

Self Learning Program



B-QUAL

Program Guide

The industry owned quality assurance program of the Australian Honey Bee Industry

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How the B-Qual Self Learning Program works

Step 1

Complete Unit 1 and submit the assessments to gain B-QUAL Level 1 certification. This unit ensures you demonstrate specific competencies. You need to do this prior to the initial accreditation assessment.

Step 2

Complete Unit 2. This unit steps you through applying the Exercises in Unit 1 and results in your documented quality system manual. It is this quality system manual that would be audited under the B-QUAL Program. Unit 2 is assessed by B-QUAL in your workplace.

Tip: Take the time to plan.

We do not plan to fail; we simply fail to plan.

*When in doubt, call **1800 630 890** for help.*



Training Resource List

Complete the following checklist to ensure you have the required resource materials prior to starting the B-QUAL Self Learning Program.

B-QUAL Self Learning Program	Check (✓)
HELP LINE – 1800 630 890	<input type="radio"/>
B-QUAL Self Learning Folder	<input type="radio"/>
Unit 1 – Exercises 1 - 5	<input type="radio"/>
Unit 2 – Exercises 1 - 2	<input type="radio"/>
B-QUAL HACCP Workbook (Theory Booklet)	<input type="radio"/>
B-QUAL Assessment Booklet	<input type="radio"/>
B-QUAL Approved Supplier Manual	
Section 1: Handbook	<input type="radio"/>
Section 2.1: B-QUAL Standards	<input type="radio"/>
Section 2.2: Quality Policy Statement	<input type="radio"/>
Section 2.3: Work Instructions	<input type="radio"/>
Section 2.4: Records	<input type="radio"/>
Section 2.5: References	<input type="radio"/>
Section 2.6: Risk Management Plan	<input type="radio"/>
Section 2.7: Food Safety Plan	<input type="radio"/>
Section 2.8: Organic Production	<input type="radio"/>
Section 2.9: Specialised Activities	<input type="radio"/>
Site Folder (Records/References)	<input type="radio"/>
Risk Management and Plant Folder with Food Safety Plan	<input type="radio"/>



B-QUAL SELF LEARNING PROGRAM INTRODUCTION

Welcome to the B-QUAL Self-Learning Program. B-QUAL is the Australian Honey Bee Industry's own quality assurance program. In seeking accreditation for your enterprise you have demonstrated your commitment to becoming part of a national program which is all about managing your needs and the needs of the honey bee industry's various stakeholder groups.

Objective:

The purpose of the B-QUAL Self Learning Program is to assist you in the preparation of your enterprise quality system. The program is designed for use by persons familiar with the honey bee industry. Beekeepers are supported by the 1800 Help Line (1800 630 890) to assist in learning activities.

The Self Learning Program compliments other B-QUAL training activities that are delivered by conventional workshop style training methods and is designed to provide access to remote participants and also addresses Learning, Literacy and Numeracy (LL&N) issues that may be present within the wider beekeeping community.

When you have completed this Program, you should have completed the required assessments to gain B-QUAL Level 1 Food Safety; have documented your quality system; and, be prepared for an accreditation audit under the B-QUAL Australia Pty Ltd Rules and Standards.



Performance Standard:

At the end of this Self Learning Program, you will have fulfilled the requirements and been assessed as fulfilling the units of competence:

FDFCORFSY2A*	Implement the food safety program and procedures
FDFZCSCIP2A*	Clean Equipment in Place
FDFCORQAS2A*	Implement quality systems and procedures
FDFOPTISP2A*	Implement Sampling Procedures

*These modules form part of the Certificate II in Agriculture (Beekeeping). If in the future you are enrolled into this course of study, you will be given recognition of prior learning (RPL) for these units of competence.

In addition to the national units of competency, you will also be required to address:

- HACCP Principles
- Guidelines for Implementation of Honey Sales to the Public and/or Export from Beekeeper/Packers and Packers for the Australia Honey Bee Industry Approved Supplier Programme



SELF LEARNING PROGRAM STRUCTURE

The Self-Learning Program kit is divided into two distinct sections to be completed in two stages:

Unit 1

B-QUAL Level 1 Food Safety

This Unit is aimed specifically at getting you as the beekeeper qualified to undertake an on-site audit of your quality system. B-QUAL requires all its accredited members to meet minimum food safety standards. This means you need to complete a series of exercises and assessments to demonstrate that you have gained the competencies required to obtain a Statement of Attainment in Level 1 Food Safety under the B-QUAL Program. This unit is made up of the following exercises:

Exercise 1 - Implement quality systems and procedures

Exercise 2 - Implement the food safety program and procedures

Exercise 3 - Clean Equipment in place

Exercise 4 - Implement sampling procedures

Exercise 5 - Biosecurity

Through this Unit and the various exercises you will have demonstrated that you are able to undertake the requirements of specific competencies, you will not be constructing your own quality system at this stage. Although a lot of what you do is used later in the preparation of your quality system manual.



Unit 2

Exercise 1 Building your quality system manual

The building blocks of the quality system structure were explained and you completed the assessment requirements in Unit 1. To refresh, you need to check that your system includes the parts listed below. You may take the relevant areas from Unit 1 and insert them into your quality system (if you used a real example); or start again - it is up to you:

- Quality Policy Statement
- Contents Page
- Plant Layout and Locality Map
- The HACCP Team
- Scope and Purpose
- Raw Materials
- Hazards
- Process Flow Charts
- Verification Statement
- Hazard Management Table
- Decision Tree (Determination of CCP's)
- Hazard Audit Table
- Verification Plan

We will be using Unit 1 as the tool when we get to this area in Unit 2.

Tip 1: If you sell direct to a Packer/s, you are only required to document your system to the level of a Risk Management Plan (RMP). Food Safety Plans (FSP) and RMPs are essentially the same. FSPs have additional CCPs to address the increased risk of selling your products direct to the public.



Exercise 2 Writing your work instructions

Unit 2 is assessed in your workplace at the time of the first assessment/audit. It is important that you follow the process closely to ensure all work instructions are covered. Note the tip below in relation to Specialist Activities.

Tip 2: If you are involved with specialist activities, you need to extend your quality system to address these activities in line with the B-QUAL requirements. See the Section 2.9 of the B-QUAL Approved Supplier Manual for further details. Just complete those areas relevant to you in the same manner as instructed in this learning system.

Are you ready to go???

At this stage you should understand how the B-QUAL Self Learning Program will work for you. You are required to move through two stages. The first unit qualifies you as a beekeeper that is competent in food safety; and the second unit will lead you through the construction of your quality system that would be audited under the B-QUAL program so that you can gain accreditation.

The B-QUAL program is a self paced system of learning; it is designed for busy people like you.



Still not clear?

Call the B-QUAL help line on **1800 630 890**

Or:

If you have all checked of all materials; you understand the process to accreditation; and, understand the layout of the materials

▶▶ GO TO UNIT 1