

## Guidance Notes to Assist You in Applying for Food Safety Practitioner with IFST

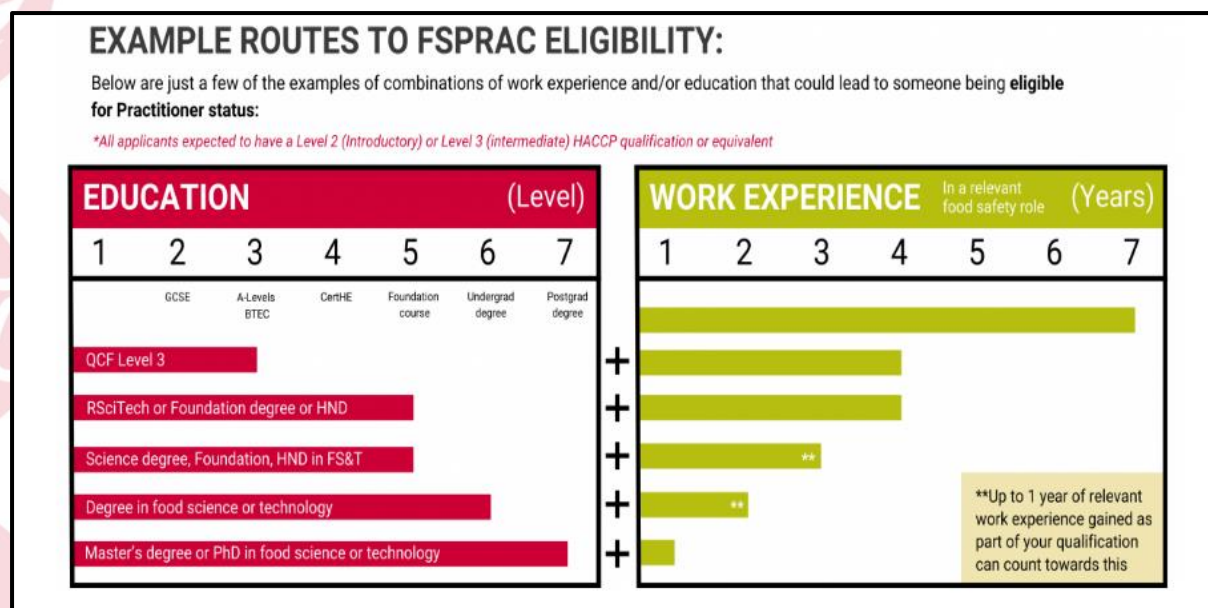
### Before you start your application:

- Make sure you have set aside some quality time for this – it will take you around an hour.
- The online application must be submitted in one go, and cannot be saved as you type, so we would strongly recommend typing your answers into a word document before adding them into the online application to ensure no loss of content if your connection times out.
- The questions are available in Appendix 1 of this document to assist you with preparing your application.
- Make sure you have all the documents required before submitting your application (see paragraph 2 below). Sending incomplete documents will lead to delays in your application being assessed.
- If you are unsure of anything, please email IFST on [JoinUs@ifst.org](mailto:JoinUs@ifst.org)

### 1. What you are applying for: Registered Food Safety Practitioner (RFoodSPrac)

Typical roles for RFoodSPrac are Member of QA function, HACCP Team member, internal auditor, Hygiene Team supervisor. Typical education/training is QCF level 5 qualification (foundation degree/ HND/DipHE), in food science/technology or related science/ engineering discipline, or equivalent qualifications/experience *plus* Introductory (level 2) HACCP certificate, or equivalent.

Example pathways below provide guidance to qualifications and experience:



Relevant work experience may include:

- technical functions within analytical laboratories / quality departments
- operating Critical Control Point(s)
- contributing to internal audit operations

### Overseas Qualifications

Qualifications from non-UK/EU universities are welcome. However, to support your application we will need a statement of compatibility from UK ENIC. This can be obtained from:

<https://www.enic.org.uk/Qualifications/SoC/Default.aspx>

## 2. Application Process

- All applications are made online (see guidance box above). The application process consists of submitting a competency report in which you draw upon your career and experience in food safety, and your answers will be assessed against the competency framework in place for this tier of the register.  
Appendix 1 contains the questions that you will be asked to answer in your report and the full details of the standards.

To submit your application, the following is required:

- Completed Competency Report
- Copy of HACCP Level 2 certificate
- Up-to-date CV including details of roles and responsibilities held
- RFoodSPrac Registration Fee
- Details of 2 x referees to support your application. A suitable referee would be a senior professional in your field of work; someone who is able to base their view on direct knowledge of your work experience. They should also be able to confirm the validity of your stated achievements. **Your referees should not be related to you or subordinate to you.**
- Certificate of highest relevant qualification.

## 3. Ongoing registration

In order to maintain your RFoodSPrac status, you will need to pay a renewal fee, and are required to annually confirm that you remain professionally active, competent to perform your role, and have engaged in Continuing Professional Development (CPD). Every three years you will be required to submit a summary report of your CPD activities during the previous year, and 25 hours of CPD are required each year. You will be given access an online tool where you can add your CPD activities. More information on the CPD standards is available here: <https://www.ifst.org/career-development/what-cpd/cpd-standards-and-learning-activities>

## 4. Code of Professional Conduct

All registrants, as IFST members, are bound by a Code of Professional Conduct. As food science and technology professionals, every member gives an undertaking to:

1. Uphold the integrity of the food science and technology profession, and refrain from conduct which detracts from its reputation
2. Comply with current regulatory and legal requirements with care, and follow best practice to ensure the safety of food
3. Develop and maintain my professional knowledge and skills, and work within the limits of my knowledge, competence and skill
4. Act in a fair, honest, trustworthy and diligent manner
5. Take reasonable steps to ensure my professional judgement is not compromised nor perceived as being compromised because of bias, conflict of interest, or the undue influence of others
6. Consider the risks and implications of my action (or inaction) and advice, and hold myself accountable for them and for the impact these may have
7. Treat information with appropriate confidentiality and sensitivity
8. Raise any concern I have about the conduct of an individual or organisation likely to put the safety or health of the public at risk

Any allegation of a breach of the Code will be investigated and may lead to disciplinary action being taken against a member.

The Disciplinary Procedure governs how the investigation and disciplinary hearing will be conducted and a range of possible outcomes, including expulsion from membership in the most serious cases.

## Appendix 1: Completing the competency report

The competency report will ask you the following:

- Please provide a summary of your food safety related experience during the past 3 years. For each position, state the company name, start and finish dates, list of achievements, responsibilities, level of authority and autonomy (please limit this to 300 words).
- Please tell us how you think you meet the standards for RFoodSPrac, using examples drawn from your recent personal involvement in the management of food safety tasks and projects utilising existing and emerging science and technology. Please answer ALL questions.

Some tips on completing the report include:

- **We would strongly recommend typing your answers into a document before adding them into the online application to ensure no loss of content if your connection times out.** The questions are provided below for your information.
- When you are thinking about how to structure your answers, you will need to think of examples of your experiences in terms of what you did, how you went about it and why you did it. You may find the STAR method helpful for structuring your answers – this stands for Situation, Task, Action, Result.
- Provide clear examples of the role that you played or the contribution that you made to a particular task or activity, rather than that of the team as a whole.
- You should think about using examples that are fairly recent i.e. from the last three years, although you can also draw on relevant experience from further back in your career.
- You can use and refer to a particular example more than once, but do ensure you make it clear how and why it applies to a competence.
- You can use examples from broad professional experiences, but you must be able to show how you have applied the skills developed in your job role.
- As a guide, approximately 100-150 words are suggested per response.

**The questions and competences in the report are provided here so that you can prepare your answers. This is just for your information, and the application form will need to be completed online. Q denotes a question, and K or P denote the competence it relates to:**

Section A: Application of knowledge and understanding	
Question	Competence
<b>Q1.</b> Give an example of your knowledge of pathogens to identify potential risks to your company's products and thereby enable appropriate food safety monitoring or controls to be implemented.	<b>K1</b> Types and names potential microbial pathogens in the food, environment and on food handlers within the company's factory and the factors influencing their spread and growth. Methods used in the factory to prevent/limit the growth of these organisms during storage, production and distribution of foods produced.
<b>Q2.</b> Give an example of a CCP in your company and the controls in place to manage the hazard, in particular, the corrective actions required where monitoring indicates deviation, including the use of the site quarantine/hold procedures.	<b>K2</b> The Critical Control Points in place within the food operation, the rationale behind their identification, the methods used to check that the CCPs are operating correctly and the corrective actions required where monitoring indicates deviation, including the use of the site quarantine/hold procedures.
<b>Q3a.</b> Give an example of a physical hazard in your company controlled via HACCP pre-requisite or CCP foreign body controls.  <b>Q3b.</b> Give an example where you have been involved in a food allergy and intolerance management system to prevent allergen cross contamination in a factory, storage facility or retail environment. Explain what you learned.	<b>K3</b> Physical, chemical (including allergenic) hazards, their sources and methods for control within a food factory and the methods used for monitoring and verifying the effectiveness of these controls.

<b>Q4.</b> Give an example of your involvement in supply chain management e.g. through goods in checks, drafting raw material specifications, supplier audits, traceability exercises, raw material testing programmes.	<b>K4</b> The company approach to managing the supply chain, the maintenance and administration of current information about suppliers and the products/services supplied, the requirements for acceptance of incoming goods and the standards required.
<b>Q5.</b> Give an example of your involvement in the sampling and testing schedule as detailed in K5 below.	<b>K5</b> The sampling and testing schedule applicable within the operation, the correct sampling procedures and significance of incorrect sampling; knowledge of the method to be used for testing purposes, where this applies to the job role, and interpretation of results.
<b>Q6.</b> Detail your knowledge of the internal audit process for your company and give an example of a non-conformance found during an audit and how it was dealt with.	<b>K6</b> The techniques used for conducting an effective internal audit; the identification of non-conformance and how these are handled within the operation.
<b>Q7.</b> In a general sense detail the procedures and documents in the FSMS applicable to your job role.	<b>K7</b> The procedures and documents within the food safety management system as applicable to the role.
<b>Section B: Professional Practice</b>	
<b>Question</b>	<b>Competence</b>
<b>Q8.</b> Give an example of your involvement in an internal audit, external audit (supplier audit) and a 3rd party audit.	<b>P1</b> Being involved in audits of factory and suppliers. Also having experience of the planning of being involved in 3rd party technical audits by externals.
<b>Q9.</b> Give an example of your role in a recent new product launch.	<b>P2</b> Being involved in the planning of and execution of new product launches.
<b>Q10.</b> Give an example of your role in tutoring /mentoring new staff in processes and techniques used in the factory and /or laboratory and the methods used.	<b>P3</b> Tutoring /mentoring new staff in processes and techniques used in the factory and /or laboratory.
<b>Q11.</b> Give an example where you have had to write a report for management to review, e.g. in relation to an audit finding, customer complaint, supplier issue, NPD review.	<b>P4</b> How to write a concise report.
<b>Q12.</b> What is your involvement in the company's HACCP team meetings?	<b>P5</b> Involvement in HACCP team meetings.
<b>Q13.</b> How does your current role interact with other food safety team members to facilitate the fulfilment of food safety requirements in the company?	<b>P6</b> Working effectively in a supervisory role and/or with other members of the team to facilitate the fulfilment of food safety requirements.
<b>Section C: Commitment to Professional Standards</b>	
<b>Question</b>	<b>Competence</b>
<b>Q14.</b> Give an example where IFST's Code of Professional Conduct relates to the work you carry out and how this governs your professional practice.	<b>E1:</b> Demonstrate understanding and compliance with relevant codes of conduct.
<b>In addition to the above technical competencies, all registrants are expected to demonstrate a high degree of personal responsibility in the workplace and the following interpersonal skills, and these attributes should be included in your answers to the above questions:</b>	
<b>Personal Responsibility</b>	<ul style="list-style-type: none"> <li>• Organise and lead work teams, coordinating project activities.</li> <li>• Operate and act responsibly, taking account of statutory requirements, environmental and socio-economic factors.</li> <li>• Develop and promote the application of quality standards.</li> </ul>



<b>Interpersonal Skills</b>	<ul style="list-style-type: none"><li>• Demonstrate effective and appropriate communications skills.</li><li>• Create, maintain and enhance productive working relationships.</li><li>• Gather and evaluate feedback, acting where appropriate.</li><li>• Identify, agree and work towards collective goals, and be aware of the needs and concerns of others.</li></ul>
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