



HLTFSE001

# Follow basic food safety practices

Assessment 1 of 2

Short Answer Questions

Assessor Guide



## Assessment Instructions

### Task overview

This assessment task is divided into **twenty (20)** short answer questions. Read each question carefully before typing your response in the space provided.

To complete this assessment, you will need to access the following:

- Australia New Zealand Food Standards (ANZFS) Code

### Submission requirements

To be eligible to be deemed competent in this assessment, you are required to complete and submit this assessment document. Word documents will not be accepted. Please save any Word documents as PDF files before submitting.

Most modern web browsers can open and display a PDF file. However, if you have an older operating system, you may need a PDF reader installed on your device, such as the Acrobat Reader, available from [Adobe](#).

#### Windows: Word 2013 and newer

Choose File > Export > Create PDF/XPS.

#### Windows: Word 2010

1. Click the File tab
2. Click Save As. To see the Save As dialogue box in Word 2013 and Word 2016, you have to choose a location and folder
3. In the File Name box, enter a name for the file, if you haven't already
4. In the Save as type list, click PDF (\*.pdf).
  - If you want the file to open in the selected format after saving, select the Open file after publishing check box.
  - If the document requires high print quality, click Standard (publishing online and printing).
  - If the file size is more important than print quality, click Minimum size (publishing online).
5. Click Options to set the page to be printed, to choose whether markup should be printed, and to select output options. Click OK when finished.
6. Click Save.

#### macOS: Office for Mac

To save your file as a PDF in Office for Mac, follow these easy steps:

1. Click the File
2. Click Save As
3. Click File Format towards the bottom of the window
4. Select PDF from the list of available file formats
5. Give your file a name if it doesn't already have one, then click Export

For more detailed instructions, refer to [Microsoft Support](#).

## Assessment Information

### Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

### Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

### Question 1

In your own words explain the purpose of food safety programs and procedures in early childhood education and care settings. In your response include what food safety programs must contain.

[Approximate word count: 80-90 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the explanation of the purpose of food safety programs and procedures
- include what food safety programs must contain.

Sample answer is provided below.

[Type your response here]

Food safety programs and procedures in an early childhood education and care setting must comply with safety standards and they aim to prevent the spread of infection amongst all staff, families and children. Food safety programs outline how a service will manage any risks associated with potential food safety hazards, including preventing hazardous foods being served to the children by incorrect serving, appropriate food storage and disposal and how to prevent the presence of chemical hazards as risks of harm in the environment to young children.

### Question 2

List **five (5)** consequences of not following food safety programs and procedures.

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include **five (5)** consequences of not following food safety programs and procedures.

Sample answer is provided below. Students must list any 5 from the following:

Nr.	Consequences (5-10 words each)
1.	a greater risk of contamination
2.	having the business's licence suspended or cancelled
3.	business closure
4.	a higher rate of food poisoning incidents
5.	bad publicity

Additional responses:

- staff may receive warning or employment may be terminated
- the possibility of prosecution, and
- monetary consequences (i.e., heavy fines).

### Question 3

List **seven (7)** key points that must be included in a food safety program and procedure in an early childhood environment.

[Approximate word count: 100 -110 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the seven (7) key points listed in the sample answer of what must be included in a food safety program and procedure in an early childhood environment.

Sample answer is provided below.

[Type your response here]

A food safety program and procedure must include:

1. **Systems to identify and prevent** the potential hazards which could occur in daily routines where there is the potential to spread of bacteria in early childhood environments, such as checklists or charts used daily/weekly to prevent these hazards.
2. **Control measures** to identify and control potential hazards, such as appropriate food handling and the storage, serving and disposal of food.
3. **Monitoring systems** in place to constantly evaluate the effectiveness of control measures.
4. **Correct sanitization procedures** used during food handling.
5. Possible **corrective actions** in case of a hazard.
6. **Regular review** of the food safety program to ensure its adequacy.
7. **Hand washing guidelines and procedures.**

### Question 4

What is the meaning of 'contaminant' as defined by the current Australia New Zealand Food Standards (ANZFS) Code?

[Approximate word count: 25-30 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the explanation of the meaning of 'contaminant' as defined by the current Australia New Zealand Food Standards (ANZFS) Code, along the lines of the sample answer provided.

Sample answer is provided below.

[Type your response here]

A contaminant is any biological, chemical or physical potential hazard or other substances that may compromise food safety and can make the food unsafe to eat.

[Source: Standard 3.1.1 Interpretation and application]

### Question 5

a) What is the meaning of 'contamination' as defined by the current Australia New Zealand Food Standards (ANZFS) Code?

[Approximate word count: 10-15 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the explanation of the meaning of 'contamination' as defined by the current Australia New Zealand Food Standards (ANZFS) Code, along the lines of the sample answer provided.

Sample answer is provided below.

[Type your response here]

Contamination means the introduction or occurrence of a contaminant in food.

[Source: Standard 3.1.1 Interpretation and application]

b) Give **three (3)** examples of food contamination.

[Approximate word count: 3-5 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include three (3) examples of food contamination, along the lines of the sample answer provided. The categorisation of the contaminant is not required.

Sample answer is provided below.

[Type your response here]

1. Microbiological e.g., Salmonella spp.

2. Chemical e.g., pesticides, cleaning agents
3. Physical e.g., glass, insects, jewelry

### Question 6

a) What does 'hazardous food' mean as defined by the current Australia New Zealand Food Standards (ANZFS) Code?

[Approximate word count: 15-20 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the explanation of the meaning of 'hazardous food' as defined by the current Australia New Zealand Food Standards (ANZFS) Code, along the lines of the sample answer provided.

Sample answer is provided below.

[Type your response here]

The term hazardous food refers to a food that has the potential to cause an adverse health effect in humans.

[Source: Standard 3.1.1 Interpretation and application]

b) In the following table list **five (5)** potentially hazardous foods and explain why they are potentially unsafe.

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include any five (5) potentially hazardous foods from sample answers listed below
- include the explanation of why the listed foods are potentially hazardous.

Sample answer is provided below.

Potentially hazardous foods (2 – 10 words)	Explanation (5-15 words)
1. Raw or undercooked meat	Raw meat may contain harmful bacteria including Salmonella
2. Smallgoods, such as ham sandwiches	If not stored correctly may allow the food-poisoning bacteria to multiply.
3. Dairy products	Can develop food-poisoning bacteria if not stored correctly
4. Fruit and vegetables	If not washed properly before prepared due to cross-contamination

5. Cooked rice

It may develop bacteria if left at room temperature

Additional sample answer:

- foods containing raw or cooked meat/poultry; for example burgers, curries, kebabs, pâté and meat pies
- foods containing eggs, beans, nuts or other protein-rich foods. The food will allow the food-poisoning bacteria to multiply if not stored correctly
- seafood (excluding live seafood) and foods containing seafood, for example sushi. Seafood can have different types of toxins, that occur naturally in fish, which can be hard to identify. Some types of bacteria can be found in seafood if not stored properly that cause foodborne illness by infection.
- sprouted seeds, for example of beans and alfalfa can also have harmful bacteria. When they are eaten raw, it can lead to food poisoning.

### Question 7

Can a childcare centre allow a staff member prepare food if suffering from a food-borne illness, such as gastroenteritis ('gastro')? Explain your response.

[Approximate word count: 35-45 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the explanation whether a childcare centre can allow a staff member prepare food if suffering from a foodborne illness.

Sample answer is provided below.

[Type your response here]

No. The childcare centre must make sure that food is not contaminated by persons known to be suffering or carrying a food-borne illness, or persons known or reasonably suspected to be suffering from certain conditions. The possible exclusion period for gastro is 48 hours.

### Question 8

Imagine you work as an educator at Little.ly Early Learning Centre, and it is your responsibility to prepare morning and afternoon tea. List **six (6)** responsibilities you would need to fulfil in relation to hygiene and food safety when handling food.

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer



- include the six (6) responsibilities they would need to fulfil in relation to hygiene and food safety when handling food, along the lines of the sample answer.

Sample answers are provided below.

Nr.	Responsibilities (15-25 words each)
1.	<b>Wash hands</b> at different times of the day including before meal preparation and after being outdoors.
2.	<b>Clean areas</b> where food is prepared and served as well as clean and utensils/equipment before and after using correct sanitization methods.
3.	<b>Wear appropriate PPE and suitable clothing</b> , closed-toe shoes, avoid jewellery, have clean, neat and tidy hair (long hair to be tied back) and avoid nail polish which could cause a hazard during food preparation.
4.	Ensure <b>correct storage of food</b> before and after mealtimes. The correct temperatures and storage containers could be mentioned.
5.	<b>Dispose food waste</b> and ensure that bins have lids on.
6.	Make sure <b>bandages and dressings</b> on any exposed parts of the <b>body are covered with a waterproof covering</b> .

### Question 9

Explain the role of local government regulators.

[Approximate word count: 40-50 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the explanation of the local government regulators' role.

Sample answer is provided below.

[Type your response here]

Local councils implement the legislation at the local level. This is done through registration and the monitoring and inspection of any premises where food is stored and served, including childcare centres. Important actions include education and enforcement, and the taking of food samples could potentially occur.

### Question 10

List the **seven (7)** principles of Hazard Analysis and Critical Control Points (HACCP) designed to control food safety.

[Approximate word count: 2-5 words each]

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**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- list the seven (7) principles of the Hazard Analysis and Critical Control Points (HACCP). Key elements of each principle are bolded in sample answer below.

Sample answer is provided below.

Principle 1	Conduct a <b>hazard analysis</b>
Principle 2	Determine the <b>critical control points</b> (CCPs)
Principle 3	Establish <b>critical limits</b>
Principle 4	Establish <b>critical controlling monitoring</b> procedures
Principle 5	Establish <b>corrective actions</b>
Principle 6	Establish verification <b>procedures</b>
Principle 7	Establish <b>record-keeping</b> and documentation procedures

Source: Learning Topic 2.3 or HACCP Principles & Application Guidelines | FDA

### Question 11

In your own words explain how airborne dust causes food contamination at a childcare centre.

(Approximate word count: 30-40 words)

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the explanation of how airborne dust causes food contamination at a childcare centre.

Sample answer is provided below.

[Type your response here]

Airborne contaminants, such as dust, bacteria, mold and yeast are a threat to the safety of food. Particles can get into food and cause health problems for those who ingest the food.

### Question 12

Imagine you are in the kitchen of a childcare centre, and you see you see another educator using a tea towel to wipe their face and perspiration from their brow. They then place the tea towel on the kitchen counter and continue to prepare the lunch for the children. In your words explain why this action represents a hazard.

(Approximate word count: 50-60 words)

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit

- reflect the characteristics described in the exemplar answer
- include the explanation of why the educator’s action represents a hazard.

Sample answer is provided below.

[Type your response here]

The educator’s action is against food safety practices and the duties of a food handler. This tea towel is contaminated with human waste in the form of body secretions. These actions most likely don’t align with organisational policies and procedures. Also, the educator must be wearing a mask, hair net and use paper towels instead of cloth tea towels.

### Question 13

Complete the following table to explain what microbiological contamination of food is, what are the possible consequences and what actions should be taken if this happens.

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the explanation of what microbiological contamination of food is, what are the possible consequences and recommended actions if contaminated food is discovered. Students may or may not provide examples in their response, this doesn’t affect competency.

Sample answer is provided below.

Microbiological food contamination (15-20 words)	Possible consequences (7-10 words)	Recommended actions (10-50 words)
When a food contains microorganisms, or germs have contaminated the food and made it unsafe.	Food poisoning e.g., Salmonella spp., Listeria monocytogenes	Contaminated food must be discarded immediately in a lidded bin

### Question 14

List clothing and footwear requirements for working and/or moving between food handling areas in a childcare centre which would be in accordance with Food Safety Standards.

[Approximate word count: 50-60 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the four [4] clothing and footwear items listed in the sample answer and the related requirements for working in a childcare centre. Items and requirements will need to be in accordance with Food Safety Standards.

Sample answer is provided below.

[Type your response here]

Clothing and footwear requirements often include:

1. aprons
2. disposable gloves
3. hairnets
4. non-slip, closed-in shoes.

Wherever possible, aprons, overalls and other outer protective clothing should only be worn in food handling areas; they should be removed for breaks. Heat proof gloves and protective aprons for heating food are mandatory for employees' safety and WHS as well.

### Question 15

As an educator in a childcare centre, how must your uniform be maintained, laundered and stored if you are handling food?

[Approximate word count: 40-50 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the explanation for how their uniforms must be maintained, laundered and stored if they are handling food as an educator in a childcare centre.

Sample answer is provided below.

[Type your response here]

Clothing/uniform must be clean/laundered. Loose buttons from clothing may contaminate food and therefore individuals in direct contact with food must ensure that buttons and clothing are secure. Many workplaces have a laundry service so that aprons can be professionally laundered and stored onsite in a segregated area.

### Question 16

Describe how food waste must be handled in a childcare service.

[Approximate word count: 50-60 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the description of how food waste must be handled.

Sample answer is provided below.

[Type your response here]

The childcare service needs an effective cleaning system in place that ensures food waste materials do not accumulate. This system minimises the likelihood of food becoming contaminated, and it also discourages pests. Food waste must not accumulate in food handling and preparation areas. Food waste bins must be fitted with lids.

### Question 17

In your own words explain why you should neglect the use of a faulty fridge, freezer or temperature probe.

(Approximate word count: 50-60 words)

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include the explanation of why they should neglect the use of a faulty fridge, freezer or temperature probe.

Sample answer is provided below.

[Type your response here]

A faulty fridge, freezer, or temperature probe may cause food to be prepared or stored outside of its critical limits, which may cause a person to become ill when the food is consumed. Therefore, these items should be checked regularly and serviced or repaired as required to manage any risk to food safety.

### Question 18

List **twelve [12]** common occasions when an educator must wash hands.

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- reflect the characteristics described in the exemplar answer
- include any twelve [12] common occasions when an educator must wash hands from the sample answers provided. However, answers bolded must be selected.

Sample answer is provided below.

Educators must wash hands:	1.	before commencing or recommencing work with food
	2.	immediately <b>after handling raw food</b>
	3.	<b>after smoking</b>
	4.	<b>after coughing</b>
	5.	<b>after sneezing</b>
	6.	<b>after blowing the nose</b>
	7.	<b>before and after eating</b>
	8.	<b>before handling drink</b>

	9.	after touching the hair, scalp or any wound
	10.	after using the toilet
	11.	after helping a child go to the toilet, or changing a nappy
	12.	after handling rubbish, household or garden chemicals, or anything that could be contaminated

Additional answers:

- after patting an animal
- after cleaning up blood, vomit or other body fluids
- after cleaning the bathroom

### Question 19

In your own words, briefly explain the food safety guidelines around wearing jewellery and other accessories, such as nail polish for an educator handling food.

[Approximate word count: 80-90 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- include an explanation regarding food safety guidelines around wearing jewellery and nail polish.  
Reference: Topic 3.1 of the learning / AIFS: [Did You Know that Work Attire can Impact Food Safety?](#)

Sample answer is provided below.

[Type your response here]

Educators in a food handling role should **avoid wearing jewellery** because both the jewellery, and the skin under the jewellery, can be hard to cleanse properly, and can therefore carry bacteria which may contaminate food

**Avoid wearing nail polish** as it may prevent you from seeing whether your nails are properly clean. It may also chip or come away and may end up in the food you are handling. Short, clean, neat nails are the most hygienic when working with food.

### Question 20

In your own words, briefly explain the personal hygiene requirements regarding bandages and dressings when dealing with cuts and injuries during food handling.

[Approximate word count: 20-30 words]

**Assessor instructions:** Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer

- include an explanation regarding appropriate personal hygiene regarding bandages and dressings when dealing with cuts and injuries during food handling.

Sample answer is provided below.

[Type your response here]

Any cut and injury must be covered with bandages and dressings that are brightly coloured for easy identification and must be completely covered with a waterproof covering.

**Assessment checklist:**

Students must have completed all [questions/activities] within this assessment before submitting. This includes:

20 short answer questions to be completed in the spaces provided.



**Congratulations you have reached the end of Assessment 1!**

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