

Report

Report to:	Clyde Valley Learning and Development Joint Committee
Date of Meeting:	28 August 2017
Report by:	Chair of Clyde Valley Learning and Development Project Implementation Group

Subject:	Accredited e-Learning – Food Hygiene
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ outline the work that has been undertaken in relation to the development of a joint award (Introductory Joint Award in Food Hygiene) between the Clyde Valley Learning and Development Group and the Royal Environmental Health Institute Scotland (REHIS)

2. Recommendation(s)

2.1. The Joint Committee is asked to approve the following recommendation(s):-

- (1) that the contents of the report be noted.

3. Background

- 3.1. The Clyde Valley Group has a requirement to provide training in the principles and practice of food hygiene for staff. Traditionally, the target audience is a diverse group of employees, many of whom work part-time, in different sectors ranging from home care, social care assistants and social care workers. They deliver services specifically tailored to the needs of a variety of service users, including older people, adults, children and families and service users with learning disabilities.
- 3.2. All Councils are committed to providing appropriate training, learning and development for their employees, and face the challenge of fulfilling these commitments while maintaining vital front line services. In addressing these challenges the primary focus is always the needs of the service user and the protection and safety of employees.
- 3.3. In the current economic climate, all council activities are under scrutiny to establish that Best Value is achieved in all transactions. In a learning and development context this means delivering the relevant training, at the appropriate level, to the target audience, at the right time, while maintaining quality throughout.

4. Current Position

4.1. Following lengthy and detailed discussions between Council representatives and officers from REHIS, a proposal was developed which reflected stakeholder requirements. These included development of a syllabus, shown below, which reflects the nature of the councils' work and needs of the domiciliary staff. The modules contained within the programme will include:-

- ◆ Why Food Hygiene is important
- ◆ Bacteria
- ◆ Food Poisoning and Contamination
- ◆ Safe Handling and Storage of Food
- ◆ Personal Hygiene
- ◆ Why Cleaning is important

4.2. The training is delivered through e-learning via a bespoke series of modules developed in consultation with REHIS. The courses have been built by members of the Clyde Valley councils' learning and development teams, who are skilled in the design and construction of SCORM compliant e-learning content. Learners who are presented for the award will have an opportunity to access the module in a supervised environment. This will be on council premises where secure access can be provided using the Clyde Valley's Learning Management System (LMS) (Brightwave) which will host the course, and where tutorial support will be available for content matters, as well as technical user support as required.

4.3. Learners will be able to complete the course in their own time and at their own pace, while calling on the services of a trainer, if needed.

4.4. On completion of the course, an online knowledge test consisting of multiple choice questions will be conducted. Questions will be taken from a bank of options which will allow the testing process to be randomised, which will provide a robust examination of the learner's knowledge.

4.5. For the purposes of validation, the Group took advantage of the wider resources available across the eight Clyde Valley member councils. All content developed for the modules was first appraised and reviewed by representatives of REHIS. By developing the content in partnership, the initial course outlines and learning outcomes were established and agreed. Validation was completed through a review and critical assessment of the content and delivery methods by suitably competent and qualified colleagues who work in the field. These were drawn from a variety of disciplines such as Environmental Health, Catering or Learning and Development, all of whom have achieved the Diploma in Advanced Food Hygiene.

5. Progress

5.1. The award was formally launched in February 2017 and publicised thereafter. For some groups of staff this replaces the existing classroom provision.

5.2. To date, 235 employees have completed the course and assessments online.

5.3. Feedback from participants has been positive with comments highlighting the benefits of online learning including the quality of the course content, the effectiveness of the delivery method and the support provided by the accredited trainers.

6. Employee Implications

6.1. For employees who require the elementary food hygiene course in order to carry out their work role this new method of delivery should save student and assessor time. It is also a more modern, flexible approach to learning and qualifications which should meet the needs of modern organisations.

7. Financial Implications

7.1 The transition to an online solution will reduce classroom and accreditation costs as well as accruing efficiencies in terms of employee time.

8. Other Implications

8.1. There are no implications for sustainability or risk in terms of the information contained within this report.

9 Equality Impact Assessment and Consultation Arrangements

9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

9.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Gill Bhatti

Chair, Clyde Valley Learning and Development Project Implementation Steering Group

14 August 2017

Previous References

◆ 6 June 2016

List of Background Papers

◆ None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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