

Methodological Proposal

Hazard Analysis & Critical Control Points (HACCP)

1. Course objectives

Providing learners with knowledge related to food safety and food hygiene necessary to manage a catering establishment ensuring that their premises comply with food safety regulations in the country where the business is situated.

Upon completion of this course, learners will have knowledge to understand:

- the importance of food safety and food hygiene;
- HACCP terms and concepts;
- how to develop and implement an HACCP study;
- how to ensure that an HACCP system is maintained, continually updated and improved.

2. Target audience

People who are part of Management Team working in a Food Catering establishment.

Prior knowledge:

- Manage a food-catering establishment.
- Be aware of food safety hazards in a food-catering establishment.

3. Content map

General objective	Develop the knowledge related to food safety and food hygiene necessary to manage a catering establishment ensuring that the premises comply with food safety regulations in the country where the business is situated.	
Sections	Subjects	Learning objectives
01. Introduction	<ul style="list-style-type: none">• Food hygiene, food safety and related terms.• Importance of food hygiene.• What is contamination and cross-contamination.• Types of contamination.• Effects of contamination.	<ul style="list-style-type: none">• Tell what is meant by food hygiene, food safety and other related terms.
		<ul style="list-style-type: none">• Explain what are contamination and cross contamination.
		<ul style="list-style-type: none">• Identify what types of food contamination could occur in food preparation and production.
		<ul style="list-style-type: none">• List the kind of hazards and their effects.
02.	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•

03.	•	•
04.	•	•
05.	•	•
06. Have a go	<ul style="list-style-type: none"> • Case-based test with questions related to each section. 	<ul style="list-style-type: none"> • Review the topics covered • Self-evaluation of the knowledge about the subject.
07. Summary	<ul style="list-style-type: none"> • Course review 	<ul style="list-style-type: none"> • Summarize the knowledge developed along the course.
08. Assessment	<ul style="list-style-type: none"> • Final examination with 10 questions. 	<ul style="list-style-type: none"> • Review the topics covered • Self-evaluation of the knowledge about the subject.

4. Structure of the course

A guide to the production team.

Section 01. Introduction to food safety and hygiene

Subjects: Food hygiene, food safety and related terms; Importance of food hygiene; Contamination and cross-contamination; Types of contamination; Effects of contamination.

This section contains:

- [...]
 - [...]
 - [...]
 - [...]
- Video

It presents an overview about the subject, the course and its benefits to the learner and his/her business. Give reasons for why food safety and food hygiene are so important.

- Basic structure of a video:
 - opening;
 - imagine a perfect business where the subject is a reality;
 - introduction to the subject;
 - how the subject allows you reaching the perfect place;
 - how the course allows you/the business reaching the perfect place;
 - subject benefits;
 - knowledge developed with the course benefits.

- Overview of *[subject]*: the basics.
 - Context (e.g. background, purpose, benchmarking models, recognized schemes).
 - Development (timeline and details about development history).
- Meet the character: expert guide persona who explores the course with the learner. He/she offers handy tips, insights and point for reflection.

Section 02. Legal responsibility

Legal requirements for Food Business Operator; Legal requirements for Food Handlers.

This section contains:

- [...]
- [...]
- [...]

Section 03. HACCP & HACCP Principles

[...]

Section 04. Food Safety Management Systems (FSMS)

[...]

Section 05. Validation and verification

[...]

Section 06. Have a go

Case-based test with questions related to each section (one question per section).

The purpose of this test is making a briefly review of the topics covered, so the learners can evaluate, themselves, their knowledge about the subject.

After answering all the questions, the learner gets a feedback with his/her score and some advice to review the content of the course before the assessment.

This part of the course utilizes a 'star' based gamification element. As the course has 5 theory sections, this test will have 5 questions. This means the learner can obtain a maximum of 5 stars.

The learner cannot retry this test if the score is equal or greater than 80% of the points (80% mastery score).

Section 07. Summary

Course review (infographic).

Section 08. Assessment

Final examination with 10 questions.

The purpose of the assessment is to make a final review of the topics covered and assessment of the learner knowledge of the subject.

The feedback of each question just shows if the answer is right or wrong.

The learner must have a score equal or greater than 80% of the points (80% mastery score) to finish the course. If the score is less than 80%, the course will not be 100% finished.

The final feedback shows the learner's score.

Retry is allowed.

5. About the learning activities

Sections have at least one basic learning activity, usually at the end of the page.

Types:

- Multiple choice: present three or four possible answers with one or more *keys*.
- True or false: can be a compound of three or four questions.
- Matching question: present three or four possible answers with one or more *keys*; can be a compound of three or four questions.

All the learning activities need to show a constructive feedback, which explains why the answer is wrong or right and brings new information.

After answering the question, the learner might be able to retry and access the feedback.

6. Navigation rules

Sequential navigation.

To complete the section, the learner must:

- interact with all the elements displayed on the page/section;
- answer the learning activity at the end of the section.

To complete the course, the learner must:

- go through all the sections;
- answer the 'Have to go' test;
- answer the Assessment.

7. Interface elements

A progress bar displayed at the top of each page allows the learners to know approximately how far they have come in the section and how far they have to go.

'Answer' and 'Feedback' buttons displayed below the questions.

'Done' and 'Next' buttons displayed at the end of the sections.

Accesses to attachments are displayed along the course.

Attatchments:

They will be unlocked along the course.

- OPRP plan
- CCP – HACCP PLAN
- Decision tree
- Risk Assessment