

AFIT - Undertaking My Training Activities - haccp.com User Guide

Last modified: 08 September 2020

This User Guide provides instructions for how to undertake training from My Training Activities through haccp.com platform, including:

- 1. How do I know what Training Activities I have to complete?
- 2. Accessing My Training Activities.
- 3. Preparation for Online FS&Q Training.
- 4. Accessing Learning Materials for Online FS&Q Training
- 5. Accessing Assessment Activities for Online FS&Q Training.
- 6. Competency Verification.

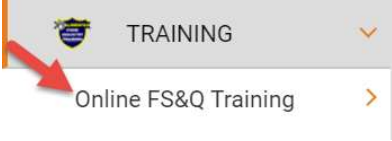

You may wish to use the haccp.com Work Instruction Training Record within this document to record the Training and Competency Outcomes for Team Members using the haccp.com Platform!



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. How do I know what Training Activities I have to complete? |
|-------------------------------------|--|
| 1.a. | <p>When your Training Manager has established your Training Participant Profile on the haccp.com platform and your Training Activities have been scheduled, you will receive emails detailing which courses you are registered for.</p> <ul style="list-style-type: none"> • The haccp.com system will also send you reminder emails and updates as you progress with Online FS&Q Training. <p>Should you have any queries regarding your Training Activities through the haccp.com platform, please direct these to your Training Manager.</p> |
| 1.b. | <p>You may also receive manual requests for completion of Online or Offline Training by your Training Manager.</p> <p>Should you have any queries regarding your Training Activities through the haccp.com platform, please direct these to your Training Manager.</p> |
| 2. Accessing My Training Activities | |
| 2.a. | <p>Login to your haccp.com account.</p> <ul style="list-style-type: none"> • If you are accessing your Training Activities from a haccp.com email, you will still need to login to your haccp.com account to proceed. |
| 2.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. Should you have any queries regarding your Training Activities through the haccp.com platform, please direct these to your Training Manager.</p> |
| 2.c. | <p>Click on Training Activities.</p>  |

- The My Training Activities format is designed as the user interface for by Training Participants (nominated through the Training Matrix format).
- The My Training Activities format is inclusive of details for Participant (Training Participant), Relevant Training Activities, Training Activity Schedule, (Training) Schedule Start Date, Training Content (Options), Assessments, (Assessment) Finish Date, (Assessment) %, Training Records and Competency Checklist Finish Date.
 - 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.
- Where a "Training Group" has been allocated to a Training Participant, this will also be displayed with the "+" and "-" options. To view the details, simply click on the "+" link next to the name of the relevant Training Participant. The links within the tabular format can be accessed as required. The "-" link can be clicked to close this view.

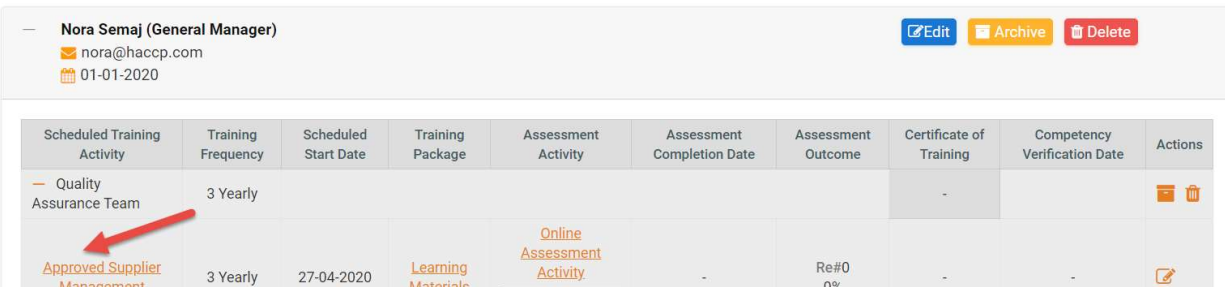
2.d. Any haccp.com Online FS&Q Training Activities allocated to you by your Training Manager will be displayed here.




- You can use the **Sort by:** filter to display your Training Activities as required.



3. Preparation for Online FS&Q Training


3.a. Within your My Training Activities page, click on the name of the Training Course to be undertaken.



| 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 | | Re#0 0% | - | |  |

3.b. 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.



Should you have any queries regarding your Training Activities through the haccp.com platform, please direct these to your Training Manager.

4. Accessing Learning Materials for Online FS&Q Training

- 4.a. Within your My Training Activities page, 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.

| <p>Nora Semaj (General Manager)</p> <p>nora@haccp.com</p> <p>01-01-2020</p> <p>Edit Archive Delete</p> | | | | | | | | | |
|--|--------------------|----------------------|--------------------|----------------------------|----------------------------|--------------------|-------------------------|------------------------------|---------|
| 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 | | Re#0 0% | - | | |

4.b.

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](#).

Should you have any queries regarding your Training Activities through the haccp.com platform, please direct these to your Training Manager.

5. Accessing Assessment Activities for Online FS&Q Training

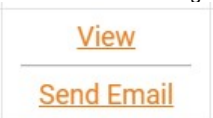

5.a.

Within your My Training Activities page, 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.

| <p>Nora Semaj (General Manager)</p> <p>nora@haccp.com</p> <p>01-01-2020</p> <p>Edit Archive Delete</p> | | | | | | | | | |
|--|--------------------|----------------------|--------------------|----------------------------|----------------------------|--------------------|-------------------------|------------------------------|---------|
| 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 | | 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.

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> ○ 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. <p>Where the Assessment Activity for any Training Activity is not completed successfully, the Assessment Activity can be undertaken again as required. Should you have any queries regarding your Training Activities through the haccp.com platform, please direct these to your Training Manager.</p> |
| 5.b. | <p>Upon successful completion of haccp.com Online FS&Q Training, Training Certificates can be:</p> <ul style="list-style-type: none"> • Viewed and Downloaded; or • Emailed to the Training Participant.  |
| 6. Competency Verification | |
| 6.a. | <p>Where required by your Training Manager, you will be manually prompted for the completion of the haccp.com FS&Q Training Competency Verification.</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ 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.  <ul style="list-style-type: none"> • 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. <p>Should you have any queries regarding your Training Activities through the haccp.com platform, please direct these to your Training Manager.</p> |

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!



haccp.com Work Instruction Training Record

Use this format to record the Training, Skills and Competency outcomes for Individual Training against this haccp.com Work Instruction!

| | | | |
|---|--|-------------------------------|--|
| Training Date | | Training Activity Name | |
| Training Start Time | | Training Finish Time | |
| Training Activity Description | AFIT – Undertaking My Training Activities - haccp.com User Guide | Training Duration | |
| Training Location | | Trainer Name | |
| Trainer Position | | Trainer Qualifications | |
| Description of the Competency Verification Method Used (Describe how the Trainer confirmed that the Training Participant demonstrated their understanding and ability to understand and / or complete related tasks to a suitable standard) | | | |

| Training Participant Name | Training Participant Initial | Trainer Initial as Verification of Competency (Only complete after the Training Participant has demonstrated their understanding and ability to complete the task) |
|----------------------------------|-------------------------------------|---|
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Copies of supporting documentation should be maintained on file to accompany this record where required.

Formal Corrective Actions must be raised if outcomes have not been effective.

| | | | |
|--------------------|--|-------------|--|
| Verified By | | Date | |
|--------------------|--|-------------|--|