

## Clubs & Societies Online Safe Food Handling Course

This is informal training accepted only by the C&S Office for short, isolated events. A formal certificate is required for extended events such as camp catering.

Two members of the club executive who will be supervising food service at the event must complete the course.

**Name:** \_\_\_\_\_

**Executive Position:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

### Instructions:

1. Go to [dofoodsafely.health.vic.gov.au](http://dofoodsafely.health.vic.gov.au). You can skip the Introduction. Click Welcome and read the pages.
2. Complete each of the six information units. During each unit you will reach an Activity page. Complete the Activity for each of the units.
3. Complete the Assessment unit. Once you have successfully completed the Quiz print the Results Summary and your Certificate.
4. Complete a C&S Safe Food Handling Form for a real or hypothetical event. The form is available from the C&S Office, or can be downloaded from [umsu.unimelb.edu.au/getinvolved/clubs/resources-training/](http://umsu.unimelb.edu.au/getinvolved/clubs/resources-training/)
5. Read and sign the declaration below.
6. Submit all of your evidence to the C&S Office for review.

### Evidence Guide:

Item	Page printed:	C&S Check (Office Use)
Assessment Unit: Certificate (click icon page 19)		
Assessment Unit: Results Summary (follow link on page 19)		
C&S Safe Food Handling Form (thoroughly completed)		

### Declaration:

I have successfully completed the Activities in each of the 6 information units of the Victorian state government online Food Safety course (as referred to in step 2) and that the submitted Certificate, Results Summary and Safe Food Handling form are my own work and completed independently. I declare that I am versed in Safe Food Handling and am prepared to take full responsibility for the supervision and provision of safe food handling at my club's events.

**Signed:** \_\_\_\_\_

Checked by C&S (date):

Acceptable / Not Acceptable

Reassessment checked by C&S (date):

Entered to C&S database (date):