one or more places on a course and if known, when booking, give delegates names and any special requirements for the delegates.

- If you are an existing customer then you can use a purchase order number or a credit / debit card.
- If you are a new customer then please purchase using a credit/debit card.
- If the course has already taken place or the course is full please click on register and enter your information on the form and we will advise on the alternative options.



# Training Courses 2022



L2 Allergen Awareness - VT



L2 Introduction to Microbiology - VT



L2 Listeria Awareness - VT



L3 Cleaning in Place - VT



L3 Cleaning Technology & Control - VT



L3 COSHH Assessment & Control - VT



L3 Food Safety - VT



L3 HACCP - VT



L3 Listeria Control - VT



L4 Allergen Management



L4 Allergen Management - VT



L4 BRCGS Lead Auditor - VT



L4 Cleaning in Place



L4 Food Processing Hygiene Management



L4 Food Processing Hygiene Management - VT



L4 Listeria Management



L4 Listeria Management - VT



L4 Validation VT





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