

AFIT - Conducting Training From My Training Matrix - haccp.com User Guide

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Training may be conducted from My Training Matrix in the following scenarios:

- Where offline Training is required (For example, Training a Group of Training Participants using haccp.com Training Materials); or
- Where tailored assistance is required for a Training Participant or Group of Training Participants.

This User Guide provides instructions for how to conduct Training from My Training Matrix through haccp.com platform, including:

- **1. Accessing My Training Matrix.**
- **2. Preparation for FS&Q Training.**
- **3. Accessing Learning Materials for Online and Offline (Group) Training.**
- **4. Accessing Assessment Activities for Online FS&Q Training.**
- **5. Accessing Assessment Activities for Offline FS&Q Training.**
- **6. Competency Verification.**

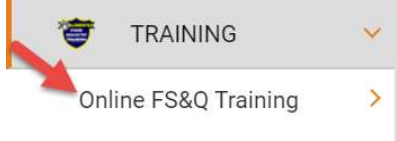

You may wish to use the haccp.com Work Instruction Training Record within this document to record the Training and Competency Outcomes for Team Members using the haccp.com Platform!



Benefits of using the haccp.com Online FS&Q Training functionality:

- Create Training Groups for your Business.
- Schedule and Manage Training Participants through the haccp.com Online FS&Q Training Matrix.
- Your team can complete Training in over 65 Food Compliance Subjects.
- Generate and Download Certificates for successfully completed Training Activities.
- Download your Online FS&Q Training Matrix.
- Download and Complete tailored Competency Checklists to complete the Training Cycle.
- View FS&Q Training Materials online as Text, Audio Visual, Audit Visual and Text, MP3, PDF or as a Presentation format.
- Downloads of Training Materials are available in MP3 and PDF formats.
- Save the time and human resources you previously allocated to formatting your own FS&Q Training Activities.
- Our Online FS&Q Training Materials are formatted systematically in alignment with the SoLFS methodology for consistent outcomes.
- Our team of Food Compliance Specialists regularly review and update our Online FS&Q Training courses in alignment with Best Practice and updated Food Compliance Standards.

...All this and more for only \$99 USD per year for up to 10 Training Participants!

Step	1. Accessing My Training Matrix
1.a.	Login to your haccp.com account.
1.b.	<p>Go to TRAINING / Online FS&Q Training</p>  <p>! A current subscription to the haccp.com Online FS&Q Training functionality is required for full access.</p>
1.c.	<p>Click on Training Matrix.</p> 
1.d.	<p>Your Online FS&Q Training Participant Profiles will be displayed within the Training Matrix page view.</p> <ul style="list-style-type: none"> • You can Search for individual Training Participants by using the Search mechanism provided. • You can Sort the display of Training Participants by using the Sort mechanism provided.

Manage Training Matrix + Add New My Training Groups Download Data Show Archive

Name Email Search Clear

Sort By: Scheduled Start Date

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01/01/2020

! Archived Online FS&Q Training Participant Profiles will only be displayed when the Show Archive button is activated.

2. Preparation for FS&Q Training

2.a. Locate a Training Participant Profile including the relevant Training Course.

- To view an individual Online FS&Q Training Participant Profile, click on the + section of the profile area.

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2.b. Within the Training Participant view, click on the name of the relevant Training Course.

— **Nora Semaj (General Manager)** Edit Archive Delete

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01-01-2020

Scheduled Training Activity	Training Frequency	Scheduled Start Date	Training Package	Assessment Activity	Assessment Completion Date	Assessment Outcome	Certificate of Training	Competency Verification Date	Actions
Quality Assurance Team	3 Yearly						-		
Approved Supplier Management	3 Yearly	27-04-2020	Learning Materials	Online Assessment Activity Assessment Package		Re#0 0%	-		

- The Scheduled Start Date column within the Training Matrix format includes the date nominated by the Registered User for the Training Activity to be started.
- Automatic email notifications will be sent to the relevant Training Participant fortnightly until their relevant Training Activities have been completed (within each designated Training Frequency period).
- The Schedule Start Date can only be edited by the Registered User.

2.c. This will open the Online FS&Q Course Information webpage in a new browser window.

- This page allows you to review details for:
 - Course Summary
 - Recommended Prior Knowledge or Experience
 - Learning Outcomes
 - Online Training Environment
 - Learning Material Formats
 - Cost
 - Required Time
 - Certificate of Completion
 - Post Training Competency Verification
- You can use the download icon to download a PDF Online FS&Q Course Information Summary for use as required.

! Where FS&Q Training is being conducted **offline**, some or all of the requirements for 'Online Learning Environment' may still be applicable dependant on how such **offline** training is being conducted.

3. Accessing Learning Materials for Online or Offline (Group) FS&Q Training


3.a. Locate a Training Participant Profile including the relevant Training Course




- To view an individual Online FS&Q Training Participant Profile, click on the + section of the profile area.



3.b. Within the Training Participant view, click on the 'Learning Materials' text link within the 'Training Package' column.

- This will open the relevant FS&Q Information Page in a new browser tab.









Scheduled Training Activity	Training Frequency	Scheduled Start Date	Training Package	Assessment Activity	Assessment Completion Date	Assessment Outcome	Certificate of Training	Competency Verification Date	Actions
Quality Assurance Team	3 Yearly						-		 
Approved Supplier Management	3 Yearly	27-04-2020	Learning Materials	Online Assessment Activity Assessment Package		Re#0 0%	-		

3.c. Select your preferred Learning Material format from the available options:

- Text – Website Content (Text Based)
- MP4 (Audio Visual)
- MP4 and Text (Audio Visual and Text)
- MP3 (Audio)
- PDF (Text Based)
- Slideshow (Visual)
 - The selected Learning Material format will be displayed for use as required.

Select your preferred Learning Material format!

The Learning Materials for this haccp.com Training Activity can be selected from any of the formats provided, including:

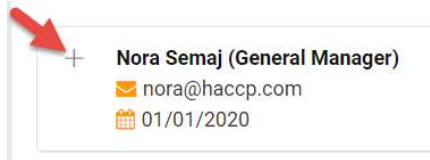
-  Website Content (Text Based)
-  MP4 (Audio Visual)
-  MP4 and Text (Audio Visual and Text)
-  MP3 (Audio)
-  PDF (Text Based)
-  Slideshow (Visual)

! For further information regarding how to access Learning Materials on the haccp.com platform, please refer to the [FIC - Viewing and Downloading FS&Q Information - haccp.com User Guide](#).

4. Accessing Assessment Activities for Online FS&Q Training

4.a. Locate a Training Participant Profile including the relevant Training Course

- To view an individual Online FS&Q Training Participant Profile, click on the + section of the profile area.



4.b. Within the Training Participant view, click on the 'Online Assessment Activity' text link within the 'Assessment Activity' column.

- This will open the relevant Online FS&Q Training Assessment for the relevant Training Course.
- Follow the prompts and instructions provided to complete the Assessment Activity.

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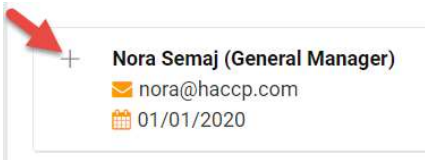
Scheduled Training Activity	Training Frequency	Scheduled Start Date	Training Package	Assessment Activity	Assessment Completion Date	Assessment Outcome	Certificate of Training	Competency Verification Date	Actions
Quality Assurance Team	3 Yearly						-		
Approved Supplier Management	3 Yearly	27-04-2020	Learning Materials	Online Assessment Activity Assessment Package	-	Re#0 0%	-		

- Upon successful completion of the Assessment Activity, the Assessment Completion Date will be shown within the Assessment Completion Date column.
 - The Assessment % and any Re-Assessments will be displayed within the Assessment Outcome column.
 - The % column within the Training Matrix format includes the % (percentage) obtained upon successful completion of the relevant Assessment Activity. A pass rate of 75% is applicable to all Assessment Activities.
 - Note – “Re#” shown within this format shows the number of reassessments taken to achieve a pass rate of at least 75%.
- The Finish Date column within the Training Matrix format includes details of the date of successful completion of the relevant Assessment Activity.
 - Where the Assessment Activity has not yet been successfully completed, the column will show “-”.
 - Where the Assessment Activity has been successfully completed, the column will show the relevant date of completion as a dd-mm-yyyy format.

5. Accessing Assessment Activities for Offline FS&Q Training

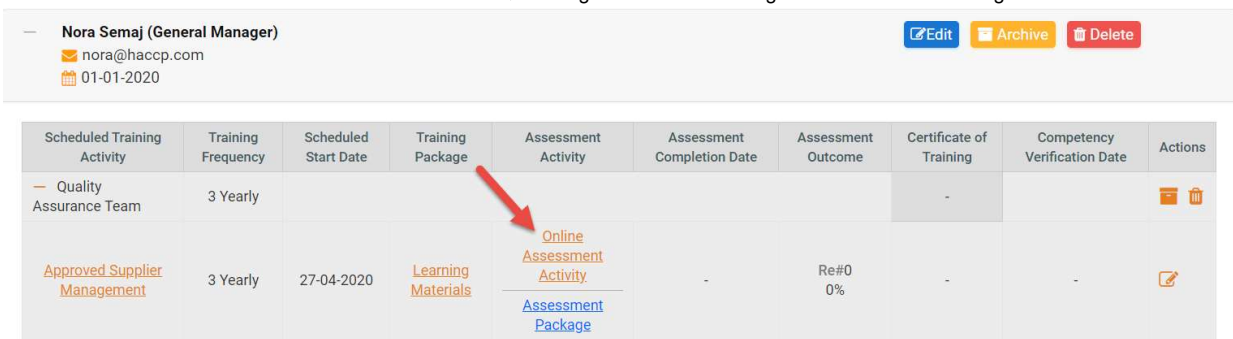
5.a. Locate a Training Participant Profile including the relevant Training Course

- To view an individual Online FS&Q Training Participant Profile, click on the + section of the profile area.



5.b. Within the Training Participant view, click on the ‘Assessment Package’ text link within the ‘Assessment Activity’ column.

- This will activate the download of the relevant FS&Q Training Assessment Package for the relevant Training Course.



5.c. The received downloaded ‘Assessment Package’ will be the following PDF files:

- Training Course Assessment
- Training Course Answers
- haccp.com Training Feedback Form
 - Follow the prompts provided within each format and complete the Offline Assessment Activity as required.

! As the haccp.com FS&Q Training Platform is continually being updated, please ensure a current ‘Assessment Package’ is generated and used for each individual offline Training Activity conducted by your business.

6. Competency Verification

6.a. Where required, Training Participants will be manually prompted for the completion of the haccp.com FS&Q Training Competency Verification.

- Where a haccp.com FS&Q Training Activity Assessment **has been** successfully completed, the Competency Verification Date will generate as the Assessment Completion Date within the Competency Verification Date column.
 - This date can be clicked to generate a tailored Competency Checklist for the relevant completed Training Activity.
 - The generated Competency Checklist can be downloaded, completed and maintained on file to complete the Training Cycle for this Training Activity.

Competency Verification Date
-
<u>26-06-2020</u>

- Upon successful completion of Assessment Activities, the Competency Checklist Finish Date column will show the date of Training Completion.
- The Registered User can download a copy of the relevant Competency Checklist and complete it as required.
- Competency is the collection of skills, knowledge and attributes to perform, usually described in terms of observable and measurable behaviours. The measurement parameters of "Competency" are often expressed as an individual's ability to objectively apply their skills, knowledge and attributes expected as elements of their position within a food business.
- To use the competency checklist, simply record your Evidence of Competency against each nominated Competency Element. Evidence of Competency should ideally be conducted by a suitably qualified and experienced person and include a "one-on-one" approach in an environment where the Training Participant can demonstrate both theoretical and physical applications of each Competency Element. Competency Evidence should include details of the activity or exercise undertaken to display the skills, knowledge and attributes of the Training Participant.

We Welcome Your Feedback!

We encourage your participation in recommending content addition, updates and amendments to ensure you access to the most current and relevant Food Safety and Quality information and resources available on the web!

Please do not hesitate to contact us directly at achievegreatness@haccp.com with your comments or suggestions!

