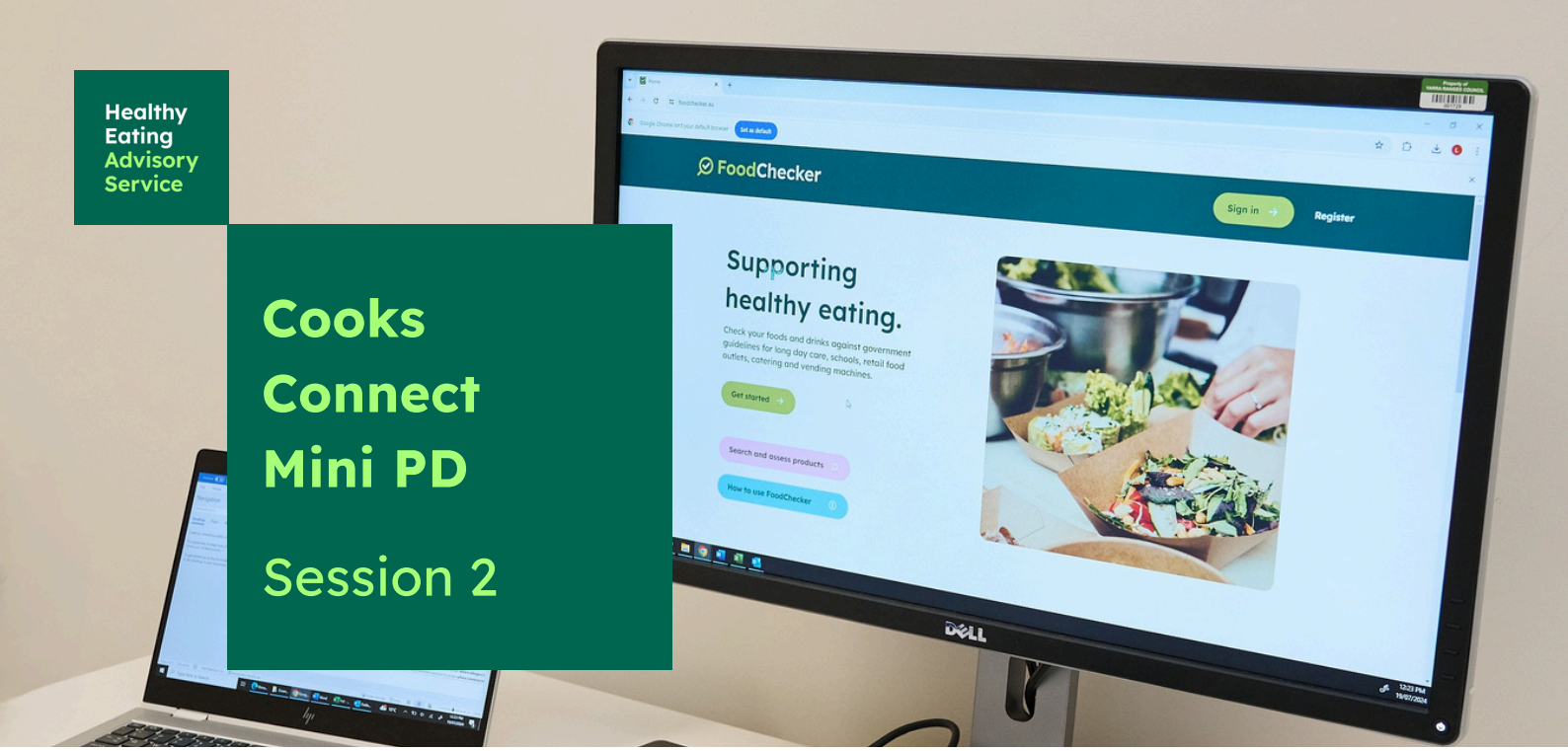
Healthy Eating Advisory Service

Cooks Connect Mini PD

Session 2



How to use FoodChecker for long day care

Purpose

The purpose of this resource is to guide health promotion officers to run a professional development session on how to use FoodChecker to complete menu assessments for long day care within their cooks network. It contains all the information and expertise you'll need, including background information, training videos, guided activities, and worksheets. This guide can be used for face-to-face, online or hybrid cooks networks.

PLEASE NOTE
Contact HEAS for support if you are asked a question which you're unsure how to answer.

Background

The National Quality Standard (NQS) and National Regulations require long day care services to provide nutritious and varied menus that also meet the cultural, health and religious needs of each child. Victorian services are recommended to use the Healthy Eating Advisory Service's (HEAS) Menu planning guidelines for long day care when developing menus.

These guidelines help long day care services to plan menus that meet the NQS, align with the Australian Dietary Guidelines and meet the nutritional needs of children aged 1 – 5 years.

FoodChecker is HEAS' free online tool that enables long day care services to assess their menus against the Menu planning guidelines for long day care. The Victorian Government recommends that Victorian long day care services use FoodChecker to review and assess their menus. Completing a menu assessment will also help long day care services towards achieving:

- Quality Area 2.1.3 of the National Quality Standard
- Education and Care Services National Law and Regulations
- Food, Nutrition and Oral Health Priority Area of Healthy Places Healthy Futures (if participating)
- Smiles 4 Miles award (if participating).

This professional development session provides an overview of FoodChecker, a demonstration of how to complete a menu assessment using FoodChecker and explores how to navigate the FoodChecker menu assessment report. This session aims to support cooks to increase their skills in using FoodChecker to assess their menus and ensure they are providing food and drinks that align with the Menu planning guidelines for long day care.

LESSON PLAN: HOW TO USE FOODCHECKER FOR LONG DAY CARE	
Goal	1. Increase long day care cooks understanding of FoodChecker. 2. Increase long day are cooks skills in using FoodChecker to complete menu assessments. 3. Familiarise cooks with the FoodChecker menu assessment report so they can understand and implement the recommendations.
Materials required (presenter)	• Activity sheet 1: Pre-FoodChecker checklist (1 per participant) • Answer sheet 1 (1 for HPO only) • Activity sheet 2 (1 per participant) • Answer sheet 2 (1 for HPO only) • Editable Certificate of Completion (Personalised per participant) **Optional** • Professional Development Survey (1 per participant) • Menu planning checklist for long day care • Ingredient quantity guides for centres with 5 to 60 children or centres with 60 to 250 children • FoodChecker menu assessment tool More helpful resources can be found on the HEAS website https://heas.health.vic.gov.au/
Materials required (participant)	• Pens, note paper

LEARNING OUTCOMES
1. Know what information is required to complete a long day care menu assessment using FoodChecker. 2. Know how to complete a long day care menu assessment using FoodChecker. 3. Understand how to navigate the FoodChecker menu assessment report. 4. Understand how to apply feedback from the FoodChecker menu assessment report to a long day care menu to meet the Menu planning guidelines for long day care.

LESSON PLAN	ACTIVITIES	ESTIMATED DURATION
Introduction	• Session outline	5 mins
Part 1: Overview of FoodChecker	• Instructional video 1 • Activity 1 – Pre-FoodChecker checklist • Discussion	10 mins
Part 2: FoodChecker demonstration	• Instructional video 2 • Discussion	10-15 mins
Part 3: The FoodChecker report	• Instructional video 3 • Activity 2 • Discussion	5-10 mins
Summary and consolidation	• Session summary • Q&A session	5 + mins
Acknowledgement	Certificate of completion	

NEXT STEPS
Homework: Have a go at assessing your menu using FoodChecker. **Coming soon:** Mini-PD Session 3: Managing fussy eating in long day care.

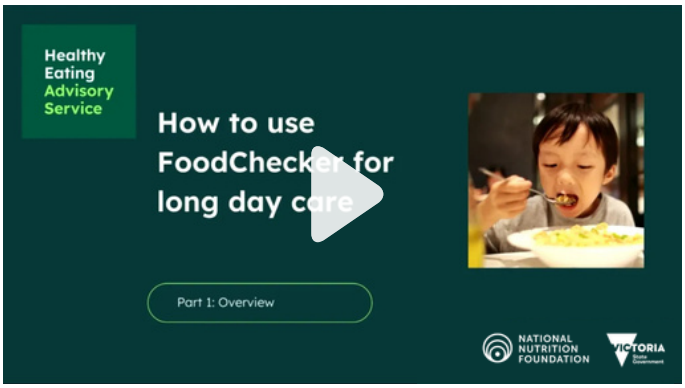
Part 1. Overview of FoodChecker

INSTRUCTIONAL VIDEO 1

The following video is an introduction to FoodChecker, including what is FoodChecker, why it should be used and what information you need to be able to complete a long day care menu assessment using FoodChecker.

The video is developed by dietitians from National Nutrition Foundation's Healthy Eating Advisory Service.

Click to play video content



ACTIVITY 1: THE PRE-FOODCHECKER CHECKLIST

In this first activity, we are going to complete the "questions" section (half-way down page 2) of the pre-FoodChecker checklist. The Pre-FoodChecker checklist assists you to collect all the information you will need to complete a menu assessment on FoodChecker. By using this checklist, cooks will be able to identify what information they should have ready to go, and any additional information they will need to collect before they begin their assessment.

Objectives

- Understand the benefits of a menu assessment and the purpose of FoodChecker for long day care.
- Identify the necessary information required before beginning a menu assessment in FoodChecker.

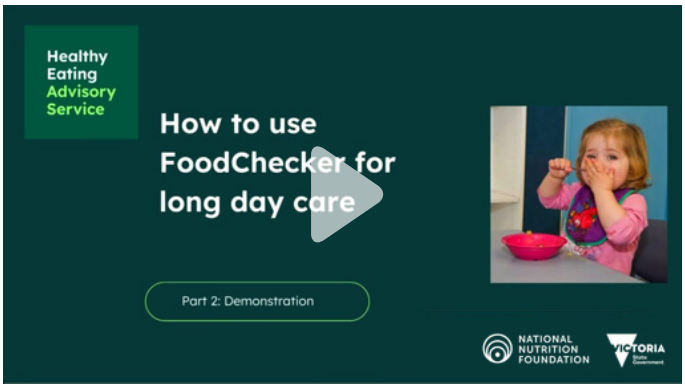
DOWNLOAD AND DISTRIBUTE
Activity sheet 1 (existing resource): Pre-FoodChecker checklist

DOWNLOAD
Answer sheet 1 (for HPO only)

Part 2. FoodChecker demonstration

INSTRUCTIONAL VIDEO 2

In the next video, we are going to run through a demonstration of how to complete a menu assessment using FoodChecker, including how to start a menu assessment for long day care, navigate the assessment screen and add in the foods and drinks on your menu, complete the assessment and find your saved assessments or assessment reports.



Click to play video content

Please note there is no activity for part 2.

We have included some discussion points on the right to generate further interaction in the group. Discussion points can be especially helpful for online cooks network sessions. You may use as few or as many of the discussion questions as you would like.

Objectives

- Understand how to navigate FoodChecker to complete a long day care menu assessment.
- Understand how to find saved assessments and reports in FoodChecker.

01 After watching the demonstration, how confident do you feel to complete your own menu assessment using FoodChecker?

02 What is one thing you've learnt from the demonstration that you will take back to your centre?

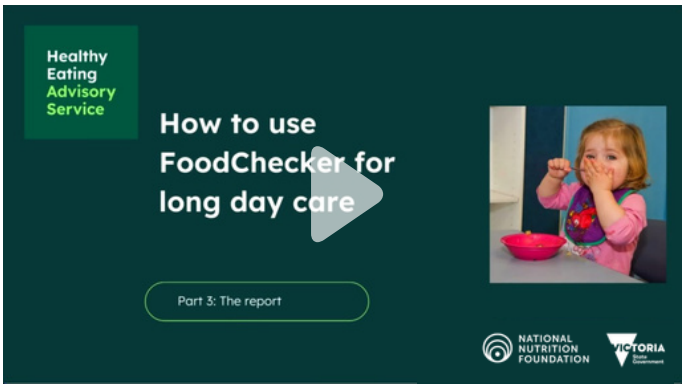
03 Is there anyone else in your organisation who might be involved in completing a menu assessment?

Part 3. The FoodChecker report

INSTRUCTIONAL VIDEO 3

In this video, we will navigate the FoodChecker menu assessment report, including how to know if the menu you assessed meets the Menu planning guidelines for long day care. We will also discuss the feedback the report provides if the menu does not meet the Menu planning guidelines for long day care.

Click to play video content



ACTIVITY 2: THE FOODCHECKER REPORT

In this activity, we look at the FoodChecker menu assessment report for long day care. We explore some key features of the report, such as:

- the food group bar chat that demonstrates how many serves of each food group are required per child, per day,
- how many serves of each food group your menu provided,
- the specific feedback describing changes required to meet the Menu planning guidelines for long day care.

This activity sheet will also help you apply feedback from the report to a sample menu to meet the Menu planning guidelines for long day care.

In addition to the activity sheet, we have included some discussion points to generate further interaction in the group. Discussion points can be especially helpful for online cooks network sessions.

Objectives

- Understand how to navigate a FoodChecker report to make the required changes to a menu and meet the Menu planning guidelines for long day care.

DOWNLOAD AND DISTRIBUTE
Activity sheet 2 to network members

DOWNLOAD QUANTITY GUIDES
for centres with up to 60 children or centres up to 250 children

DOWNLOAD
Answer sheet 2 with example discussion points (HPO only)

Summary & consolidation

MINI-PD SESSION 2 SUMMARY

Mini PD Session 2 explored the Healthy Eating Advisory Service's free online menu assessment tool, FoodChecker, including:

- What information is needed to complete a long day care menu assessment using FoodChecker.
- How to assess a long day care menu on FoodChecker.
- How to navigate the FoodChecker menu assessment report and make changes to your menu to meet the Menu planning guidelines for long day care.

SUPPORTING RESOURCES

Remember there are several resources available to help you assess your menu using FoodChecker and implement the Menu planning guidelines for long day care. See links below:

- Instructions to assess a long day care menu on FoodChecker
- Getting started with the menu planning guidelines
- Menu planning guidelines for long day care (full version)
- Menu planning checklist for long day care
- Ingredient quantity guides for centres with 5 to 60 children or centres with 60 to 250 children

Q&A SESSION

In addition to the suggested questions and prompts listed under each activity above, some general questions you can ask to facilitate discussion with the group, following the presentation and activities, include:

01 What have you learned today about using FoodChecker to complete long day care menu assessments that you didn't already know?

02 Do you feel confident to assess your menu following today's session?

03 What's one thing you are going to do differently after today's session?

04 Are there any areas of FoodChecker or the menu assessment process that you still feel unsure about?

05 What are the main challenges in completing the menu assessment and meeting the Menu planning guidelines at your centre?

06 What are some strategies or practices you have in place to help you meet the requirements of the Menu planning guidelines (as evidenced by the FoodChecker assessment report?)

07 Do you have any other FoodChecker tips or tricks that help you save time in assessing your menus that you can share with the group?

Summary & consolidation

SEEK FEEDBACK

It is helpful to collect feedback from participants on their experiences of the professional development session to evaluate the effectiveness of the topic and the usefulness for the cooks. This data can also be helpful to include in your reporting requirements to demonstrate impact of your cooks network.

SUPPORTING RESOURCES

Use our Cooks Connect Professional Development Survey template

PROVIDE ACKNOWLEDGEMENT

Use the HEAS branded certificate of completion to acknowledge and reward cooks for participating in the professional development session. You may also like to co-brand this with your organisation. Encourage them to display it in their centre or share with their manager.

SUPPORTING RESOURCES

Download and personalise a Cooks Connect Certificate of Completion

FOR MORE SUPPORT AND RESOURCES

For more support or advice regarding your cooks network, implementing the Menu planning guidelines for long day care, or using FoodChecker, contact the Healthy Eating Advisory Service on the details below.

HEAS INFOLINE PHONE NUMBER
1300 22 52 88

HEAS EMAIL
heas@nnf.org.au

MORE RESOURCES
More resources can be found on the HEAS website: https://heas.health.vic.gov.au/

FREE TRAINING
Free training modules for cooks and educators can be found here: https://heas.health.vic.gov.au/training-programs/

Written and reviewed by dieticians and nutritionists at National Nutrition Foundation with support from the Victorian Government.

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nnf.org.au

NATIONAL NUTRITION FOUNDATION

VICTORIA State Government

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