



Food Manufacture

Training Department in Food Manufacture

Lesson 5

Gain in-depth knowledge of the training department in food manufacture, identifying key training requirements of employees, training techniques, audit requirements, training matrix and documentation.





Training for staff at a higher level or in a more complex job role, should be for:

- Quality Assurance and Quality Control
- Team leader/Line Leader
- Supervisors
- Area Managers/Site managers
- Anyone who is part of the Health and Safety team
- Anyone who is part of the HACCP team
- Anyone who's job has specific training requirements to run their line





Higher level training should be relevant to the trainee's job role. It should be part of their progression within the company. Some higher-level training courses relevant to the food industry are:

- Level 3 and 4 in Food Safety
- Level 2 and 3 HACCP
- Level 2 and 3 First Aid
- Level 2, 3 and 4 in Health and Safety
- Level 4 in quality assurance





Other training which is relevant for food factories are:

- Auditing
- Team Leading
- Leadership and Management
- Business Improvement Techniques
- COSHH, IOSH, NEBOSH
- Fire Safety
- Engineering





Another type of training which is commonly used in the food industry is Apprenticeships.

These can be carried out in several job roles within the food factory such as:

- Food and Drink Processing and Advanced Processing Operator
- Food Technologist
- Warehouse Operative
- Engineering
- Management



Higher level training, or a variety of training can be used as Continuing Professional Development (CPD) to progress staff within their own job role, or onto a more responsible job role i.e. Management



All training documentation will have the following information:

- Name of trainee and confirmation of attendance
- Date and duration of training
- Title and course content
- Training provider
- Reference to any training materials used





All documentation should be stored securely in files.

Training evidence will be used for audits to prove due-diligence of staff and the company.

Lack of training will fail an audit so it is an essential tool within the food industry.





Revision Activity 5

**Who is higher level
training usually for?**