

Instructions - How to book in Food Safety Supervisor Course

1. Decide who is the most appropriate person in the business to complete the food safety supervisor course.

Should be someone that regularly handles food as part of their normal duties and is onsite the majority of the time. It is recommended that businesses have a back up person also complete the course.

2. Pick one of the three food safety supervisor training courses below depending on your business type and whether you are Category 1 or Category 2.

***Note - Your category will be listed in the original email.**

Suitable for most food service businesses (Category 1)

- [SITSS00069 - Food Safety Supervision Skill Set](#), consisting of units:
 - SITXFSA005 - Use hygienic practices for food safety; AND
 - SITXFSA006 - Participate in safe food handling practices

Suitable for food retailer businesses (Category 2)

- [SIRRFSA001 - Handle food safely in a retail environment](#)

Suitable for health care and community type organisation (Category 1 or 2)

- [HLTSS00061 - Food safety supervision skill set - for community services and health industries](#), consisting of units:
 - HLTSE001 - Follow basic food safety practices
 - HLTSE005 - Apply and monitor food safety requirements
 - HLTSE007 - Oversee the day-to-day implementation of food safety in the workplace

3. Pick a training provider from the list on SA Health's website which offer the relevant training course [Click here - Link to list of training providers – SA Health](#)

Points to consider:

- Do you want to do the course online or in-person?
- Costs will vary dependent on provider
- It is recommended that you pick a provider that offers recertification
- Check the provider offers the required course units listed above in order to be recognised.

Training providers

Search by Course

All Courses ▼ [Show All](#)

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RTO	Phone	Course	Format	Recertification offered
1SDO Training	1300 856 684	SITSS00069 - Food Safety Supervision Skill Set	Online & in person	Yes
Access All Areas Training	1300 287 554	SITSS00069 - Food Safety Supervision Skill Set	Online	Yes
Adelaide Culinary Institute	0401 741 018	SITSS00069 - Food Safety Supervision Skill Set	In person	Yes
Allara Learning	1300 772 724	SITSS00069 - Food Safety Supervision Skill Set	Online & In Person	Yes
Allara Learning	1301 772 724	SIRRFSA001 - Handle food safely in a retail environment	Online & In Person	Yes

CIVIC CENTRE

163 St Vincent Street,
Port Adelaide SA 5015
PO Box 110,
Port Adelaide SA 5015

COUNCIL OFFICES

Enfield Library
1 Kensington Crescent, Enfield
Greenacres Library
2 Fosters Road, Greenacres

CONTACT

P (08) 8405 6600
E service@cityofpae.sa.gov.au
www.cityofpae.sa.gov.au

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4. Contact the training provider via email or phone and book into the course.

- Generally the course requires a theory component and practical assessment. Ask the provider how the practical assessment is conducted and ensure you are comfortable with their approach.
- You may need to provide a Unique Student Identifier (USI) when enrolling.

5. Complete the theory and practical assessment for the Food Safety Supervisor by 8 December 2023.

6. Provide a copy of the Certificate of Attainment to City of Port Adelaide Enfield to the following email address: ceh.support@cityofpae.sa.gov.au

7. Keep a copy of the certificate onsite at your business or have it saved electronically to show the Environmental Health Officer during your inspection.

Important Points

- Food handlers who have completed hospitality courses within the past 5 years of Certificate 3 or higher will likely have completed the required food safety supervisor course. You can provide a transcript as evidence of completing the food safety supervisor course units.
- Council will accept completion of food safety supervisor course units, SITXFSA001 and SITXFSA002 provided it was completed within the past 5 years.
- It is recommended that you have a back up person complete the food safety supervisor course in case of sickness or unexpected leave.
- Businesses with extended trading hours will likely need multiple food safety supervisors to be completed.
- If the food safety supervisor leaves or goes on leave unexpectedly, then a new food safety supervisor needs to be appointed within 28 days.
- The food safety supervisor must be reasonably available majority of the time (e.g. at least 80% of the time) when the business is handling unpackaged potentially hazardous foods.

If you have any further questions, please contact the City of Port Adelaide Enfield Environmental Health Team on 8405 6940.