




FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA

Inspiring Trust, Assuring Safe & Nutritious Food

Ministry of Health and Family Welfare, Government of India

foSTaC

Food Safety Training & Certification

Instruction Manual for New FoSTaC portal

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Disclaimer: The content of this manual is only for reference and capacity building purpose, and is not intended to substitute applicable law, which may be referred to separately.

I. Introduction

In terms of Section 16 (3) (h) of the Food Safety and Standards Act 2006, the Food Safety and Standards Authority of India (FSSAI) has to ensure training (whether within or outside their area) of persons who are or intend to become involved in food businesses, whether as food business operators or as employees or otherwise.

Accordingly, FSSAI launched the largest Food Safety Training & Certification (FoSTaC) programme in July, 2017. Under the programme- training partners, national level resource persons and trainers have been empanelled.

There are a number of courses at different levels which are currently delivered through a wide network of Training Partners, who can schedule and organise FoSTaC trainings through a specialised web portal called FoSTaC portal. For increasing the efficiency of the training being organised through FoSTaC portal, a new upgraded FoSTaC portal has been launched by FSSAI with following new features:

- i) New restrictions on number of seating capacity of the training, fees being charged for the training, etc., have been introduced in the new portal so that the training partners will not be able to generate training calendars which do not abide by the limits set/ guidelines issued by FSSAI. This feature was not available in the old portal so that it was not able to monitor the defaulters.
- ii) New portal has been provided with the option for modification/ cancellation of the training calendars created by the training partners, such that the training partners themselves can modify the trainer, assessor, date and venue of training etc. As this feature was not available in the old portal, the training partners had to approach FSSAI for any modification on the training calendars and this hindered the smooth conduct of the trainings.
- iii) Increased monitoring of the training programmes has been made possible in the new portal, as the new portal mandates the training partners/ assessors to submit the attendance sheet (*with the name and signature of participants*) on the same day of the conduct of training and the assessment sheet (*along with the training video of participants & trainer*) within 7 days from the completion of training. Failing to do so will lead to automatic cancellation of the training calendar in the new portal. This feature has enabled FSSAI for stricter monitoring of the trainings - by providing means to make sure that the trainings are being conducted as mentioned in the training calendar and no FoSTaC certificates are issued without attendance and proper assessment
- iv) New feature for -Selection of venue of online training programs has been introduced in the new portal, such that the training partners can enter the venue for the online training being conducted in any State/ UT. This has enabled FSSAI to track the number of training programmes (online and offline) being conducted in any State / UTs. In the old portal, the option for “selection of Venue” was available only for the Offline training being conducted in any State/ UT, in turn making it impossible to track the number of online training programmes being conducted in State/UT
- v) New portal has introduced the option for training partners to select the funding agency, which may be any State/UT or any company/ organisation, on behalf of whom the training partner is organising the training.

- vi) States/UTs will soon be provided with the option to view the number of trainings conducted/ being conducted in their respective State/ UT

II. Objective of the New FoSTaC portal

- ❖ To reduce and eliminate the non-redundant data which was being generated in the old portal
- ❖ To eliminate the drawbacks of old portal like eliminating duplicity in data
- ❖ To ease the creation and modification of training calendars by training partners
- ❖ To improve monitoring of trainings by FSSAI through introduction of new features
- ❖ To authenticate the participants/trainees through OTP.

III. Scope

This Instruction manual applies to FoSTaC Training Partners, Trainers, Assessors and Trainees. **The purpose of this manual is to provide instructions and assist the stakeholders of FoSTaC programme- in the process of organizing and conducting training courses through the new FoSTaC portal.** This includes the procedure to be followed right from the creation of training calendar till the generation of certificates by the training partners.

The content of this document is only for reference and capacity building purpose, and is not intended to substitute applicable law, which may be referred to separately. This manual is prepared to guide the Training Partners, Trainers, Assessors and other stake holders involved in the FoSTaC Programme.

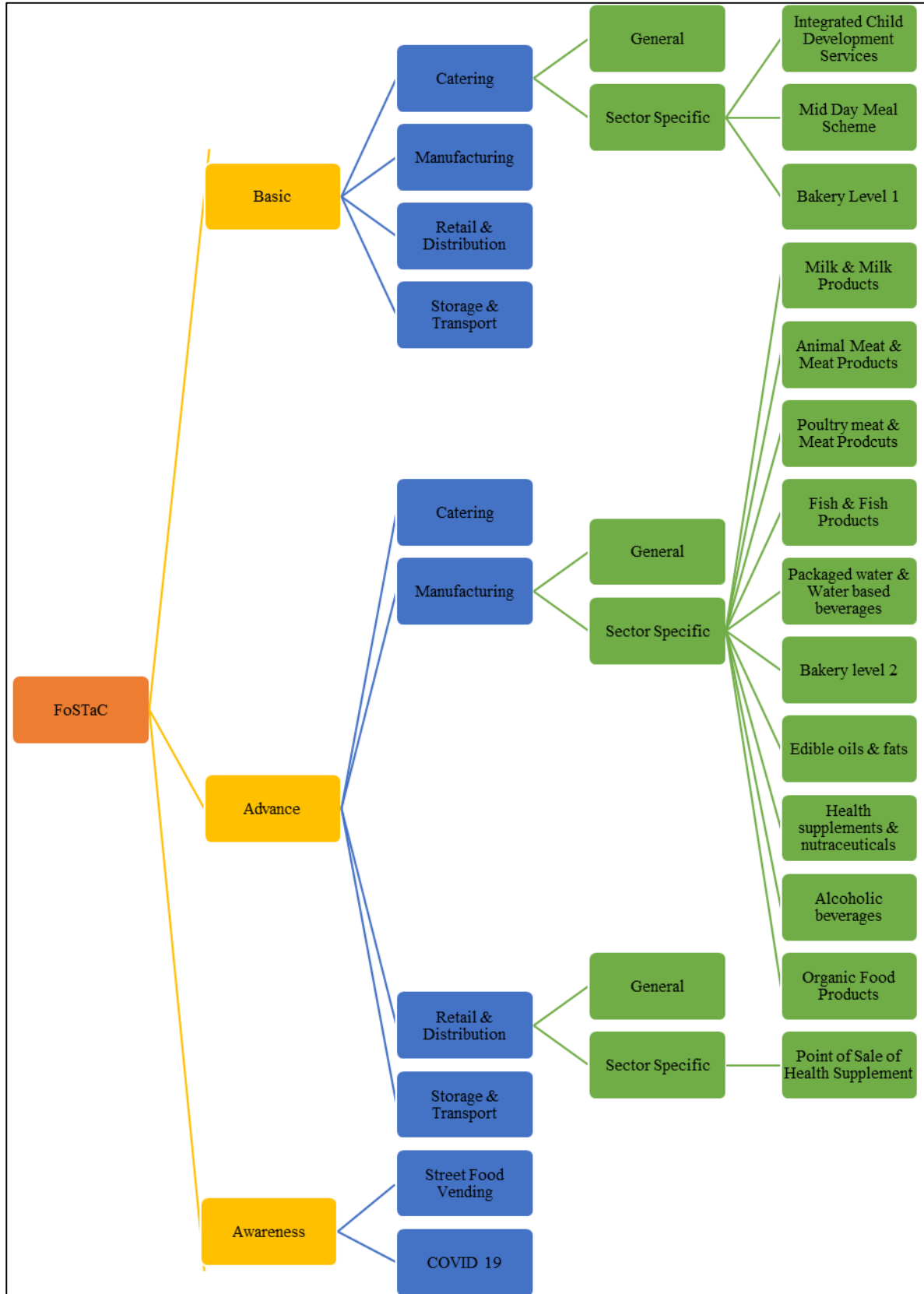
IV. FoSTaC Courses

Initially 17 types of competency based certification courses were available under FoSTaC. These courses were offered at three levels: Basic, Advanced and Special. Now there are a total of 24 training courses (*refer fig.1 in pg. no.5*) being offered through FoSTaC portal at three restructured levels: Basic, Advance and Awareness. Besides, there is one self-learning training programme for startups on FoSTaC website. There is a provision to add more sector specific courses to the current course structure as per the requirement. The courses of FoSTaC portal are currently delivered through a wide network of training partners, trainers and assessors.

The courses are based on general hygienic or sanitary practices as detailed under Schedule 4 of Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation, 2011. Most of the businesses have been covered under FoSTaC in line with Schedule 4 of FSS (Licensing & Registration of Food Businesses) Regulations, 2011. The kind of business for which specific guidelines have been provided in Schedule 4, the respective FBOs are responsible to get their food handlers trained in the respective courses.

Course curriculum and training manuals are developed by subject matter experts, vetted by FSSAI, translated in regional languages and are made available on FoSTaC website. The details of FoSTaC courses along with durations are mentioned at Annexure I.

Fig. 1: Outline of FoSTaC courses



V. Instructions for Training Partners

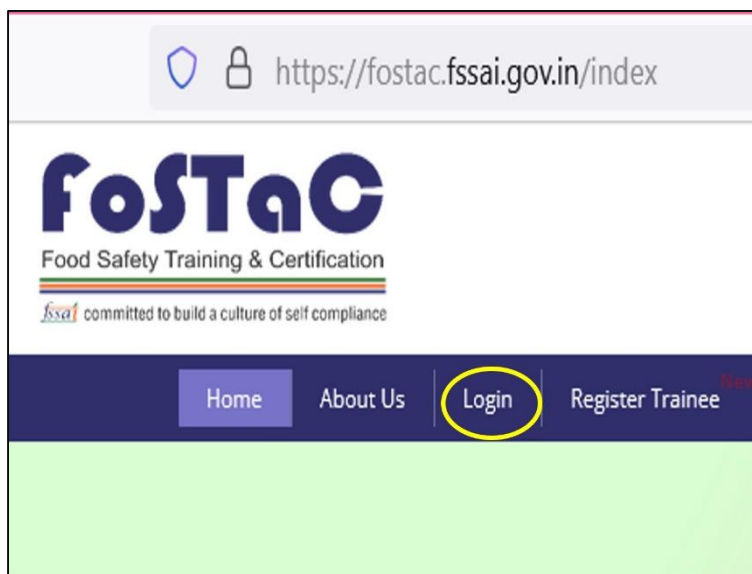
Training partners, empaneled by FSSAI, can organize Food Safety Supervisor training programme through FoSTaC portal. This involves following steps and procedure to be followed by Training partners, Trainers, Assessors and Trainee

a. Creation of calendar/ batch code for the training by Training partner:

Training partners can create training calendar and batch code for any FSS training by following steps. It must be noted that the creation of both online and offline trainings involve the same steps as mentioned below, except for the steps involved in selection of Training Centre/ Venue (explained below):

1. Create new calendar in the portal:

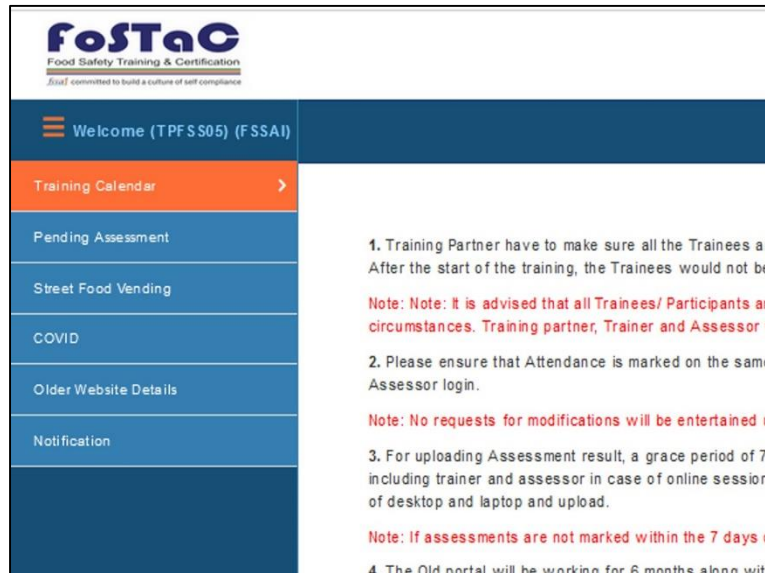
Step 1: Open New FoSTaC portal and click on “Login” Tab



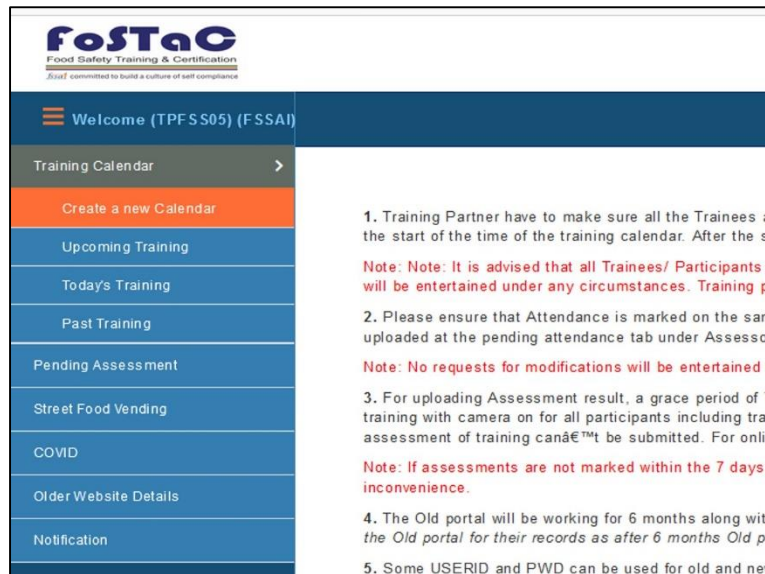
Step 2: Log in FoSTaC portal using the credentials of Training partner



Step 3: Click on the “Training Calendar” from the Dashboard on the left of the screen



Step 4: Click “Create a new Calendar” from the drop down menu



2. Training Type:

Step 1: Select the Training type (online/ offline)

The screenshot shows a form titled "Training Type". Below the title, it says "Please select Training Type:". There are two radio button options: "Offline" (which is selected) and "Online".

3. Training Center/ Venue:

i. Pre-requisite for selection of Training centre/ Venue

Before creation of any training calendar (both online and offline), Training Partner must add the Venue of the training in the FoSTaC portal using following steps

Step 1: Click on “Add New Venue”



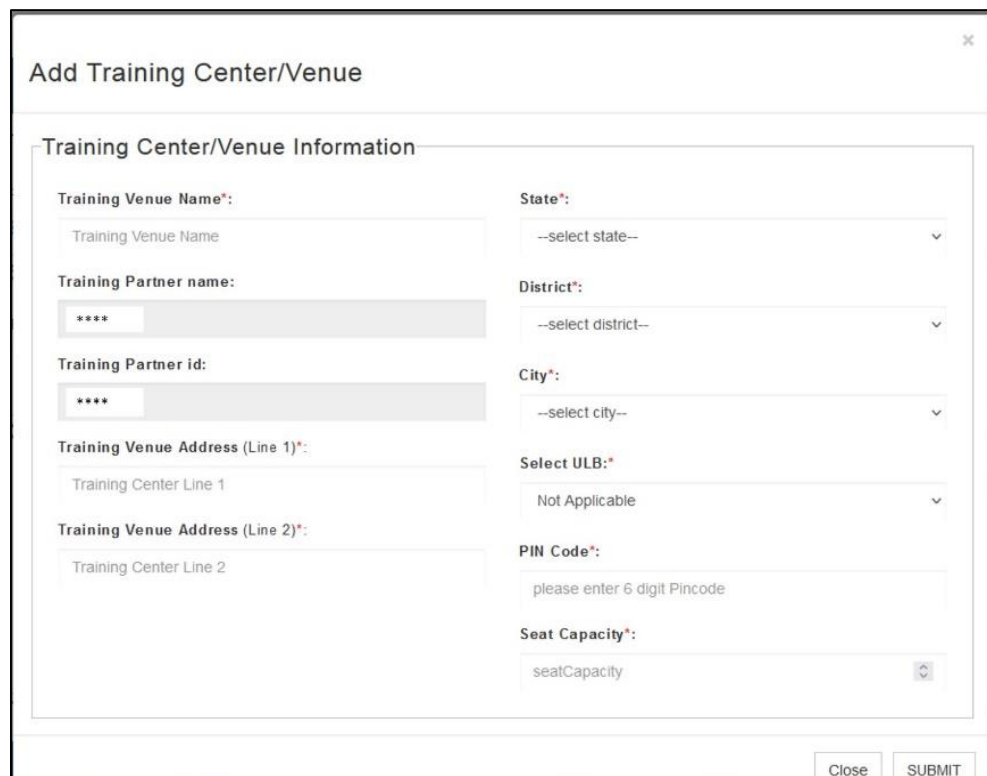
Select Training Center/Venue

Training State: * Training District: * Training Center: *

--select state-- --select district-- --select center--

Add New Venue

Step 2: Enter all the details in the prompted screen and click on submit button to add the new venue. (Attention must be given that the option for ULB (Urban Local Bodies) has to be selected as applicable only for training venue added by NULM (National Urban Livelihood Missions))



Add Training Center/Venue

Training Center/Venue Information

Training Venue Name*: Training Venue Name

Training Partner name: ****

Training Partner id: ****

Training Venue Address (Line 1)*: Training Center Line 1

Training Venue Address (Line 2)*: Training Center Line 2

State*: --select state--

District*: --select district--

City*: --select city--

Select ULB*: Not Applicable

PIN Code*: please enter 6 digit Pincode

Seat Capacity*: seatCapacity

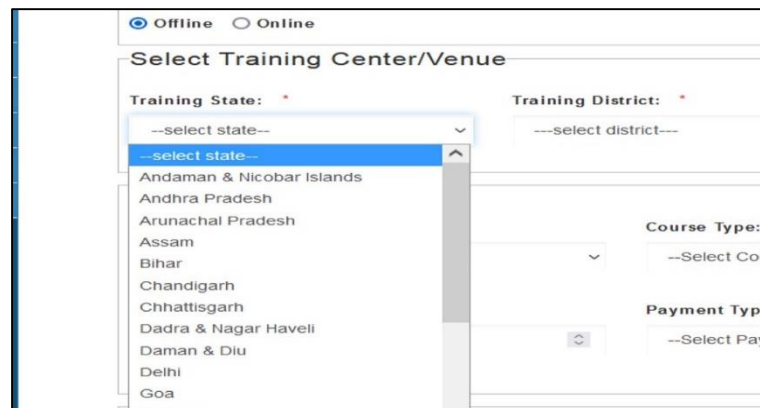
Close SUBMIT

4. Selection of Training Centre/ Venue:

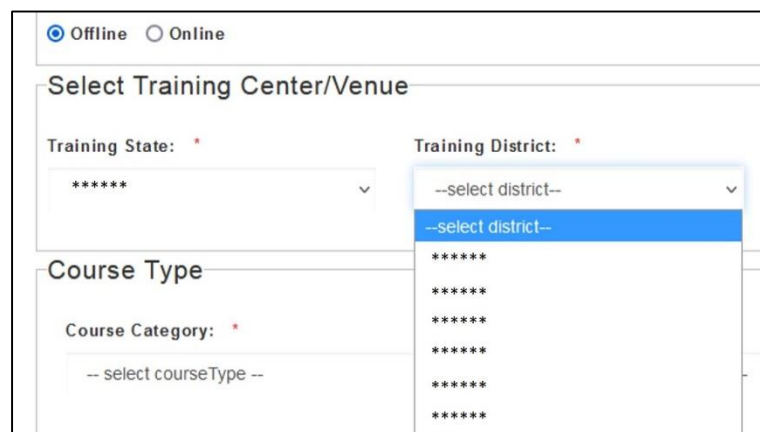
i) for Offline Training

- After adding the venue and selecting desired Training type (refer pg. no- 8), proceed with the following steps for selection of Training calendar for offline trainings,

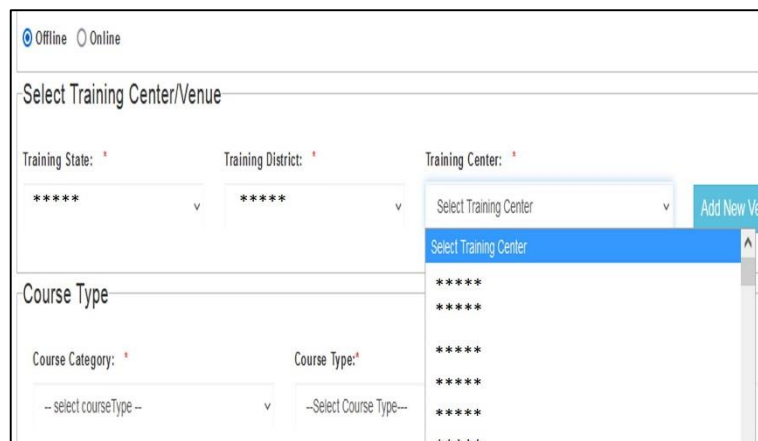
Step 1: Click on 'Select State' and Select desired State from the options available in the drop down menu.



Step 2: Click on 'Select District' and Select desired District from the options available in the drop down menu



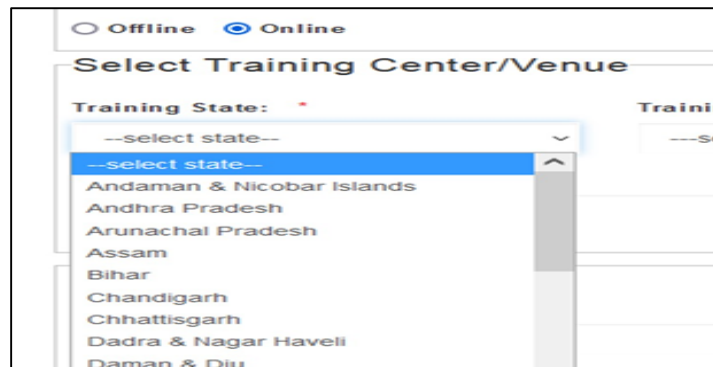
Step 3: Click on 'Select Training Centre' and Select Training centre from the options available in the drop down menu. The list of training centers from the drop down menu will contain only the training centers which are added by Training Partners as mentioned in pg.no- 8



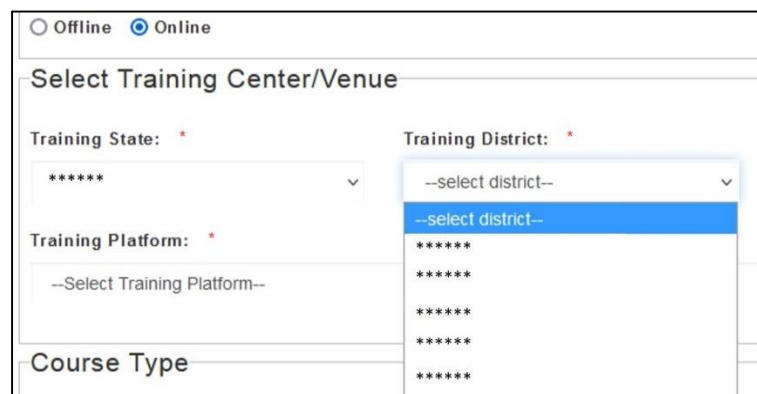
ii) for Online Training

- **Attention: Training Partners** when conducting any online Trainings on the request of any State/ UT under MoU, the Training centre must be selected from a place within the boundaries of the respective State/UT. The same must be followed when any online training are conducted on behalf of a client who clearly wants such training to be conducted from a place within boundaries of a particular State/ UT.
- After adding the venue and selecting desired Training type (refer pg. no- 7 & 8), proceed with the following steps for selection of Training calendar for offline trainings

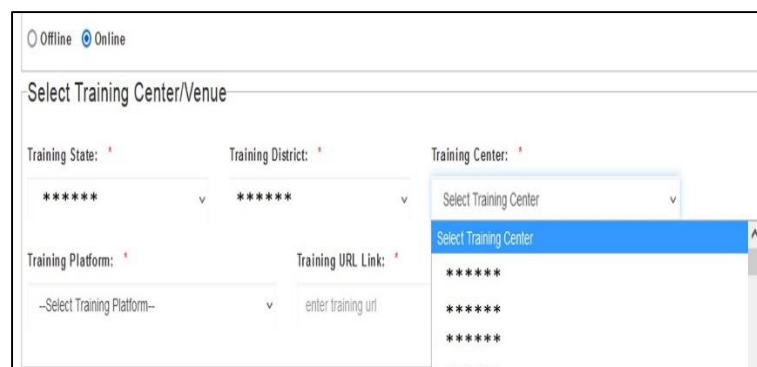
Step 1: Click on ‘Select State’ and Select desired State from the options available in the drop down menu



Step 2: Click on ‘Select District’ and Select desired District from the options available in the drop down menu



Step 3: Click on ‘Select Training Centre’ and Select Training centre from the options available in the drop down menu. The list of training centers from the drop down menu will contain only the training centers which are added by Training Partners as mentioned in pg.no- 8.



Step 4: Click on “Select Training Platform”

The screenshot shows the 'Select Training Center/Venue' form. At the top, there are radio buttons for 'Offline' and 'Online'. Below this, the form title is 'Select Training Center/Venue'. There are three dropdown menus for 'Training State', 'Training District', and 'Training Center', each with a red asterisk and a placeholder of six asterisks. Below these, there are three input fields: 'Training Platform' (with a dropdown menu highlighted by a green oval and containing '--Select Training Platform--'), 'Training URL Link' (with a placeholder 'enter training url'), and 'Assessment URL Link' (with a placeholder 'enter assessment url').

Step 5: Select desired platform (Zoom/ Google Meet/ Cisco Webex/ Microsoft Team/other) from the options available in the drop down menu. Training partners conducting training through platforms not listed on the drop down menu can select “Other”

The screenshot shows the 'Select Training Center/Venue' form with the 'Training Platform' dropdown menu open. The menu lists the following options: '--Select Training Platform--', Zoom, Google Meet, Cisco webx, Microsoft Team, and Other. The 'Training URL Link' field has the placeholder 'enter training url'. Below it, there is a 'Course Type' field with a dropdown menu containing '--Select Course Type--'.

Step 6: click on “enter training URL” and enter the link URL link to be shared with the trainees/ Trainer/ Assessor for attending the training course

The screenshot shows the 'Select Training Center/Venue' form. The 'Training Platform' dropdown is now closed and contains six asterisks. The 'Training URL Link' field is highlighted with a green oval and contains the placeholder 'enter training url'. The 'Assessment URL Link' field has the placeholder 'enter assessment url'. Below this, there is a 'Course Type' section with three dropdown menus: 'Course Category' (placeholder '-- select courseType --'), 'Course Type' (placeholder '--Select Course Type--'), and 'Course Sub Type'.

Step 7: click on “enter assessment URL” and enter the link URL link to be shared with the trainees/ Assessor for assessment of the training course. *(Both the training link and assessment link can be either the same or different as desired by the training partner for completing the assessment of the trainees)*

The screenshot shows a web form titled "Select Training Center/Venue". It includes fields for "Training State", "Training District", and "Training Center", each with a dropdown menu and a red asterisk. Below these are "Training Platform" and "Training URL Link", also with dropdowns and red asterisks. The "Assessment URL Link" field is highlighted with a green oval and contains the placeholder text "enter assessment uri". Below this section is a "Course Type" section with "Course Category", "Course Type", and "Course Sub Type" dropdowns, all with red asterisks.

5. Selection of Course Type:

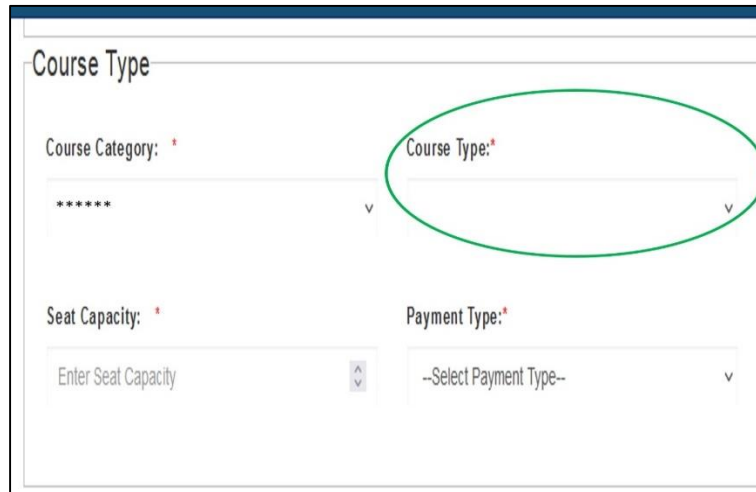
Step 1: Click on “Select course category”

The screenshot shows a web form titled "Course Type". The "Course Category" dropdown menu is highlighted with a green oval and shows the placeholder text "--Select Course Category--". Other fields include "Course Type" and "Course Sub Type" (dropdowns with red asterisks), "Seat Capacity" (text input with a red asterisk), and "Payment Type" (dropdown with a red asterisk). Below this is a "Training Date & Time" section with "Training Start Date and Time", "Training End Date and Time", and "Trainer Name" (text inputs with red asterisks).

Step 2: Select Course type (Basic/ Advance/ Awareness) from the drop down menu by clicking on “Course Category”

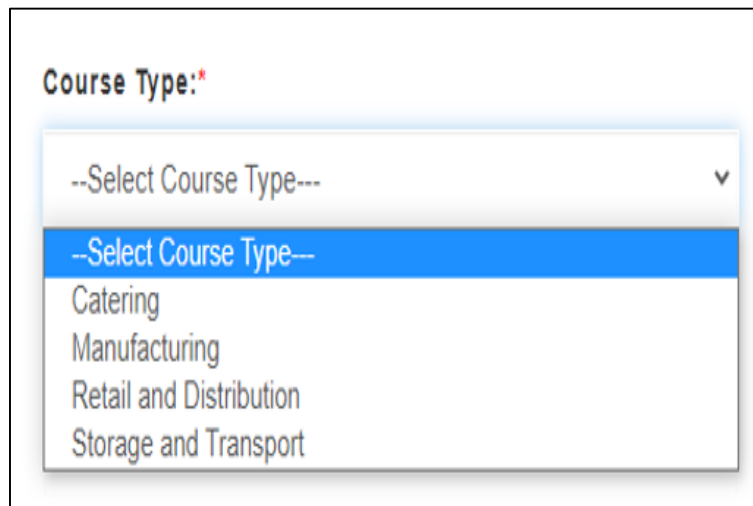
The screenshot shows a close-up of the "Course Category" dropdown menu. The menu is open, showing the placeholder text "-- select courseType --" at the top. Below it are the options "TOT", "BASIC", "ADVANCE", and "AWARENESS". The "BASIC" option is highlighted in blue.

Step 3: Click on “Select course type”



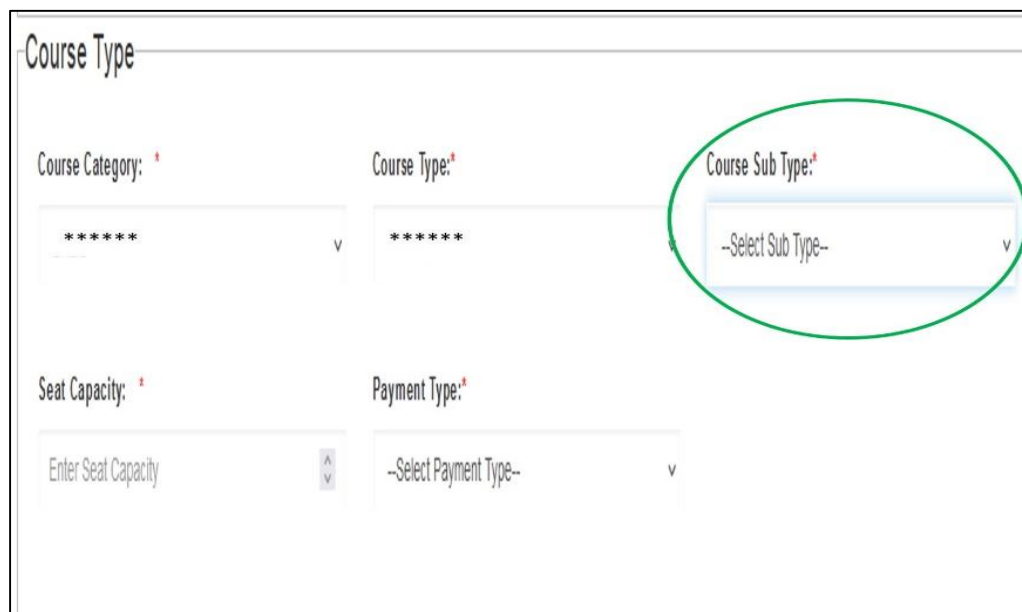
The screenshot shows a form titled "Course Type". It contains four fields: "Course Category:" with a dropdown menu showing "*****"; "Course Type:" with a dropdown menu highlighted by a green oval; "Seat Capacity:" with a text input field containing "Enter Seat Capacity"; and "Payment Type:" with a dropdown menu showing "--Select Payment Type--".

Step 4: Select appropriate course (Catering/ Manufacturing/ Retail & Distribution/ Storage & Transport/ Street Food vending) from the drop down menu by clicking on “Course type”



The screenshot shows a dropdown menu for "Course Type:". The menu is open, displaying the following options: "--Select Course Type--", "--Select Course Type--", "Catering", "Manufacturing", "Retail and Distribution", and "Storage and Transport". The first "--Select Course Type--" option is highlighted in blue.

Step 5: Click on “Select sub type” to select the appropriate general or sector specific course type (*earlier called as special courses*):



The screenshot shows the "Course Type" form with the "Course Sub Type:" dropdown menu highlighted by a green oval. The form contains the same fields as in Step 3, but the "Course Type:" dropdown is now filled with "*****". The "Course Sub Type:" dropdown shows "--Select Sub Type--".

- a. **For General Courses-** select appropriate option such as ‘Basic catering & COVID’ or ‘Advance catering & COVID’ or ‘Basic Manufacturing & COVID’ or ‘Advance Manufacturing & COVID’ or ‘Basic Retail & distribution & COVID’ or ‘Advance Retail & distribution & COVID’ or ‘Storage & Transport & COVID’ or ‘Street Food Vending & COVID’; (refer to Illustration 1 in pg.no- 15) and proceed to select “Seating Capacity”.

The screenshot shows a dropdown menu titled "Course Sub Type:*". The menu is open, displaying a list of options. The top option is "--Select Sub Type--". Below it, there are two options: "***** & COVID" and "***** & COVID- Sector". The option "***** & COVID" is currently selected and highlighted in blue.

- b. **For Sector specific courses-** select appropriate option such as ‘Basic catering & COVID- Sector’ or ‘Advance Manufacturing & COVID- Sector’ or ‘Advance Retail & distribution & COVID- Sector’ and proceed to below mentioned step 5 (c).

The screenshot shows a dropdown menu titled "Course Sub Type:*". The menu is open, displaying a list of options. The top option is "--Select Sub Type--". Below it, there are two options: "***** & COVID" and "***** & COVID- Sector". The option "***** & COVID- Sector" is currently selected and highlighted in blue.

- c. **For Sector specific courses-** Click on “select Sector”

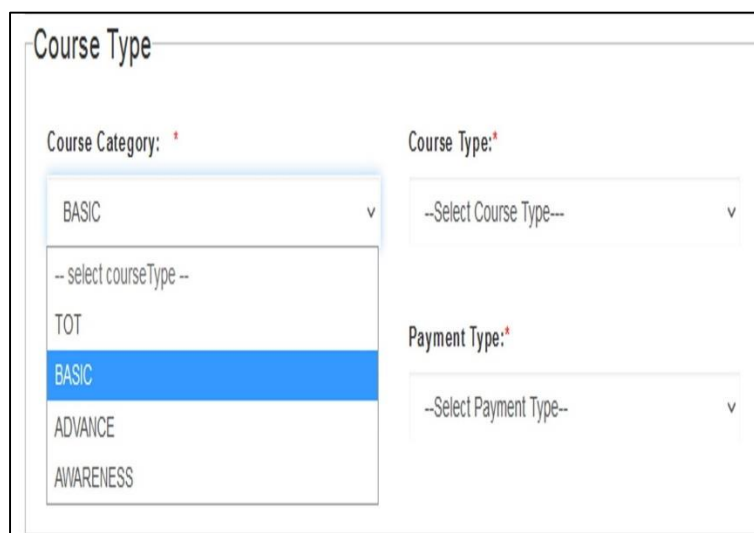
The screenshot shows a form titled "Course Type". It contains several fields: "Course Category: *" with a dropdown menu showing "*****"; "Course Type:*" with a dropdown menu showing "*****"; "Course Sub Type:*" with a dropdown menu showing "*****"; "Course Sector:" with a dropdown menu showing "--Select Sector--" (this field is circled in green); "Seat Capacity: *" with a text input field containing "Enter Seat Capacity" and a spinner; and "Payment Type:*" with a dropdown menu showing "--Select Payment Type--".

- d. **For Sector specific courses-** select appropriate option such as ‘Basic catering & COVID- Sector’ or ‘Advance Manufacturing & COVID- Sector’ or ‘Advance Retail & distribution & COVID- Sector’. (Refer to illustration 2 in pg. no- 16) and proceed to select “Seating Capacity”

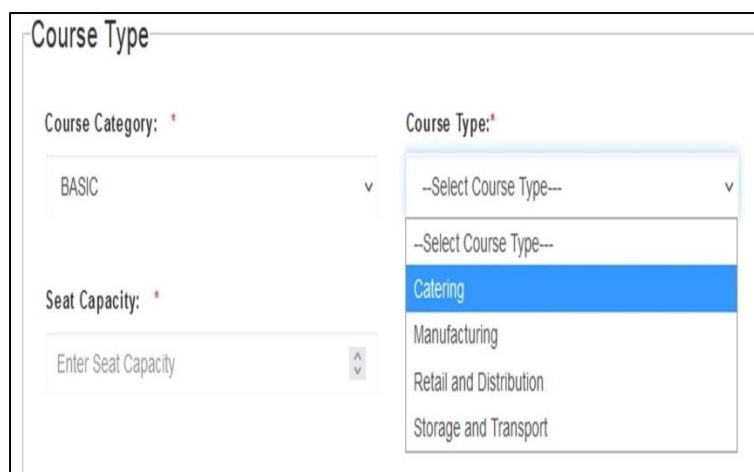


Illustration 1: Selection of Course Type for a general Course i.e., Basic Catering- General

Step i: Select “Basic” under ‘Course Category’



Step ii: Select “Catering” under ‘Course type’



Step iii: Select “Basic Catering & COVID” under ‘Course sub type’ and Proceed to select “Seating Capacity”.

The screenshot shows a form titled "Course Type" with the following fields and values:

- Course Category: * BASIC
- Course Type: * Catering
- Course Sub Type: * Basic Catering & COVID
- Seat Capacity: * Enter Seat Capacity
- Payment Type: * --Select Payment Type--

Illustration 2: Selection of Course Type for a sector specific Course i.e., Basic Catering-Bakery Level 1

Step i: Select “Basic” under ‘Course Category’

The screenshot shows the "Course Type" form with the "Course Category" dropdown menu open, displaying the following options:

- select courseType --
- TOT
- BASIC**
- ADVANCE
- AWARENESS

Step ii: Select “Catering” under ‘Course type’

The screenshot shows the "Course Type" form with the "Course Type" dropdown menu open, displaying the following options:

- Select Course Type--
- Select Course Type--
- Catering**
- Manufacturing
- Retail and Distribution
- Storage and Transport

Step iii: Select “Basic Catering & COVID- Sector” under ‘Course sub type’ and Proceed to select “Seating Capacity”.

The screenshot shows the 'Course Type' form with the following fields: 'Course Category:' set to 'BASIC', 'Course Type:' set to 'Catering', and 'Course Sub Type:' dropdown menu open with 'Basic Catering & COVID- Sector' selected. Other fields include 'Seat Capacity:' with a text input 'Enter Seat Capacity' and 'Payment Type:' set to '--Select Payment Type--'.

Step iv: Select “Basic Catering & COVID- Sector” under ‘Course sub type’ and Proceed to select “Seating Capacity”.

The screenshot shows the 'Course Type' form with the following fields: 'Course Category:' set to 'BASIC', 'Course Type:' set to 'Catering', and 'Course Sub Type:' set to 'Basic Catering & COVID- Sector'. The 'Course Sector:' dropdown menu is open with 'Bakery level 1' selected. Other fields include 'Seat Capacity:' with a text input 'Enter Seat Capacity' and 'Payment Type:' set to '--Select Payment Type--'.

6. Selection of Seating Capacity:

Step 1: Click on “Enter Seating Capacity”

The screenshot shows the 'Course Type' form with the following fields: 'Course Category:', 'Course Type:', and 'Course Sub Type:' all set to '*****'. 'Course Sector:' is also set to '*****'. The 'Seat Capacity:' field, which contains the text 'Enter Seat Capacity', is highlighted with a green circle. 'Payment Type:' is set to '--Select Payment Type--'.

Step 2: Enter desired 'Seat capacity' for the training as permitted by FSSAI (Maximum allowed seats for all offline Advance courses are 40; Maximum allowed seats for all offline Basic & Awareness courses are 50; Maximum allowed seats for all online courses are 100)

The screenshot shows a form titled "Course Type" with several input fields. The fields are: "Course Category:" (with asterisks), "Course Type:" (with asterisks), "Course Sub Type:" (with asterisks), "Course Sector:" (with asterisks), "Seat Capacity:" (with asterisks), and "Payment Type:" (with asterisks). The "Seat Capacity:" field is highlighted with a green circle. The "Payment Type:" field has a dropdown menu with the option "--Select Payment Type--".

7. Selection of Payment mode of Training:

Step 1: Click on "Select Payment Type"

The screenshot shows the same "Course Type" form as above. The "Payment Type:" field is highlighted with a green circle. The dropdown menu is open, showing the option "--Select Payment Type--".

Step 2: Click on the appropriate option from the drop down menu of 'Payment Type' (Paid/ Unpaid)

The screenshot shows the "Course Type" form with the "Payment Type:" dropdown menu open. The dropdown menu is highlighted with a blue background. The options visible in the dropdown menu are: "--Select Payment Type--", "--Select Payment Type--", "Paid", and "Un-Paid".

Step 3: For Paid trainings- Click on “Enter Fee” to enter the desired fee (without GST) for the training, not exceeding the limits permitted by FSSAI from time to time (*refer Annexure II*).

Course Type

Course Category: * Course Type: * Course Sub Type: *

Course Sector: Seat Capacity: * Payment Type: *

Fee: Enter Fee

Note: Please Enter Fees Without GST

8. Selection of Training Date & Time:

Step 1: Click on “Training Start Date and Time”

Training Date & Time

Training Start Date and Time: * Training End Date and Time: *

Step 2: Select the desired ‘Training Start Date’ from the prompted calendar

Training Date & Time

Training Start Date and Time: * Training End Date and Time: *

Assessor Name: *

Select Assessor Name

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Step 3: Select the desired 'Training Start time' from the prompted clock after selecting the date.

The screenshot shows a form titled "Training Date & Time". Under the heading "Training Start Date and Time: *", there is a date input field containing "*****" and a time input field containing "12:00". Below these is a calendar grid with days of the week (Sun to Sat) and dates (28 to 31). The date "1" is highlighted in a red circle. At the bottom of the calendar, a time picker shows "12 : 00 PM", with "12" circled in green.

Step 4: Click on "Training End Date and Time"

The screenshot shows the same "Training Date & Time" form. The "Training Start Date and Time: *" field is filled with "XX-XX-XXXX" and "XX:XX". The "Training End Date and Time: *" field is empty and circled in green.

Step 5: Select the desired 'Training End Date' from the prompted calendar

The screenshot shows the "Training Date & Time" form with a calendar overlay. The "Training Start Date and Time: *" field is filled with "XX-XX-XXXX" and "XX:XX". The "Training End Date and Time: *" field is empty. The calendar overlay shows the same date grid as in Step 3, with the date "1" highlighted in a red circle. The time picker at the bottom of the calendar shows "12 : 00 PM".

Step 6: Select the desired ‘Training End time’ from the prompted clock after selecting the date. It Courses with duration of less than or equal to 8 hours must be conducted in a single day. Courses with duration of more than 8 hours may be conducted across 2 consecutive days. (Refer Annexure I)

The screenshot shows a form titled 'Training Date & Time'. It has two input fields: 'Training Start Date and Time: *' and 'Training End Date and Time: *'. The 'Training End Date and Time' field is populated with '***** 12:00'. Below this is a calendar for 'September 2022'. The date '2' is selected and highlighted in red. At the bottom of the calendar, the time '12 : 00 PM' is displayed and circled in green.

9. Selection of Trainer:

Step 1: Click on “Trainer name”

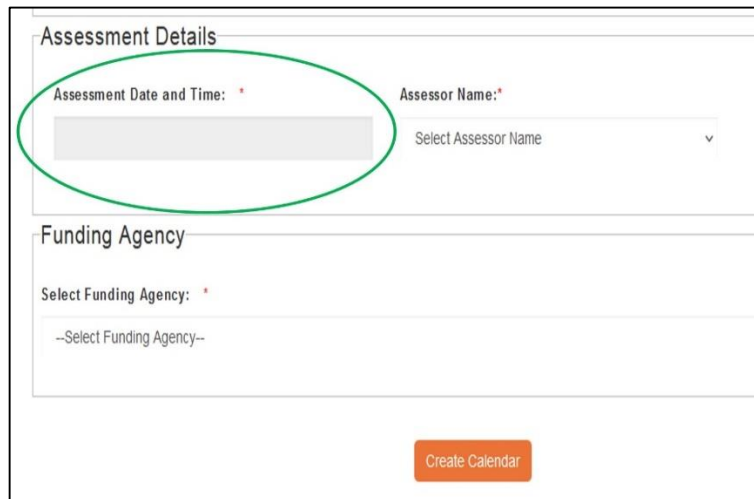
The screenshot shows the 'Training Date & Time' form. The 'Trainer Name: *' field is a dropdown menu that has been opened, and the entire dropdown area is circled in green.

Step 2: Select the desired Trainer from the list available in the dropdown menu only

The screenshot shows the 'Training Date & Time' form with the 'Trainer Name: *' dropdown menu open. The dropdown list contains several entries, each consisting of a line of asterisks followed by a line of asterisks. The dropdown is highlighted in blue.

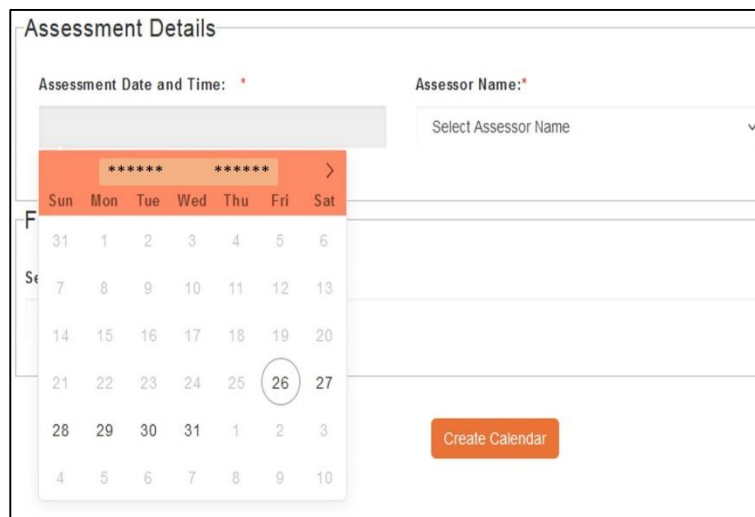
10. Selection of Assessment Date & Time:

Step 1: Click on “Assessment Date and Time”



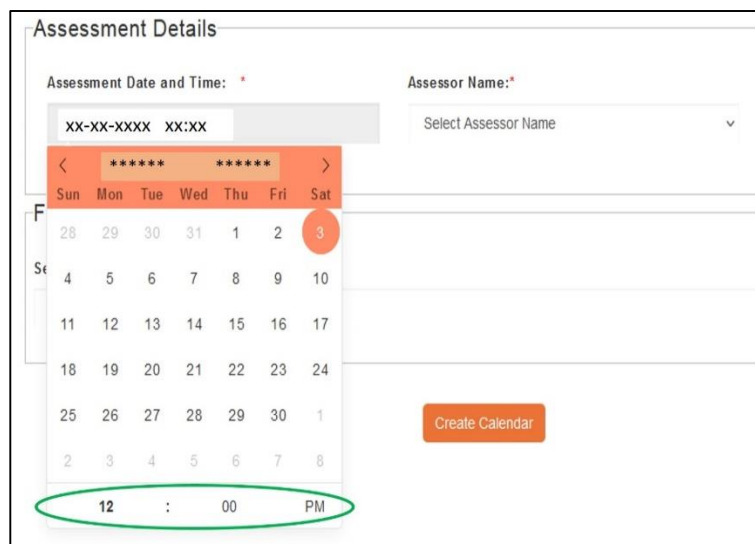
The screenshot shows the 'Assessment Details' form. The 'Assessment Date and Time' field is highlighted with a green circle. Below it is the 'Assessor Name' dropdown menu. The 'Funding Agency' section is also visible, with a 'Select Funding Agency' dropdown menu. A 'Create Calendar' button is located at the bottom right.

Step 2: Select the desired ‘Assessment Date’ from the prompted calendar



The screenshot shows the 'Assessment Details' form with a calendar overlay. The date 26 is selected and circled. The 'Assessment Date and Time' field is highlighted with a grey box. The 'Assessor Name' dropdown menu is also visible. A 'Create Calendar' button is located at the bottom right.

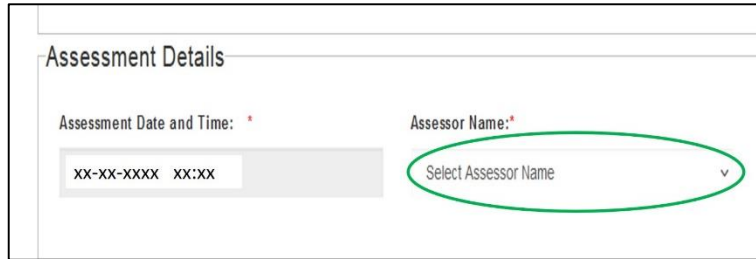
Step 3: Select the desired ‘Assessment time’ from the prompted clock after selecting the date. *The date of completion of assessment and uploading of assessment sheet should be done by the assessor within 7 days from the date of completion of training.*



The screenshot shows the 'Assessment Details' form with a clock overlay. The time 12:00 PM is selected and circled. The 'Assessment Date and Time' field is highlighted with a grey box. The 'Assessor Name' dropdown menu is also visible. A 'Create Calendar' button is located at the bottom right.

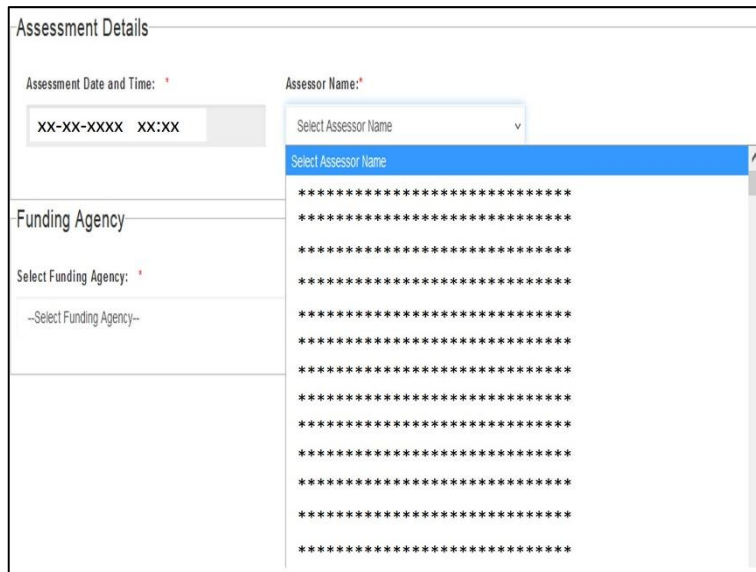
11. Selection of Assessor:

Step 1: Click on 'Assessor name' to select the desired Trainer available in the dropdown menu.



The screenshot shows the 'Assessment Details' section of a form. It includes two input fields: 'Assessment Date and Time' with a placeholder 'XX-XX-XXXX XX:XX' and 'Assessor Name' with a dropdown menu. The dropdown menu is currently displaying 'Select Assessor Name' and is highlighted with a green oval.

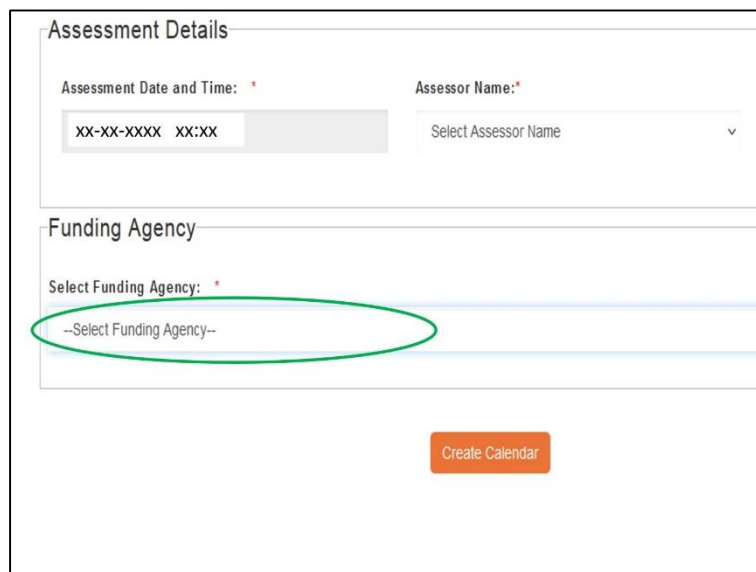
Step 2: Select the desired Trainer from the list available in the dropdown menu only. If desired by Training Partner, the trainer of the training program may also be assigned as an assessor for the respective program



The screenshot shows the 'Assessment Details' section of a form. The 'Assessor Name' dropdown menu is open, displaying a list of names. The first name is 'Select Assessor Name', and the rest are represented by asterisks. The dropdown menu is highlighted with a blue bar. Below the 'Assessor Name' field, there is a 'Funding Agency' section with a 'Select Funding Agency' dropdown menu.

12. Funding Agency:

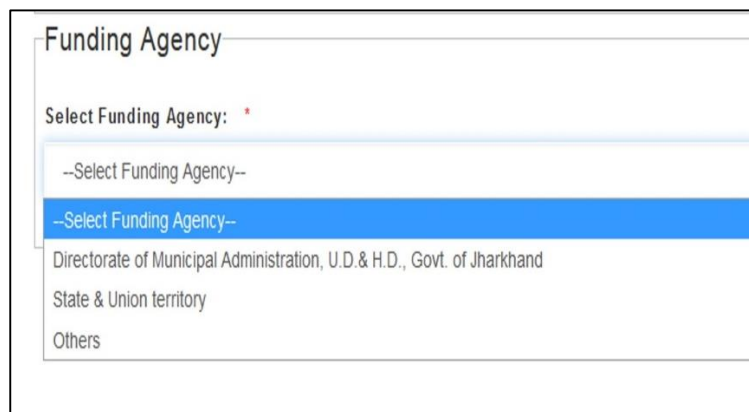
Step 1: Click on "Select Funding Agency"



The screenshot shows the 'Assessment Details' section of a form. It includes two input fields: 'Assessment Date and Time' with a placeholder 'XX-XX-XXXX XX:XX' and 'Assessor Name' with a dropdown menu. Below these fields, there is a 'Funding Agency' section with a 'Select Funding Agency' dropdown menu. The dropdown menu is currently displaying '--Select Funding Agency--' and is highlighted with a green oval. At the bottom of the form, there is a 'Create Calendar' button.


Step 2: Select Appropriate funding agency from the options available in the Drop down menu.

- The option of “State & Union Territory” should be selected only when the training is being organized on request of the respective State & Union Territory under MoU being signed with FSSAI.
- The option of “Directorate of Municipal Administration, U.D.&H.D., Govt. of Jharkhand” should be selected only for trainings organized by NULM
- For Trainings being funded by any funding agency other than the two mentioned above, should select the option of “Others” and proceed enter the details of the Funding Agency.



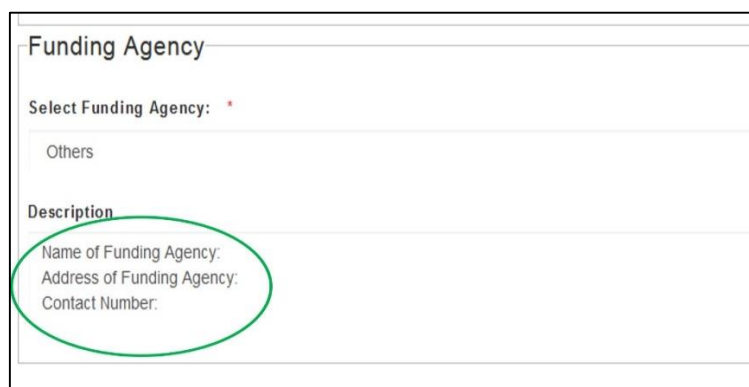
The screenshot shows a form titled "Funding Agency". Below the title is a label "Select Funding Agency: *" followed by a dropdown menu. The menu is open, showing several options: "--Select Funding Agency--", "--Select Funding Agency--", "Directorate of Municipal Administration, U.D. & H.D., Govt. of Jharkhand", "State & Union territory", and "Others". The "Others" option is highlighted in blue.

- **Training partners should pay attention while selecting the funding agency so that the option of State& Union Territory is not selected for trainings which are not funded by State/ UT government.**



The screenshot shows a form titled "Funding Agency". Below the title is a label "Select Funding Agency: *" followed by a dropdown menu. The menu is open, showing several options: "--Select Funding Agency--", "--Select Funding Agency--", "Directorate of Municipal Administration, U.D. & H.D., Govt. of Jharkhand", "State & Union territory", and "Others". The "State & Union territory" option is highlighted in blue.

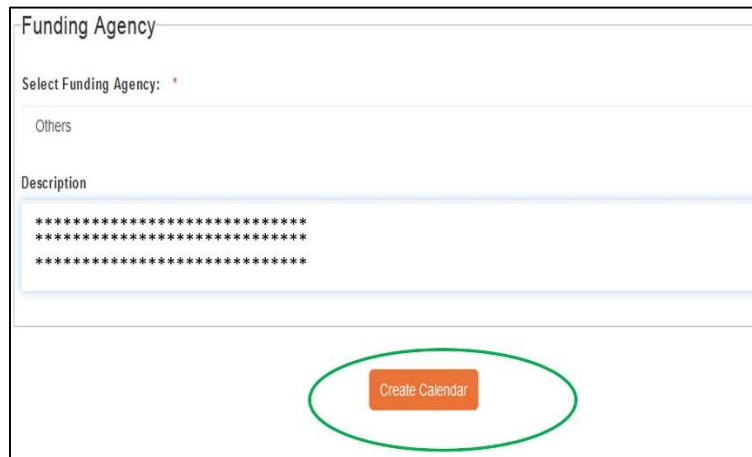
- Other funding agency should be described under 200 words in the Description box prompted by clicking on the option of ‘Others’



The screenshot shows a form titled "Funding Agency". Below the title is a label "Select Funding Agency: *" followed by a dropdown menu. The menu is open, showing several options: "Others", "Description", "Name of Funding Agency:", "Address of Funding Agency:", and "Contact Number:". The "Description" option is highlighted in blue. A green oval highlights the "Description" box.

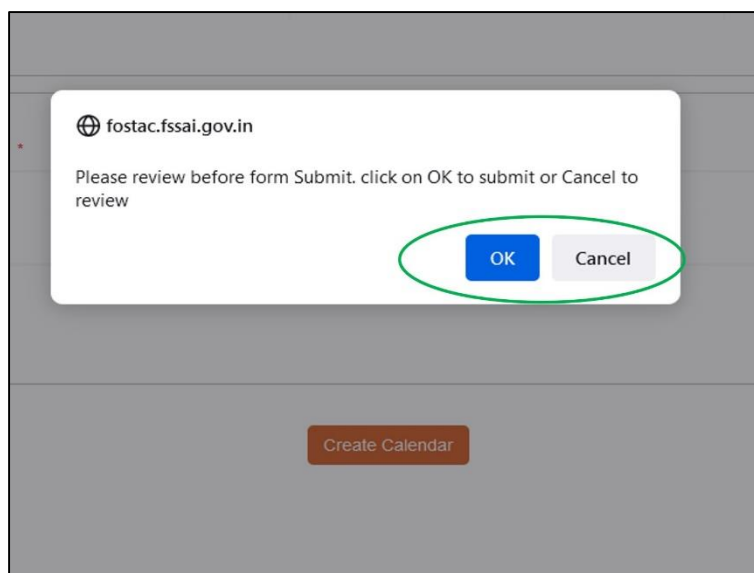
13. Creation of Calendar:

Step 1: Click on 'Create Calendar' after filling all the necessary details




The screenshot shows a form titled "Funding Agency". It contains a dropdown menu for "Select Funding Agency:" with "Others" selected. Below it is a "Description" text area containing several lines of asterisks. At the bottom of the form, there is a red "Create Calendar" button, which is circled in green.

Step 2: Click on 'OK' to Submit or 'Cancel' to review



The screenshot shows a confirmation dialog box from "fostac.fssai.gov.in". The text inside says "Please review before form Submit. click on OK to submit or Cancel to review". There are two buttons: a blue "OK" button and a grey "Cancel" button, both of which are circled in green. Below the dialog box, a red "Create Calendar" button is visible.

Step 3: Batch code for the training will be created as soon as the training calendar is created and will be displayed on the screen.



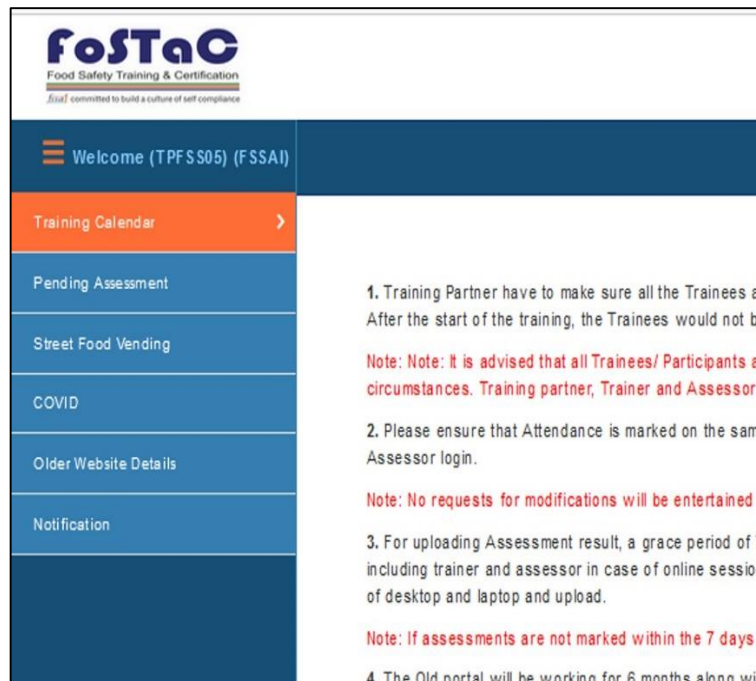
The screenshot shows a success message dialog box from "fostac.fssai.gov.in". The text says "Your Calender with BatchCode ***** created successfully". There is a checkbox labeled "Don't allow fostac.fssai.gov.in to prompt you again" which is currently unchecked. A blue "OK" button is located at the bottom right of the dialog box.

- The details of the training calendar created can be viewed by Clicking on ‘Upcoming Training’ under ‘Training Calendar’ on the left side dashboard
- All Training under FoSTaC programme should be scheduled/ organized through FoSTaC portal only. Any FoSTaC trainings organized outside FoSTaC portal will be invalid and may lead to de-empanelment of Training Partner.

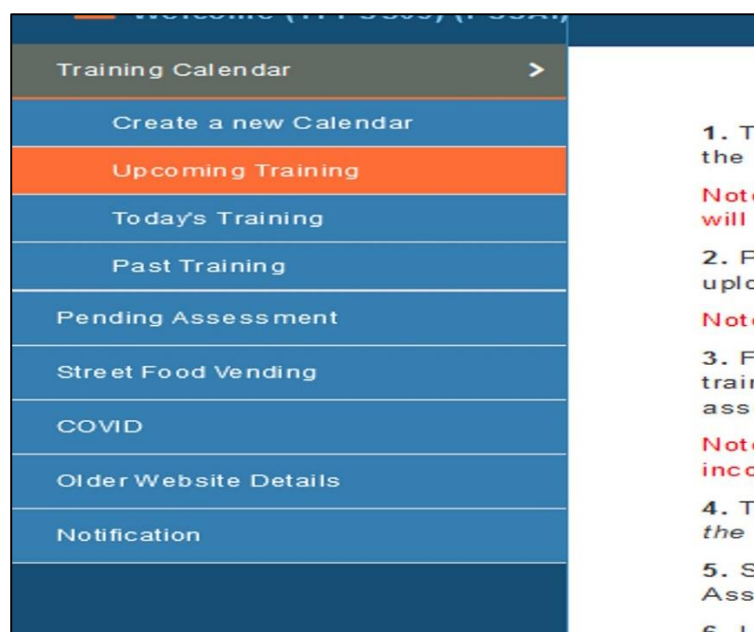
b. Modification/ Cancellation of scheduled training:

Training partners can view/ modify the details of the scheduled trainings by Clicking on ‘Upcoming Training’ under ‘Training Calendar’ on the left side dashboard. The details of Trainings scheduled on the present day can be viewed/modified under ‘Today’s Training’

Step 1: Click on “Training Calendar” on the dash board



Step 2: Click on “Upcoming Training” or “Today’s Training” on the dash board to view the list of schedule trainings respectively.





Step 3: List of Upcoming trainings/ Todays training will be displayed.

Today's Trainings

Show entries Search:




S.No	BatchCode	Trainer Name	Assessor Name	Training Venue	Training State	Training District	Training City	Training Date Time	Course Name	Sector Name	Seat Capacity
1	*****	** **	**** ****	**** ***	*** ***	*** ***	***** *****	***** ***** *****	*** ***	*** ***	*** ***

Showing 1 to 1 of 1 entries Previous 1 Next

Step 5: Scroll to the right of the table click on button to modify the respective training or click on  button to delete the training. 

Upcoming Trainings

Search:

Course Name	Sector Name	Seat Capacity	Enrolled	Training Mode	Paid/Unpaid	Edit/Cancel Calendar	Calendar Status
*****	NA	15	0	offline	0		Calendar Cancelled
*****	NA	2	0	offline	1416	 	Calendar Created

Previous 1 Next

Step 6: Training partner can modify/ update only Trainer, Assessor, Seat Capacity, Training fees, Training venue & Training mode. Training partner cannot modify Training Date & Time and Training Course

Update Calendar/Training

Batch Code	Trainer Name	Assessor Name	Training Venue	Training Date & Time	Course
BCACOV100/00387	Dummy Trainer	Dummy Assessor Assessor	3 Floor conference Hall	29-08-2022 04:00/29-08-2022 08:00	Basic Cate COVID

Update Trainer Update Assessor Seat Capacity Training Fees Training Venue Training Mode

c. Conduct of Training:

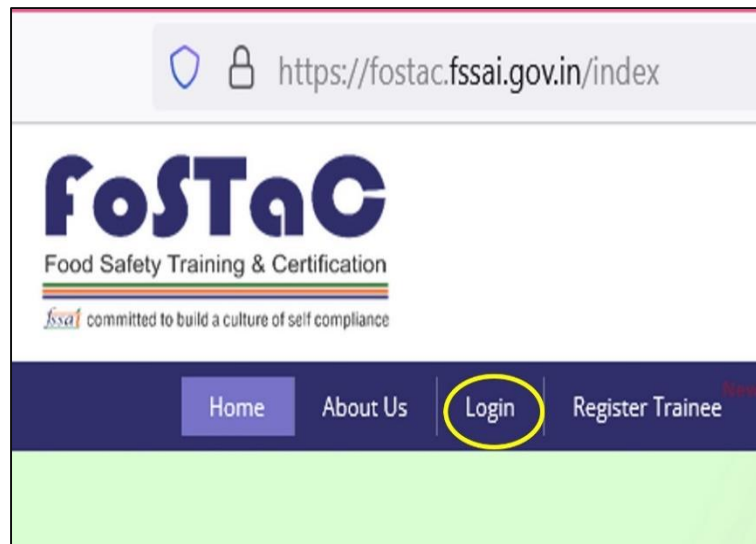
Training partners should conduct the training as scheduled, fulfilling the following conditions:

- Training should be conducted only with the trainer mentioned in the Training Calendar
- Assessment should be mentioned only with the Assessor assigned in the training calendar (will be visible only to the Training Partners)
- Training partners should make sure that the Assessor has marked the attendance for the training on the same day of the Training.
- Training partners should make sure that the Assessor completes and submits the Assessment sheet and Assessment video within 7 days from the conduct of training.
- The TPs should ensure that the fee for training will not be exceeded the limit as per prescribed under FoSTaC Training Fee Structure.

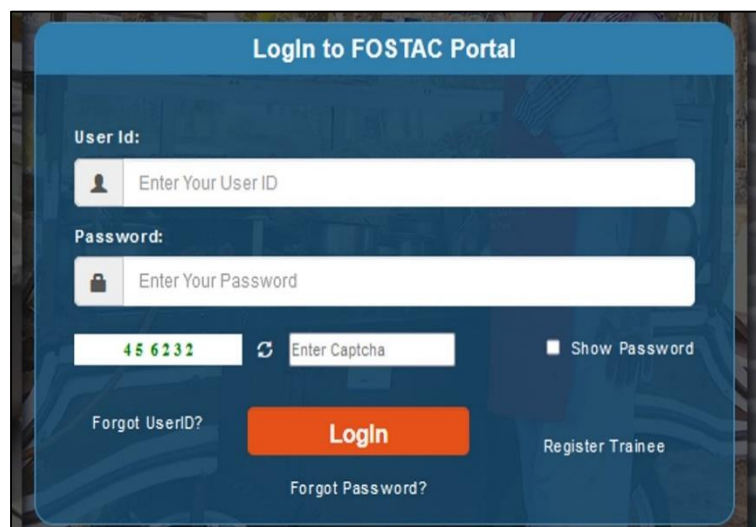
d. Street Food Vending:

Training Partners can organise Street Food Vending Course (4 hours' duration) by following Steps:

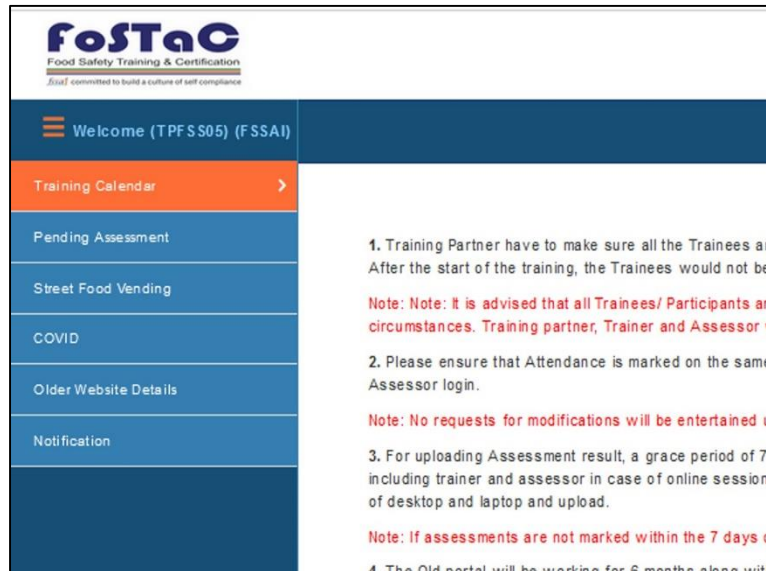
Step 1: Open New FoSTaC portal and click on “Login” Tab



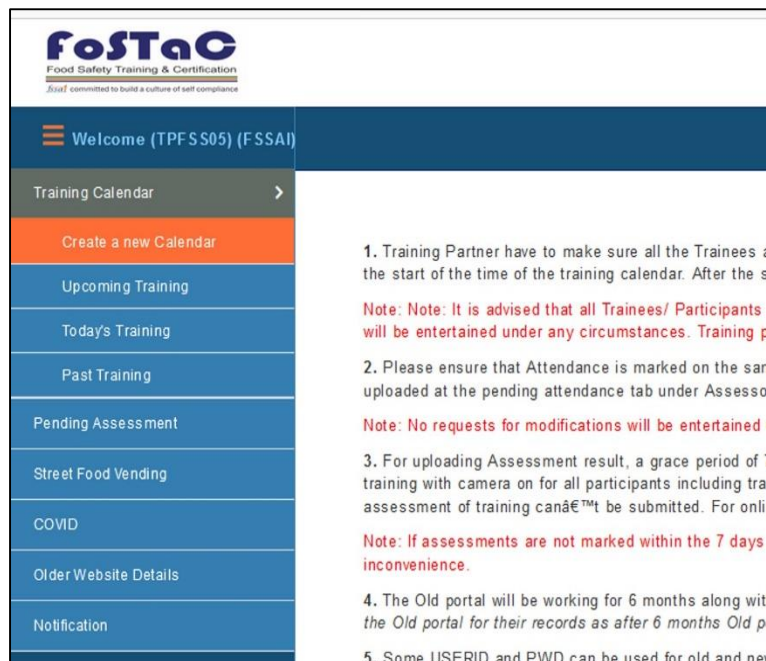
Step 2: Log in FoSTaC portal using the credentials of Training partner



Step 3: Click on the “Training Calendar” from the Dashboard on the left of the screen



Step 4: Click “Create a new Calendar” from the drop down menu



1. Training Type:

Step 1: Select the Training type (online/ offline)



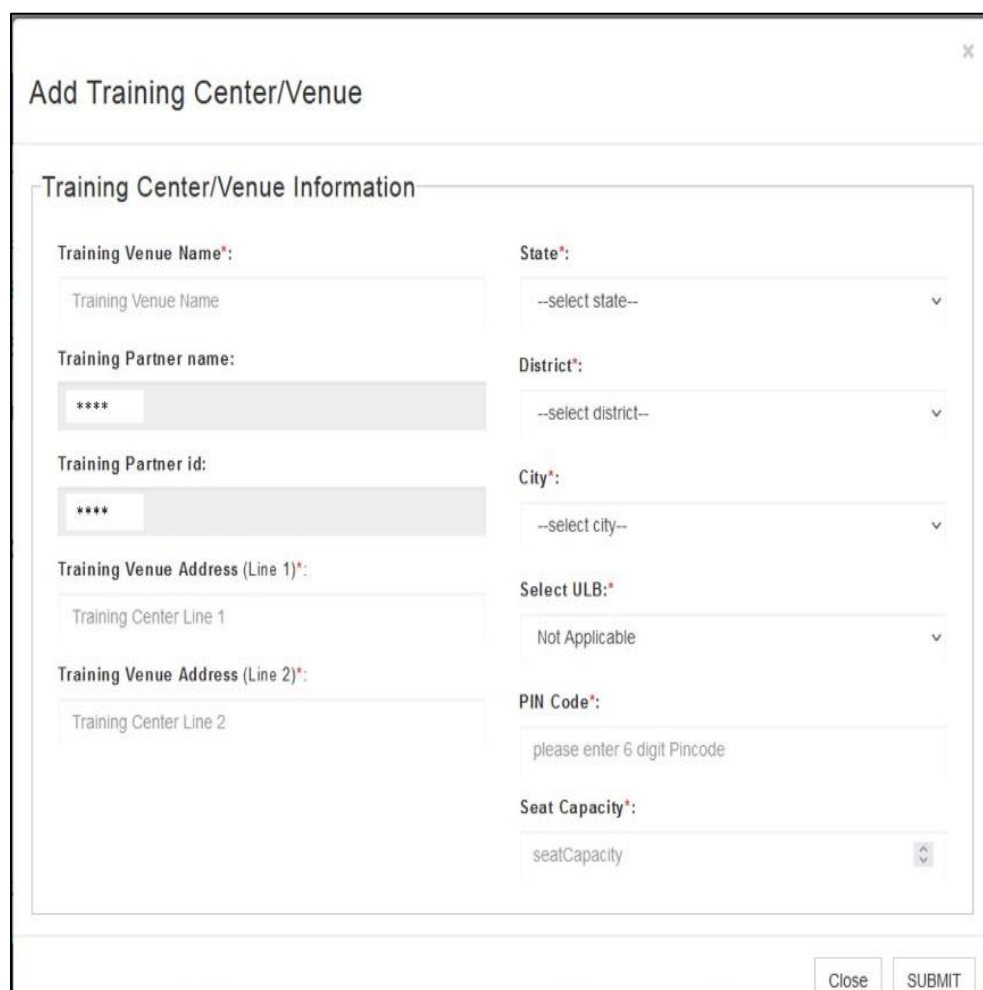
2. Training Center/ Venue:

ii. Pre-requisite for selection of Training centre/ Venue

Step 1: Click on “Add New Venue”



Step 2: Enter all the details in the prompted screen and click on submit button to add the new venue. (Attention must be given that the option for ULB has to be selected as applicable only for training venue added by NULM)

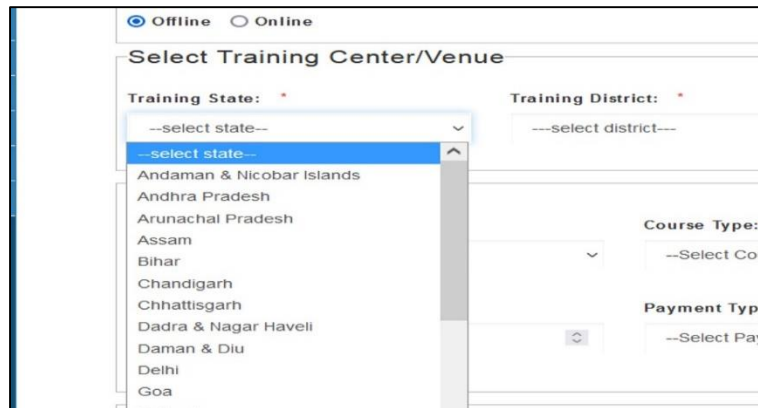


3. Selection of Training Centre/ Venue:

i) for Offline Training

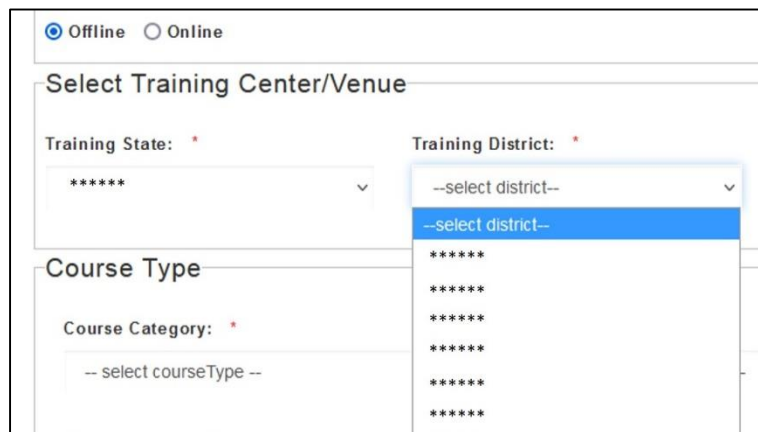
- After adding the venue and selecting desired Training type (*refer pg. no- 30*), proceed with the following steps for selection of Training calendar for offline trainings,

Step 1: Click on ‘Select State’ and Select desired State from the options available in the drop down menu.



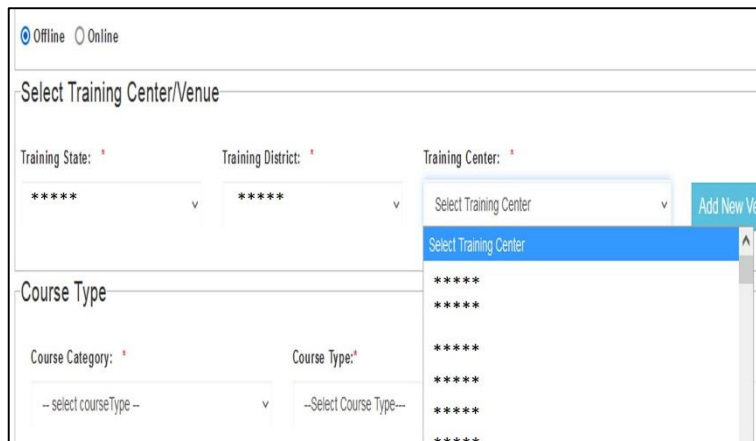
The screenshot shows a web form titled "Select Training Center/Venue". At the top, there are radio buttons for "Offline" (selected) and "Online". Below this, there are two dropdown menus: "Training State:" and "Training District:". The "Training State:" dropdown is open, displaying a list of Indian states: Andaman & Nicobar Islands, Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chandigarh, Chhattisgarh, Dadra & Nagar Havelli, Daman & Diu, Delhi, and Goa. To the right, there are fields for "Course Type:" and "Payment Type:", both with "--Select" options.

Step 2: Click on ‘Select District’ and Select desired District from the options available in the drop down menu



The screenshot shows the same web form. The "Training State:" dropdown is now closed and contains "*****". The "Training District:" dropdown is open, displaying a list of districts, each represented by "*****". Below these, there are fields for "Course Type:" and "Course Category:", both with "-- select" options.

Step 3: Click on ‘Select Training Centre’ and Select Training centre from the options available in the drop down menu. The list of training centers from the drop down menu will contain only the training centers which are added by Training Partners as mentioned in pg.no- 30

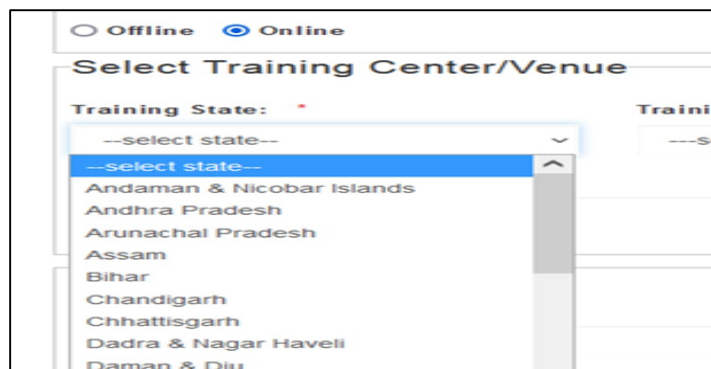


The screenshot shows the web form with the "Training State:" and "Training District:" dropdowns closed. The "Training Center:" dropdown is open, displaying a list of training centers, each represented by "*****". To the right of this dropdown is a button labeled "Add New Ven". Below the "Training Center:" dropdown, there are fields for "Course Category:" and "Course Type:", both with "--Select" options.

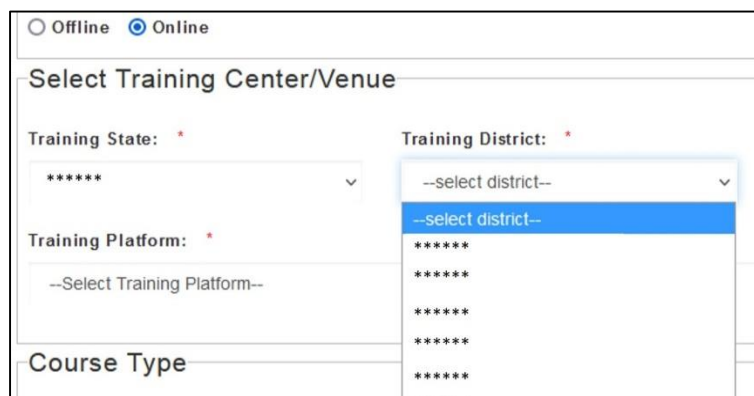
ii) for Online Training

- **Attention: Training Partners** when conducting any online Trainings on the request of any State/ UT under MoU, the Training centre must be selected from a place within the boundaries of the respective State/UT. The same must be followed when any online training are conducted on behalf of a client who clearly wants such training to be conducted from a place within boundaries of a particular State/ UT.
- After adding the venue and selecting desired Training type (refer pg. no- 29 & 30), proceed with the following steps for selection of Training calendar for offline trainings

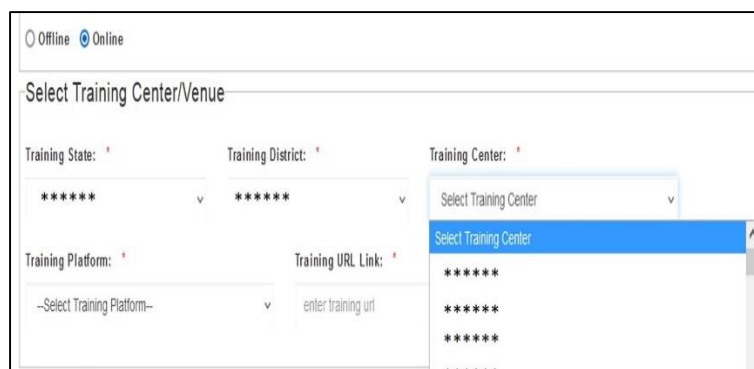
Step 1: Click on ‘Select State’ and Select desired State from the options available in the drop down menu



Step 2: Click on ‘Select District’ and Select desired District from the options available in the drop down menu



Step 3: Click on ‘Select Training Centre’ and Select Training centre from the options available in the drop down menu. The list of training centers from the drop down menu will contain only the training centers which are added by Training Partners as mentioned in pg.no- 30.



Step 4: Click on “Select Training Platform”

The screenshot shows the 'Select Training Center/Venue' form. At the top, there are radio buttons for 'Offline' and 'Online'. Below this, the form title is 'Select Training Center/Venue'. There are three dropdown menus for 'Training State', 'Training District', and 'Training Center', each with a red asterisk and a placeholder of six asterisks. Below these is the 'Training Platform' dropdown, which is highlighted with a green oval and contains the text '--Select Training Platform--'. To its right is the 'Training URL Link' field with a red asterisk and a placeholder 'enter training url'. Further right is the 'Assessment URL Link' field with a red asterisk and a placeholder 'enter assessment url'.

Step 5: Select desired platform (Zoom/ Google Meet/ Cisco Webex/ Microsoft Team/other) from the options available in the drop down menu. Training partners conducting training through platforms not listed on the drop down menu can select “Other”

The screenshot shows the 'Select Training Center/Venue' form with the 'Training Platform' dropdown menu open. The menu lists the following options: '--Select Training Platform--', Zoom, Google Meet, Cisco webx, Microsoft Team, and Other. The 'Training URL Link' field is visible with the placeholder 'enter training url'. Below it is the 'Course Type' field with a red asterisk and a placeholder '--Select Course Type--'.

Step 6: click on “enter training URL” and enter the link URL link to be shared with the trainees/ Trainer/ Assessor for attending the training course

The screenshot shows the 'Select Training Center/Venue' form. The 'Training Platform' dropdown is now closed and contains the text '*****'. The 'Training URL Link' field is highlighted with a green oval and contains the placeholder 'enter training url'. The 'Assessment URL Link' field is visible with the placeholder 'enter assessment url'. Below this is the 'Course Type' section with three dropdown menus: 'Course Category' (placeholder '-- select courseType --'), 'Course Type' (placeholder '--Select Course Type--'), and 'Course Sub Type'.

Step 7: click on “enter assessment URL” and enter the link URL link to be shared with the trainees/ Assessor for assessment of the training course. *(Both the training link and assessment link can be either the same or different as desired by the training partner for completing the assessment of the trainees)*

Offline Online

Select Training Center/Venue

Training State: * Training District: * Training Center: *

***** v ***** v ***** v

Training Platform: * Training URL Link: * Assessment URL Link: *

***** v ***** v enter assessment url

4. Selection of Course Type:

Step 1: Click on “Select course type”

Course Type

Course Category: * Course Type: * Course Sub Type: *

-- select courseType -- --Select Course Type--

Seat Capacity: * Payment Type: *

Enter Seat Capacity --Select Payment Type--

Step 2: Select “Awareness” from the drop down menu

Course Type

Course Category: *

-- select courseType --

-- select courseType --

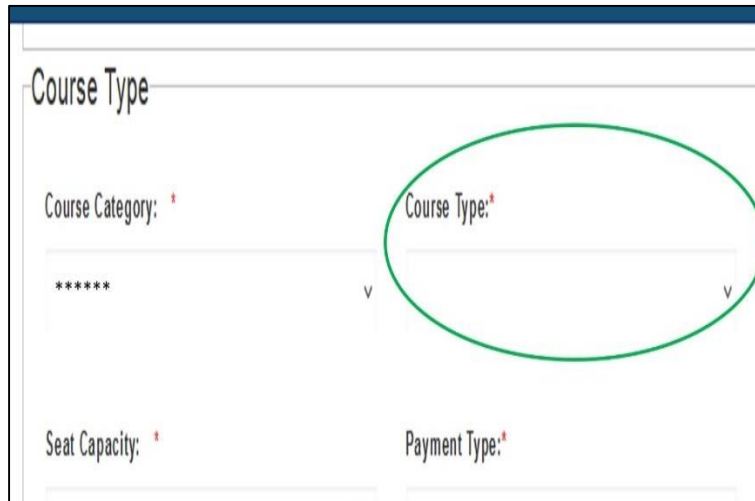
TOT

BASIC

ADVANCE

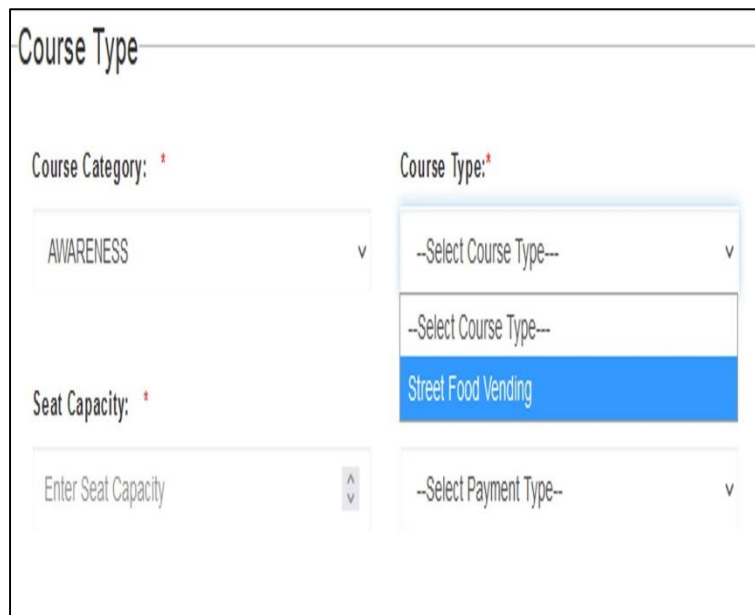
AWARENESS

Step 3: Click on “Select course type”



The screenshot shows a form titled "Course Type". It contains several input fields: "Course Category:" with a dropdown menu showing "*****", "Course Type:" with a dropdown menu, "Seat Capacity:" with a text input field, and "Payment Type:" with a dropdown menu. A green circle highlights the "Course Type:" dropdown menu.

Step 4: Select “Street Food vending” from the drop down menu



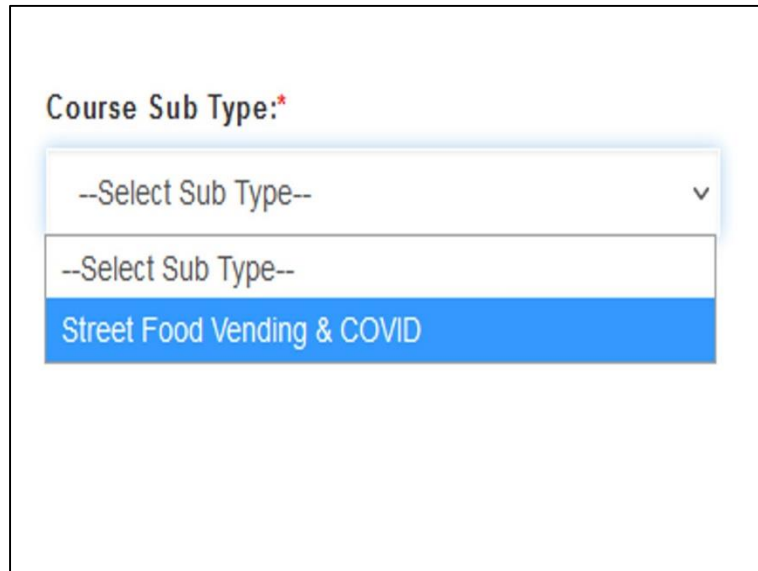
The screenshot shows the "Course Type" form with the "Course Type:" dropdown menu open. The dropdown menu is expanded, showing a list of options: "--Select Course Type--", "--Select Course Type--", "Street Food Vending" (highlighted in blue), and "--Select Payment Type--". The "Course Category:" dropdown menu shows "AWARENESS". The "Seat Capacity:" field has the placeholder text "Enter Seat Capacity".

Step 5: Click on “Select sub type”



The screenshot shows the "Course Type" form with the "Course Sub Type:" dropdown menu highlighted by a green circle. The dropdown menu is expanded, showing a list of options: "--Select Sub Type--". The "Course Category:" dropdown menu shows "*****". The "Course Type:" dropdown menu shows "*****". The "Seat Capacity:" field has the placeholder text "Enter Seat Capacity".

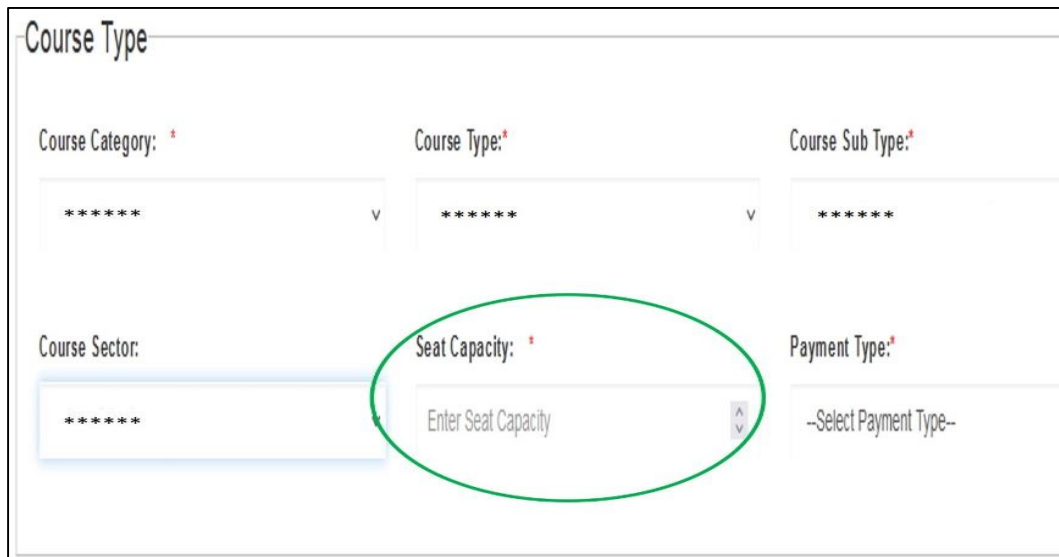
Step 6: Click on “Street Food Vending & COVID”



The screenshot shows a form field labeled "Course Sub Type:" with a red asterisk. Below it is a dropdown menu. The menu is open, showing a list of options. The top two options are "--Select Sub Type--". The third option, "Street Food Vending & COVID", is highlighted in blue, indicating it is the selected option.

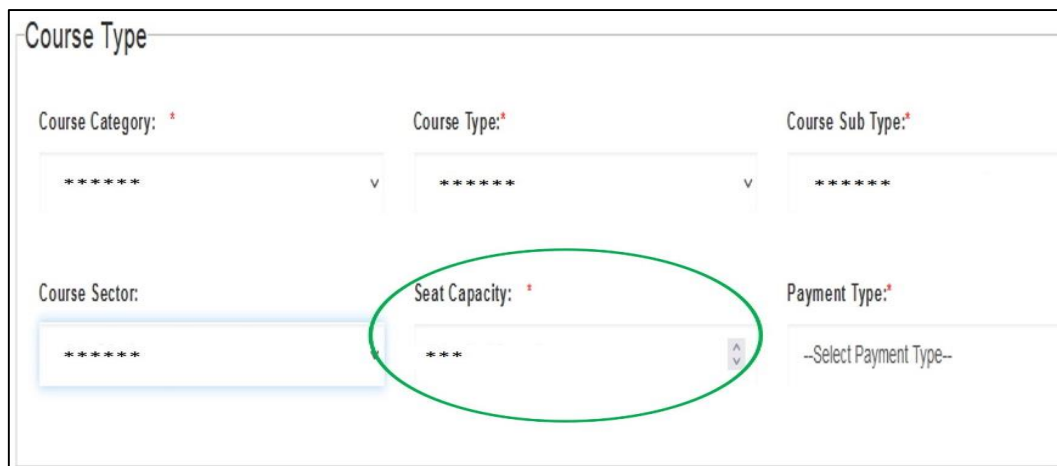
5. Selection of Seating Capacity:

Step 1: Click on “Enter Seating Capacity”



The screenshot shows a form titled "Course Type". It contains several fields: "Course Category:" (with a red asterisk and a dropdown menu showing "*****"), "Course Type:" (with a red asterisk and a dropdown menu showing "*****"), "Course Sub Type:" (with a red asterisk and a dropdown menu showing "*****"), "Course Sector:" (with a dropdown menu showing "*****"), "Seat Capacity:" (with a red asterisk and a text input field containing "Enter Seat Capacity"), and "Payment Type:" (with a red asterisk and a dropdown menu showing "--Select Payment Type--"). The "Seat Capacity:" field is circled in green.

Step 2: Enter desired ‘Seat capacity’ for the training as permitted by FSSAI (Maximum allowed seats for offline Street Food vending course is 50; Maximum allowed seats for all online courses are 100)



The screenshot shows the same "Course Type" form as in the previous image. The "Seat Capacity:" field now contains the number "50" and is circled in green. The other fields remain the same as in the previous image.

6. Selection of Payment mode of Training:

Step 1: Click on “Select Payment Type”

The screenshot shows the 'Course Type' form with the following fields: Course Category, Course Type, Course Sub Type, Course Sector, Seat Capacity, and Payment Type. The 'Payment Type' dropdown menu is highlighted with a green circle and contains the option '--Select Payment Type--'.

Step 2: Click on the appropriate option from the drop down menu of ‘Payment Type’ (Paid/ Unpaid)

The screenshot shows the 'Course Type' form with the 'Payment Type' dropdown menu open. The 'Paid' option is selected and highlighted in blue. The 'Un-Paid' option is also visible. The 'Training Date & Time' section is partially visible at the bottom.

Step 3: **For Paid trainings-** Click on “Enter Fee” to enter the desired fee (without GST) for the training, not exceeding the limits permitted by FSSAI from time to time (*Maximum of Rs. 525 for Online Street Food Vending Course and Rs. 700 for Offline Street Food Vending Course*).

The screenshot shows the 'Course Type' form with the following fields: Course Category (AWARENESS), Course Type (Street Food Vending), Course Sub Type (Street Food Vending & COVID), Seat Capacity (50), Payment Type (Paid), and Fee (Enter Fee). The 'Fee' field is highlighted with a green circle and contains the text 'Enter Fee'. A note below the field reads: 'Note: Please Enter Fees Without GST'.

7. Selection of Training Date & Time:

Step 1: Click on “Training Start Date and Time”

The screenshot shows a form titled "Training Date & Time". It has two input fields: "Training Start Date and Time: *" and "Training End Date and Time: *". The first field is highlighted with a green circle.

Step 2: Select the desired 'Training Start Date' from the prompted calendar

The screenshot shows the "Training Date & Time" form with a calendar overlay. The calendar is for the month of August, with days 28 through 31 visible. The date 1st is highlighted in orange. To the right of the calendar is a dropdown menu for "Assessor Name: *" with the text "Select Assessor Name".

Step 3: Select the desired 'Training Start time' from the prompted clock after selecting the date.

The screenshot shows the "Training Date & Time" form with a clock overlay. The time 12:00 is displayed above the clock. The clock face shows the number 12 highlighted in orange. Below the clock face, the time "12 : 00 PM" is displayed and circled in green.

Step 4: Click on “Training End Date and Time”

The screenshot shows a form titled "Training Date & Time". It has two input fields: "Training Start Date and Time:" and "Training End Date and Time:". The start field contains the placeholder "XX-XX-XXXX XX:XX". The end field is empty and is circled in green. There are red asterisks next to both field labels.

Step 5: Select the desired ‘Training End Date’ from the prompted calendar

The screenshot shows the same form as in Step 4, but with a calendar overlay for the "Training End Date and Time" field. The calendar shows the month of September 2022. The date "2" is selected and highlighted in red. The "Training Start Date and Time" field contains the placeholder "XX-XX-XXXX XX:XX".

Step 6: Select the desired ‘Training End time’ from the prompted clock after selecting the date. (*Duration of Street Food Vending Course is 4 hours*)

The screenshot shows the same form as in Step 5, but with a clock overlay for the "Training End Date and Time" field. The date "2" is selected. The clock shows "12 : 00 PM". The "12" and "00" are circled in green. The "Training Start Date and Time" field contains the placeholder "XX-XX-XXXX XX:XX".

8. Selection of Trainer:

Step 1: Click on “Trainer name”

The screenshot shows a form titled "Training Date & Time". It contains three input fields: "Training Start Date and Time:" with a placeholder "XX-XX-XXXX XX:XX", "Training End Date and Time:" with a placeholder "XX-XX-XXXX XX:XX", and "Trainer Name:" with a dropdown menu. The dropdown menu is highlighted with a green circle, indicating it is the focus of the current step.

Step 2: Select the desired Trainer from the list available in the dropdown menu only

The screenshot shows the same "Training Date & Time" form, but the "Trainer Name:" dropdown menu is now open. The dropdown menu is highlighted with a blue bar and contains a list of options, each preceded by a line of asterisks. The "Select Trainer" option is highlighted in blue.

9. Funding Agency:

Step 1: Click on “Select Funding Agency”

The screenshot shows a form titled "Assessment Details". It contains two input fields: "Assessment Date and Time:" with a placeholder "XX-XX-XXXX XX:XX" and "Assessor Name:" with a dropdown menu labeled "Select Assessor Name". Below these fields is a section titled "Funding Agency" with a dropdown menu labeled "Select Funding Agency:". The dropdown menu is highlighted with a green circle, indicating it is the focus of the current step. At the bottom of the form is a button labeled "Create Calendar".

Step 2: Select Appropriate funding agency from the options available in the Drop down menu.

- The option of “State & Union Territory” should be selected only when the training is being organized on request of the respective State & Union Territory under MoU being signed with FSSAI.
- The option of “Directorate of Municipal Administration, U.D.&H.D., Govt. of Jharkhand” should be selected only for trainings organized by NULM
- For Trainings being funded by any funding agency other than the two mentioned above, should select the option of “Others” and proceed enter the details of the Funding Agency.



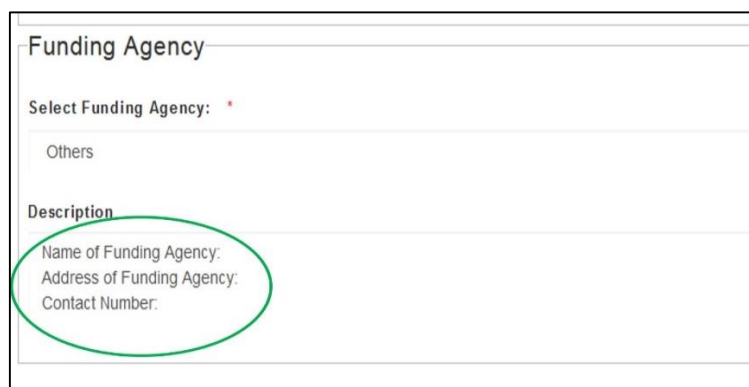
The screenshot shows a form titled "Funding Agency". Below the title is a label "Select Funding Agency: *" followed by a dropdown menu. The dropdown menu is open, showing the following options: "--Select Funding Agency--", "--Select Funding Agency--", "Directorate of Municipal Administration, U.D.&H.D., Govt. of Jharkhand", "State & Union territory", and "Others". The "State & Union territory" option is currently selected and highlighted in blue.

- **Training partners should pay attention while selecting the funding agency so that the option of State& Union Territory is not selected for trainings which are not funded by State/ UT government.**



The screenshot shows the same "Funding Agency" form. The dropdown menu is open, and the "Others" option is now selected and highlighted in blue. The other options visible are "--Select Funding Agency--", "--Select Funding Agency--", "Directorate of Municipal Administration, U.D.&H.D., Govt. of Jharkhand", and "State & Union territory".

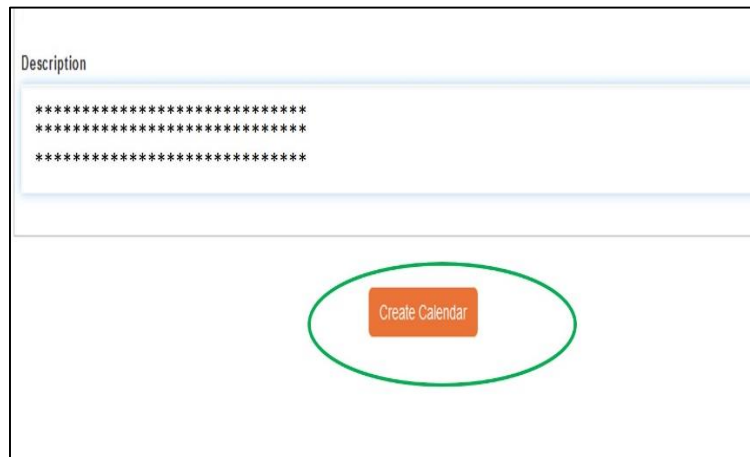
- Other funding agency should be described under 200 words in the Description box prompted by clicking on the option of ‘Others’



The screenshot shows the "Funding Agency" form with the "Others" option selected in the dropdown menu. Below the dropdown is a section titled "Description". This section contains three input fields: "Name of Funding Agency:", "Address of Funding Agency:", and "Contact Number:". A green oval highlights these three input fields.

10. Creation of Calendar:

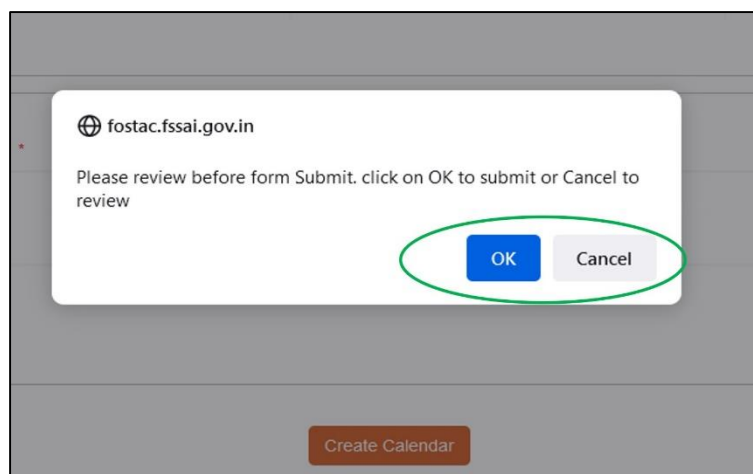
Step 1: Click on 'Create Calendar' after filling all the necessary details



Description

Create Calendar

Step 2: Click on 'OK' to Submit or 'Cancel' to review



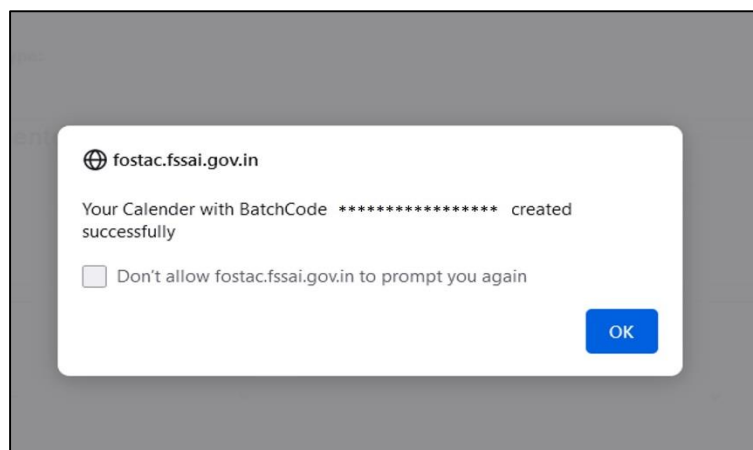
fostac.fssai.gov.in

Please review before form Submit. click on OK to submit or Cancel to review

OK Cancel

Create Calendar

Step 3: Batch code for the training will be created as soon as the training calendar is created and will be displayed on the screen.



fostac.fssai.gov.in

Your Calendar with BatchCode ***** created successfully

Don't allow fostac.fssai.gov.in to prompt you again

OK

11.Registration of Trainee by Training Partner (for Street Food Vending Course):

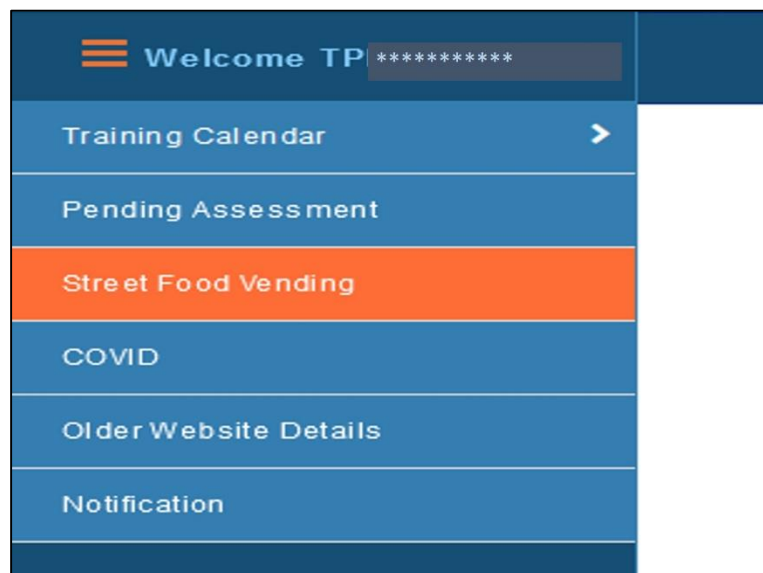
Training partners themselves can enroll the interested trainees only for the Street Food Vending Course. The registration can either be done for individual trainees or for trainees in bulk.

Registration of Individual trainees of Street Food Vending Course:

Step 1: Log in FoSTaC portal using the credentials of Training partner



Step 2: Click on “Street Food Vending” form the dashboard on the left



Step 3: From the list of scheduled Street food vending courses displayed on the screen, click on “Register Trainee” for registering individual trainee in the respective batch code

Street Food Vending												
Show 10 entries		Search:										
S. No.	Batch Code	Training Center Name	Trainer Name	Assessor	State	City	Seat Capacity	Available Seat	Training Date	Training Mode	Register Trainee	Bulk Registration
1	BSTCOVID106/00478	**	**	FSSAI (only for COVID) FSSAI FSSAI	*	**	50	50	30-08-2022 16:00	offline	Register Trainee	click here to register

Step 4: Select “ID type” (Aadhaar/ Driving License/ Voter ID card/ Pan card) and Enter Valid ID number. Fill the necessary details in the Trainee Registration form as prompted on the screen. (*ID number, First Name, Last Name, Mobile Number, State, District, Taluk/city are mandatory details to be filled*). Any valid ID number

The screenshot shows the 'Trainee Registration For SFV' form. The 'Personal Information' section includes the following fields:

- Select ID Type* (Dropdown menu with [-Not Selected-])
- Enter Your ID No. (Text input)
- State* (Dropdown menu with Select State)
- District* (Dropdown menu with Select District)
- Tehsil/Taluka/City* (Dropdown menu with Select City)
- Organization Name (Text input with Organization Name placeholder)
- First Name* (Text input with First Name placeholder)
- Middle Name (Text input with Middle Name placeholder)
- Last name* (Text input with Last Name placeholder)
- Mobile* (Text input with Mobile Number placeholder)
- E-mail (Text input with Email Id placeholder)

An orange 'Register' button is located at the bottom center of the form.

Step 5: Click on “Register” to complete registration of the trainee.

This screenshot is identical to the previous one, showing the 'Trainee Registration For SFV' form. In this version, the orange 'Register' button at the bottom center is highlighted with a green circle, indicating the final step of the registration process.

Step 6: A message of “Successfully Saved Data” will appear on screen after completion of Registration of trainee for Street Food Vending Course.

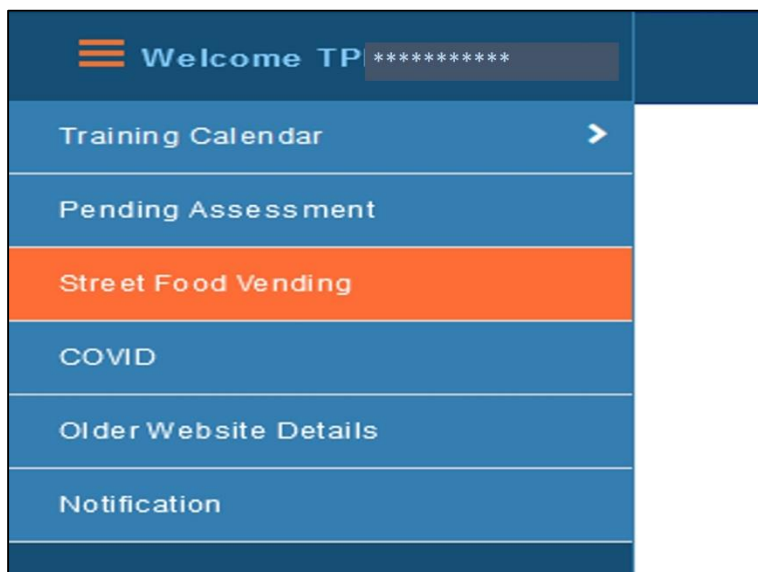


Bulk Registration of trainees for Street Food Vending Course:

Step 1: Log in FoSTaC portal using the credentials of Training partner



Step 2: Click on “Street Food Vending” form the dashboard on the left



Step 3: From the list of scheduled Street food vending courses displayed on the screen, click on “click here to register” for registering trainees in bulk for the respective batch code

Street Food Vending								
Assessor	State	City	Seat Capacity	Available Seat	Training Date	Training Mode	Register Trainee	Bulk Registration
FSSAI (only COVID) FSSAI	*	**	50	50	30-08-2022 16:00	offline	Register Trainee	click here to register

Step 4: From the prompted screen, click on “Click here to Download CSV file to enter trainee details” to download the CSV file for entering the trainee details.

[Click here to Download CSV file to enter trainee details.](#)

Bulk Registration for SFV Course

Batch Code	Trainer Name	Training Venue	Training Date & Time	Course Name	Seat Capacity	Training Mode	Fee
BSTCOVID10600478	***	****	*****	Street Food Vending & COVID	50	offline	826

Upload CSV file for bulk trainee registration

Browse... No file selected.

Instruction to Upload CSV documents

- 1.) Please enter valid Aadhaar No and Phone No.
- 2.) Please ensure Aadhaar No should be of 12 digits and Mobile No of 10 digits.
- 3.) Don't enter any alphabets at Aadhaar No and Mobile No.
- 4.) Don't enter numbers under First Name and Last Name.
- 5.) Aadhaar No and Phone No are Mandatory fields and should not same.
- 6.) Aadhaar No and Phone No once registered under SFV and Covid will not be accepted again.

Step 5: Fill the details of the Trainees in the CSV document downloaded (**First Name, Last Name, Mobile Number, State, District, Taluk/city are mandatory details to be filled; Email, Name of Organization may also be filled if available**). Following instructions should be followed while filing the details in the CSV file-

- Enter Valid Aadhaar (*not mandatory*) and Phone Number
- Ensure Aadhaar number should be of 12 digit and mobile number should be of 10 digit
- Don't enter any alphabets in Aadhaar and mobile number
- Don't enter numbers in First name and Last Name
- Aadhaar no and Mobile number should not be same
- Aadhaar no and Phone number once registered under SFV and COVID will not be accepted again

Step 6: Save the CSV document in your device, without changing the name and header of the file.

Step 7: Click on “Browse” and select the CSV file with the trainee details saved in your device

Click here to Download CSV file to enter trainee details.

Bulk Registration for SFV Course

Batch Code	Trainer Name	Training Venue	Training Date & Time	Course
VID106/00478	***	****	*****	Street Food Ven

Upload CSV file for bulk trainee registration

No file selected.

Step 8: Click on “Upload CSV” for bulk registration of the trainees

Click here to Download CSV file to enter trainee details.

Bulk Registration for SFV Course

Batch Code	Trainer Name	Training Venue	Training Date & Time	Course Name
VID106/00478	***	****	*****	Street Food Vending

Upload CSV file for bulk trainee registration

Step 9: Message showing the number of trainees registered in bulk will be prompted on the screen.

Total Trainee: * registered successfully.

12. Assessment of Trainee Street Food Vending Course:

There will be no assessment of the trainees for the Awareness courses i.e., “Street Food Vending Course” and the “COVID Course”. The certificate of the trainees can be downloaded and issued by the training partners immediately after the ‘training end time’ as given in the training calendar.

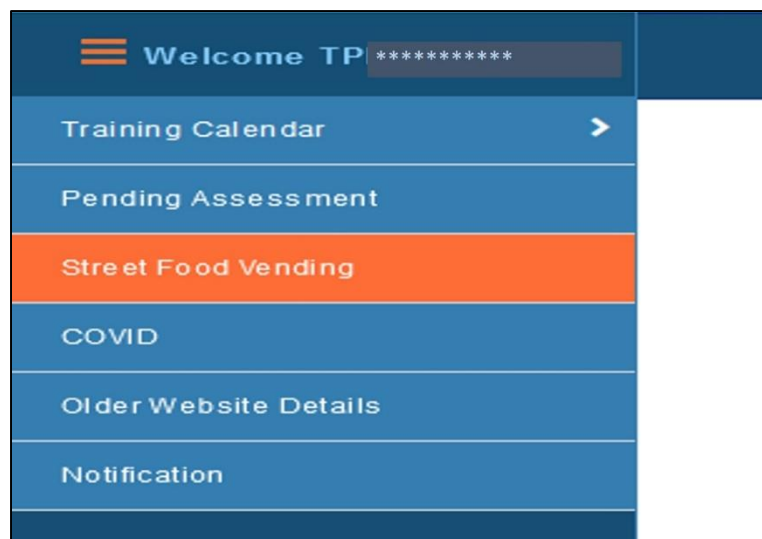
13. Certificate of Street Food Vending Course:

The certificate of the trainees for the Street Food Vending Course can be downloaded only by the Training partners, after the completion of the course. The certificate should be generated and issued only to the trainees who had attended the training for 4 hours.

Step 1: Log in FoSTaC portal using the credentials of Training partner




Step 2: Click on “Street Food Vending” from the dashboard on the left




Step 3: From the list of scheduled Street food vending courses displayed on the screen, click on “batch code” of the completed training, for which you wish to download the certificates.

Street Food Vending										
Show <input type="text" value="10"/> entries										
S. No.	Batch Code	Training Center Name	Trainer Name	Assessor	State	City	Seat Capacity	Available Seat	Training Date	Training Mode
1	BSTCOVID106/00478	**	**	FSSAI (only for COVID) FSSAI FSSAI	*	**	50	50	30-08-2022 16:00	offline

Step 4: Training Partner can now view the list of Trainees who had enrolled for the respective training.

Step 5: The certificate for the respective trainee can be downloaded by clicking on the  button under 'Certificate' tab. The certificate should be downloaded and issued by the Training partner, only to the trainee who had attended the course.

SFV Certificate				
Search: <input type="text"/>				
e	Training Schedule	Email	Mobile	Certificate
ny	30-08-2022 16:00/30-08-2022 20:00		*****	

VI. Instructions for Assessors

a. Attendance of Training:

Attendance of the training should be marked by Assessor on the same day of the training. The attendance can be marked through the Assessor, by following the below mentioned steps:

Step 1: Assessor has to login to FoSTaC portal using the Assessor ID and Password



Step 2: Assessor can find the training pending for attendance, by Clicking on the “Todays/ Pending Attendance” tab from the dashboard on the left.



Marking of Attendance through portal:

Step 3: Click on the batch code to mark the attendance of the respective training

2. Click on BatchCode to Proceed for Attendance Marking.

Pending Attendance

S.No	Batch Code	Training Date	TP Name	Trainer	Assessor	Total Trainee	Attendance Marked	Attendance Unmarked	Final Status
3	BCACOVID100I00446	29-08-2022 11:00	**** **** ****	**** **** ****	***** ***** *****	1	0	1	Pending-Final Submit button not done

Step 4: After Clicking on the batch code, the Assessor will now be able to see the list of the trainees enrolled for the respective batch code along with their name, email, phone number, Roll Number and Training Schedule.

The screenshot shows a web interface titled "Pending Attendance". At the top, there is an "Upload Trainee Attendance Sheet" section with a note "(Maximum Size 2 MB)", an "Upload" button, and a "Browse..." button with the text "No file selected." Below this is a table with the following columns: SNo., Batch Code, Training Schedule, Trainee Name, Email, Mobile, Roll Number, and Trainee Attendance Marked. The table contains one row with the following data: SNo. 1, Batch Code BCACOV100/00446, Training Schedule 29-08-2022 11:00/29-08-2022 15:00, Trainee Name ***** (masked), Email ***** (masked), Mobile ***** (masked), Roll Number ***** (masked), and Trainee Attendance Marked with two buttons: "Present" (green) and "Absent" (red).

Step 5: The Assessor can mark the attendance by clicking on the “Present” or “Absent” button against the respective trainee name. Attention must be given that the Assessor cannot undo the attendance marked for a trainee once either of the Present or Absent button is clicked against the respective trainee.

This screenshot is identical to the previous one, but the "Present" and "Absent" buttons in the "Trainee Attendance Marked" column of the table are circled in green, indicating they are the focus of the next step.

Step 6: Attendance marked will be recorded as soon the assessor clicks on the “Present” or “Absent” button.

The screenshot shows a confirmation message box from "fostac.fssai.gov.in". The message reads: "Attendance successfully marked for Roll Number *****". There is an "OK" button at the bottom right of the message box.

Uploading Attendance Sheet:

In addition to marking of attendance through portal, the Assessor should also upload the Attendance sheet as PDF document not exceeding 2 MB. The attendance sheet should fulfil following conditions:

- The attendance should be marked on the attendance sheet (as in annexure V) and scanned (In PDF format not exceeding 2 MB).
- **For Online Trainings, the attendance report can be downloaded from the online platform used for the conducting the Training (Zoom, Webex, Google Meet, Microsoft Team, others) and such attendance report should clearly mention the name of the trainee and the date & time of the training session.**

Step 2: Scanned attendance sheet should be uploaded by the Assessor- by clicking on Browse button (to select the attendance document);

Pending Attendance

Upload Trainee Attendance Sheet
 *(Maximum Size 2 MB) :

No file selected.

SNo.	Batch Code	Training Schedule	Trainee Name	Email	Mobile	Roll Number	Trainee Attendance Marked
1	BCACOV100/00446	29-08-2022 11:00/29-08-2022 15:00	***** ***** *****	*****	*****	*****	Present

Step 3: Clicking on “Upload” button.

Pending Attendance

Upload Trainee Attendance Sheet
 *(Maximum Size 2 MB) :

Attendance document.pdf

SNo.	Batch Code	Training Schedule	Trainee Name	Email	Mobile	Roll Number	Trainee Attendance Marked
1	BCACOV100/00446	29-08-2022 11:00/29-08-2022 15:00	***** ***** *****	*****	*****	*****	Present

Step 4: The Uploaded Attendance sheet will be immediately available in the portal and the same can be downloaded by clicking on “**Download Attendance sheet**”.

Pending Attendance

Upload Trainee Attendance Sheet
 *(Maximum Size 2 MB) :

No file selected.

SNo.	Batch Code	Training Schedule	Trainee Name	Email	Mobile	Roll Number	Trainee Attendance Marked
1	BCACOV100/00446	29-08-2022 11:00/29-08-2022 15:00	***** ***** *****	*****	*****	*****	Present

Submission of Attendance through portal:

Step 1: After uploading the attendance sheet and marking the attendance on the portal, click on “Final Submit”

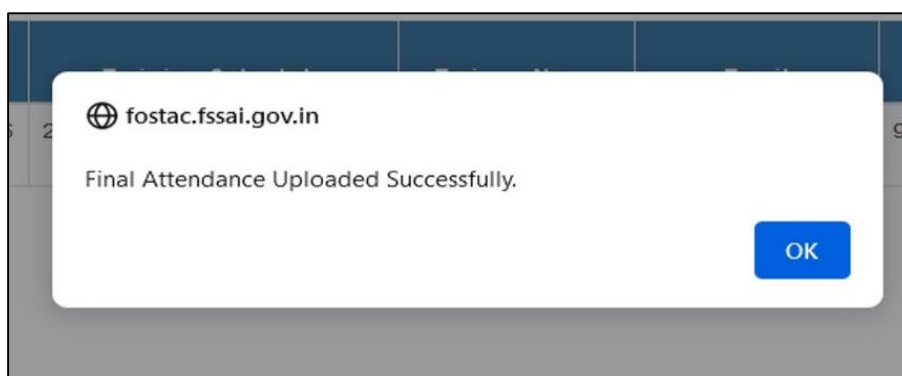
Pending Attendance

Upload Trainee Attendance Sheet
(Maximum Size 2 MB): [Download Attendance sheet](#)

No file selected.

SNo.	Batch Code	Training Schedule	Trainee Name	Email	Mobile	Roll Number	Trainee Attendance Marked
1	BCACOV100/00446	29-06-2022 11:00/29-06-2022 15:00	***** ***** *****	*****	*****	*****	Present

Step 2: Message of “Final Attendance Uploaded Successfully” will be prompted on screen upon successful submission of attendance by Assessor.



b. Assessment of Training:

Assessment of the training should be marked by Assessor within 7 days from the completion of the training. The attendance can be marked through the Assessor, by following the below mentioned steps:

Step 1: Assessor can find the training pending for assessment, by Clicking on the “Today’s/Pending Assessment” tab from the dashboard on the left.

FOSTAC
Food Safety Training & Certification
FSSAI committed to build a culture of self compliance

Welcome ***** (AS *****)

- To days/Pending Attendance
- To days/Pending Assessment**
- Up coming Attendance
- Up coming Assessment
- Completed Attendance
- Completed Assessment
- Notification

Attendance

1. Please ensure that Attendance is uploaded at the pending attendance.

Note: No requests for modification are allowed.

For Assessment

2. For uploading Assessment of training with camera on for assessment of training can

Step 2: Click on the batch code to mark the assessment of the respective training

Step 3: After Clicking on the batch code, the Assessor will now be able to see the list of the trainees enrolled for the respective batch code along with their Training Date, Roll No., Trainee Name.

Marking of Assessment through portal:

Step 1: Click on the button under the tab on the portal for marking the assessment of a trainee.

Search Results

Batch Code: *****

S.No.	Training Date	Roll No.	Trainee Name	Result	Comments	Action
1	29-08-2022 11.00	*****	*****	Please Select v		Update

Final Submit

Step 2: Assessor can choose either “Pass” or “Fail” from the drop down menu to mark the appropriate assessment of the respective trainee. It may be noted that the dropdown menu for marking of assessment will be available only to the trainees who were marked as “Present” during the attendance.

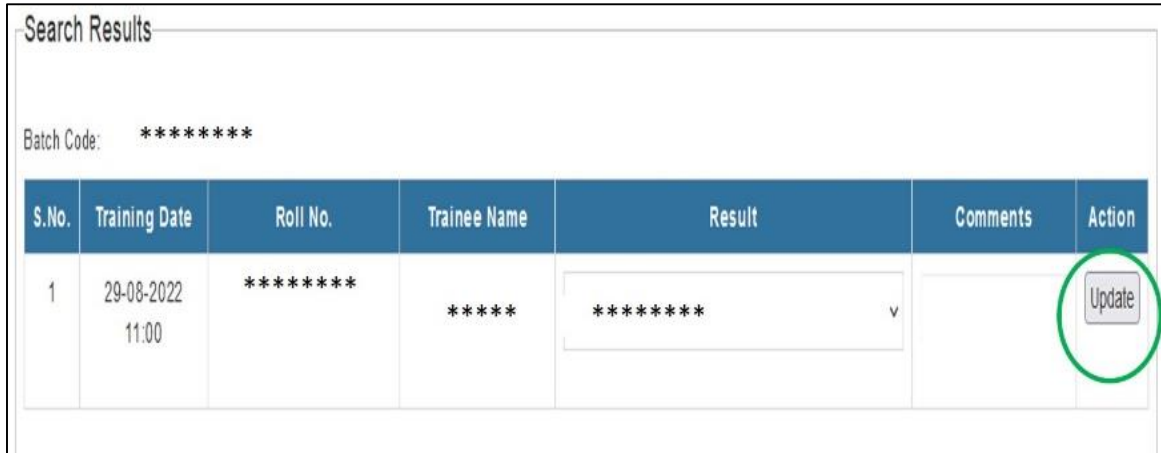
Search Results

Batch Code: *****

S.No.	Training Date	Roll No.	Trainee Name	Result	Comments	Action
1	29-08-2022 11.00	*****	*****	Please Select v Please Select Pass Fail		Update

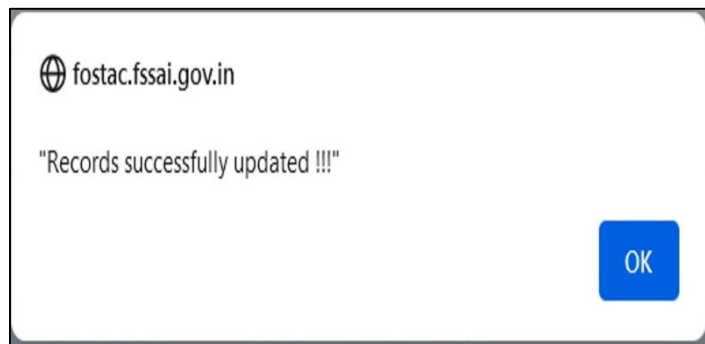
Final Submit

Step 3: After marking Pass or Fail, click on “Update” button to lock the assessment marked for the respective trainer. Attention should be given that the assessment once locked by clicking on “Update” cannot be changed further by the Assessor.



S.No.	Training Date	Roll No.	Trainee Name	Result	Comments	Action
1	29-08-2022 11:00	*****	*****	*****		Update

Step 4: Repeat the same for each trainee to mark the assessment.



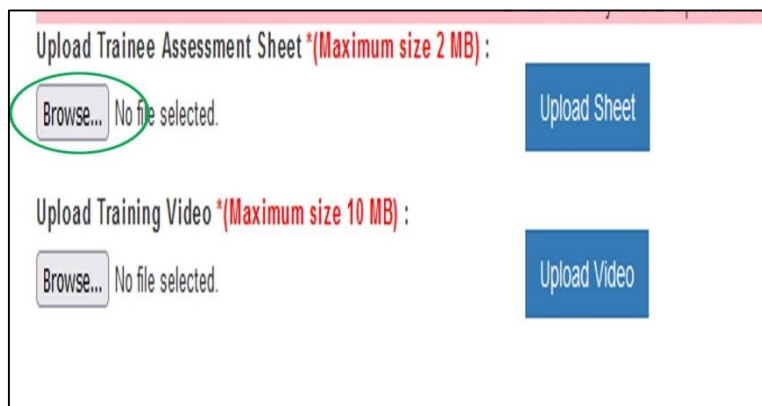
Uploading of Assessment Sheet:

In addition to marking of attendance through portal, the Assessor should also upload the “Trainee Assessment Sheet” as PDF document not exceeding 2 MB.

The assessment sheet uploaded should be -

- As per format attached in Annexure VI
- clearly visible ‘assessment sheet’
- **Should be signed by the assessor either physically or digitally.**

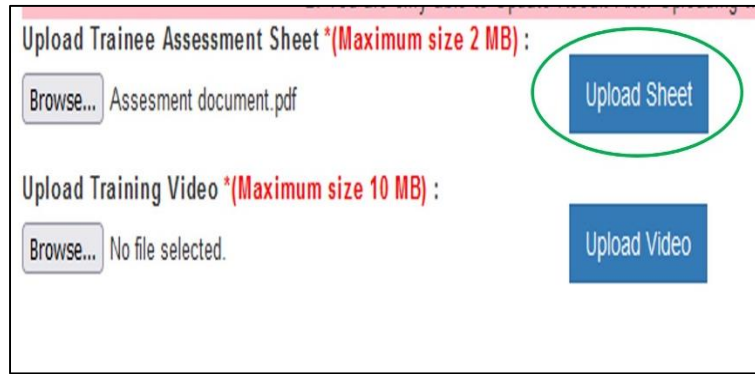
Step 1: The scanned attendance sheet (In PDF format not exceeding 2 MB) should be uploaded by the Assessor- by clicking on Browse button (to select the Assessment document)



Upload Trainee Assessment Sheet *(Maximum size 2 MB):
Browse... No file selected. Upload Sheet

Upload Training Video *(Maximum size 10 MB):
Browse... No file selected. Upload Video

Step 2: Clicking on “Upload Sheet” button.



Upload Trainee Assessment Sheet *(Maximum size 2 MB) :

Browse... Assesment document.pdf

Upload Sheet

Upload Training Video *(Maximum size 10 MB) :

Browse... No file selected.

Upload Video

Step 3: The Attendance sheet uploaded will be readily available in the portal and the same can be downloaded by clicking on “**Download Assessment sheet**”.



Upload Trainee Assessment Sheet *(Maximum size 2 MB) :

Browse... No file selected.

Upload Sheet

Download Assessment sheet

Upload Training Video *(Maximum size 10 MB) :

Browse... No file selected.

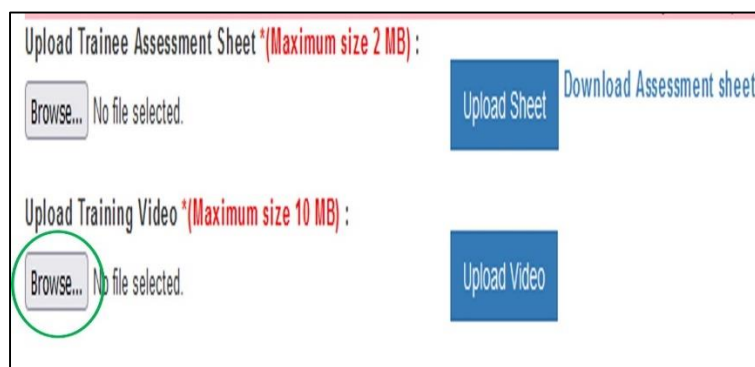
Upload Video

Uploading of Training Video:

The Assessor should also upload the “Training Video” as video file not exceeding 10 MB. The “Training video” uploaded should fulfil the following conditions:

- The training video should be shot during the conduct of the training and/or assessment, with the clearly visible banner (*mentioning the title of training, training venue, Training date & time*) with FoSTaC logo as in annexure IV, in the back ground at the place of training.
- The training video should cover the entire 360° of the place of the training, during the conduct of the training and/or assessment.
- The training video should cover all of the trainees attending the training along with the trainer and the assessor of the training.

Step 1: The Training Video shot (not exceeding 10 MB) should be uploaded by the Assessor- by clicking on Browse button (to select the video document)



Upload Trainee Assessment Sheet *(Maximum size 2 MB) :

Browse... No file selected.

Upload Sheet

Download Assessment sheet

Upload Training Video *(Maximum size 10 MB) :

Browse... No file selected.

Upload Video

Step 2: Click on “Upload Video” button.

Upload Trainee Assessment Sheet ***(Maximum size 2 MB)** :
Browse... No file selected. Upload Sheet Download Assessment sheet

Upload Training Video ***(Maximum size 10 MB)** :
Browse... Assesment video.mp4 Upload Video

Step 3: The Training video uploaded will be readily available in the portal and the same can be downloaded by clicking on “Download Training video”.

Upload Trainee Assessment Sheet ***(Maximum size 2 MB)** :
Browse... No file selected. Upload Sheet Download Assessment sheet

Upload Training Video ***(Maximum size 10 MB)** :
Browse... No file selected. Upload Video Download Training Video

Submission of Assessment through portal:

Step 1: After uploading the “Assessment sheet”, “Training Video” and marking the Assessment on the portal, click on “Final Submit”

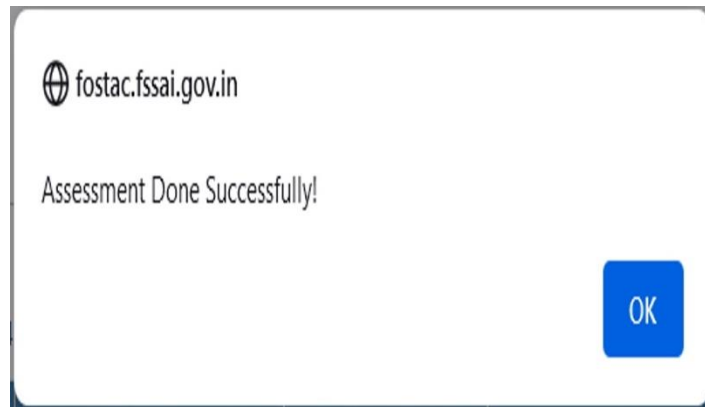
Search Results

Batch Code: *****

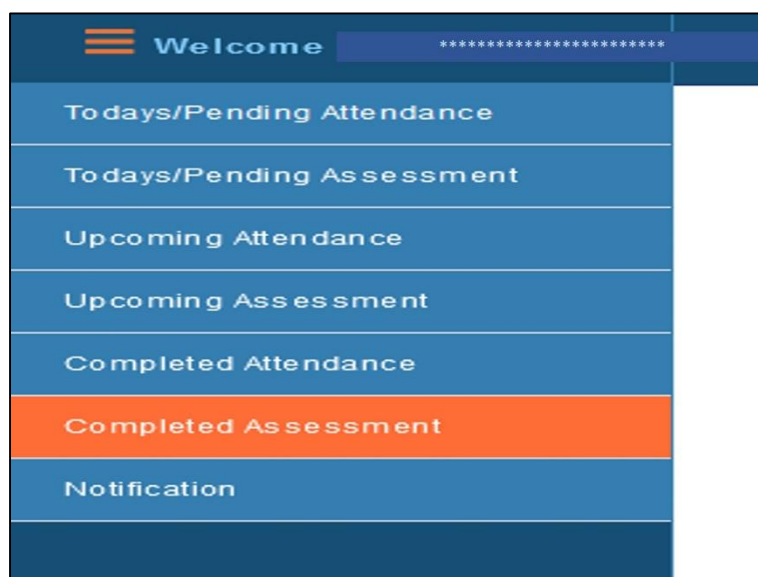
S.No.	Training Date	Roll No.	Trainee Name	Resu
1	Basic Catering & COVID	*****	*****	*****

Final Submit

Step 2: Message of “Assessment Done Successfully” will be prompted on screen upon successful submission of assessment by Assessor.



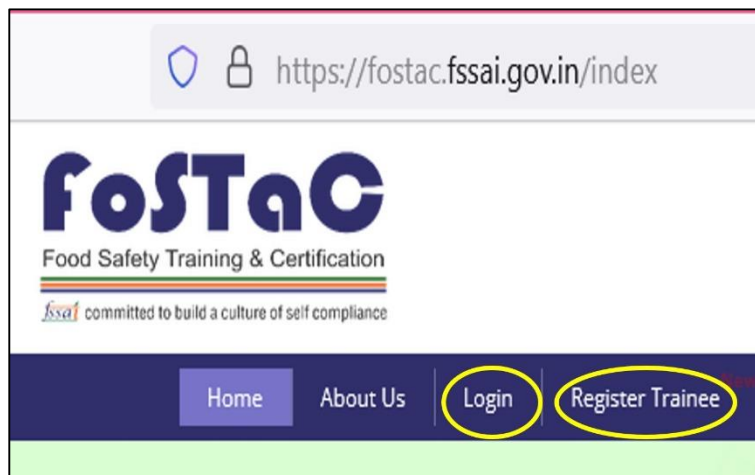
Step 3: The assessor can view the Completed assessment by clicking on “Completed Assessment” tab from the dashboard on the left. However, the attendance and assessment once submitted cannot be changed further.



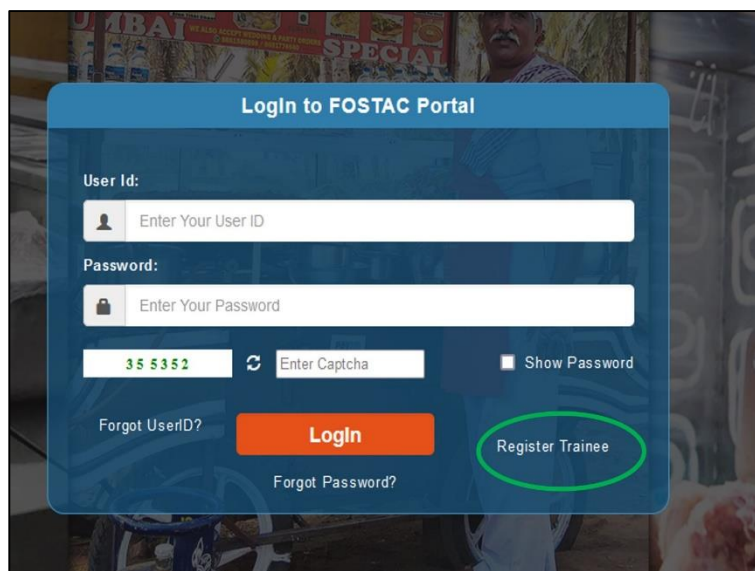
VII. Instructions for Trainees

a. Registration of “New Trainee”:

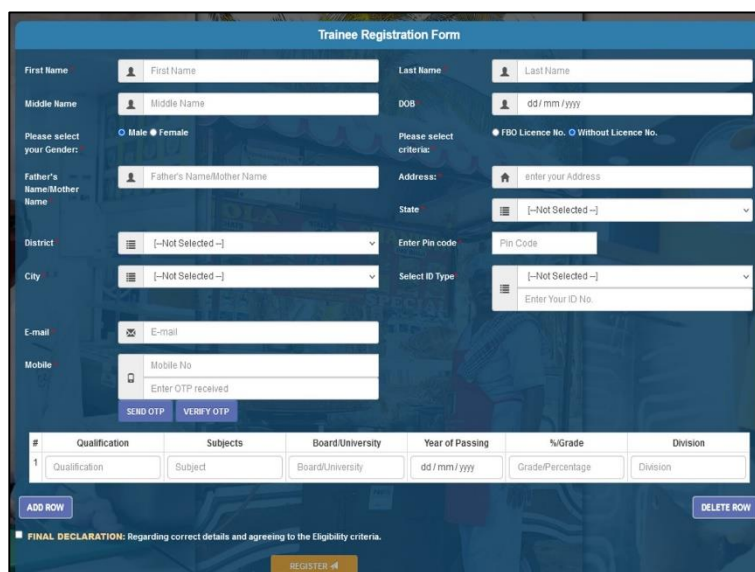
Step 1: Open New FoSTaC portal and click on “Login” Tab or “Register Trainee” Tab



Step 2: Click on “Register Trainee” on Login page



Step 3: “Trainee Registration Form” will be displayed on the screen.



#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	Qualification	Subject	Board/University	dd / mm / yyyy	Grade/Percentage	Division

Step 4: Enter “First Name”, “Last Name”, “Middle Name”, “DOB”, “Gender”, “Father's Name/Mother Name”

The screenshot shows the 'Trainee Registration Form' with the following fields filled with asterisks: First Name, Last Name, Middle Name, DOB, and Father's Name/Mother Name. The Gender is set to 'Female' and the 'Please select criteria' is set to 'FBO Licence No.'. The Address, State, District, and Pin Code fields are empty.

Step 5: Trainees without Licence number can Click on “Without License number” proceed with the steps 6 to 17; FBO with license number can click on “FBO license number” and proceed with step 18 to 33.

This screenshot is identical to the previous one, but the 'Please select criteria' dropdown is now set to 'Without Licence No.'.

Step 6: Enter “Address”; Select “State”, “District”, “City” (from Drop down menu) and enter “Pin code”

The screenshot shows the form with the following fields filled: Address, State, District, City, and Enter Pin code. The 'Please select criteria' remains 'Without Licence No.'. The 'Please select your Gender' is still 'Female' and 'Select ID Type' is '[Not Selected-]'.

Step 7: Select “ID type” (Aadhaar/ Driving License/ Voter ID card/ Pan card)

Address: *****

State: *****

Enter Pin code: *****

Select ID Type: [-Not Selected -]

- [-Not Selected -]
- Aadhaar No
- Driving License
- VoterID card
- Pan card

Step 8: Enter “valid ID number”

Address: *****

State: *****

Enter Pin code: *****

Select ID Type: *****

Please Enter *** No.

Step 9. Enter “E-mail” (not mandatory)

E-mail: E-mail

Mobile: Mobile No

Enter OTP received

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University
1	Qualification	Subject	Board/University

ADD ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 10: Enter “Mobile Number”

E-mail *****

Mobile Mobile No
Enter OTP received

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University
1	Qualification	Subject	Board/University

ADD ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 11: Click on “Send OTP”

E-mail *****

Mobile *****
Enter OTP received

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University
1	Qualification	Subject	Board/University

ADD ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 12: Enter OTP received on the given Mobile number

E-mail *****

Mobile *****

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University
1	Qualification	Subject	Board/University

ADD ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 13: Click on “Verify OTP”

The screenshot shows a registration form with fields for E-mail and Mobile, both containing asterisks. Below these fields are 'SEND OTP' and 'VERIFY OTP' buttons. The 'VERIFY OTP' button is circled in red. Below the buttons is a table with columns: #, Qualification, Subjects, and Board/University. The first row contains '1', 'Qualification', 'Subject', and 'Board/University'. There is an 'ADD ROW' button and a 'REGISTER' button at the bottom.

#	Qualification	Subjects	Board/University
1	Qualification	Subject	Board/University

Step 14: Enter Educational qualification details (*not mandatory*)

- a. Click on “Qualification” and Enter ‘Qualification’ - like ‘5th Class’, ‘SSLC’, ‘Higher Secondary’, ‘Diploma’, ‘Under Graduate’, ‘Post Graduate’, ‘M. Phil’, ‘PhD’ etc.,

The screenshot shows the registration form with the 'Qualification' field in the table highlighted with a red circle. The table has columns: #, Qualification, Subjects, Board/University, Year of Passing, %Grade, and Division. The first row contains '1', 'SSLC', 'Subject', 'Board/University', 'dd/mm/yyyy', 'Grade/Percentage', and 'Division'. There are 'ADD ROW' and 'DELETE ROW' buttons, and a 'REGISTER' button at the bottom.

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	Subject	Board/University	dd/mm/yyyy	Grade/Percentage	Division

- b. Enter the ‘Subjects’ studied under each qualification (all subjects can be mentioned in the same tab separated by Commas)

The screenshot shows the registration form with the 'Subjects' field in the table highlighted with a red circle. The table has columns: #, Qualification, Subjects, Board/University, Year of Passing, %Grade, and Division. The first row contains '1', 'SSLC', 'English, Hindi, Science', 'Board/University', 'dd/mm/yyyy', 'Grade/Percentage', and 'Division'. There are 'ADD ROW' and 'DELETE ROW' buttons, and a 'REGISTER' button at the bottom.

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science	Board/University	dd/mm/yyyy	Grade/Percentage	Division

c. Enter the 'Board/University'

Mobile: *****
Enter OTP received
SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	dd / mm / yyyy	Grade/Percentage	Division

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

d. Enter 'Year of Passing'

Mobile: *****
Enter OTP received
SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30 / 06 / 2010	Grade/Percentage	Division

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

e. Enter 'Grade/ Percentage' scored in the qualification

Mobile: *****
Enter OTP received
SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30 / 06 / 2010	99.99	Division

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

f. Enter Division of qualification- like ‘Food Science’, ‘Engineering’ etc.

Mobile: *****

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30/06/2010	99.99	Not Applicable

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

g. More Rows can be added and Deleted by Clicking on ‘Add Row’ and ‘Delete Row’ respectively.

Mobile: *****

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30/06/2010	99.99	Not Applicable

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 15: Click on the checkbox of “Final Declaration”, after reading the declaration.

Mobile: *****

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30/06/2010	99.99	Not Applicable
2	Diploma	ience, Food Engineering	xxxxxxx	02/06/2021	99.99	Food Science

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 16: Click on “Register”

Mobile: 9929995300
331433
SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30 / 06 / 2010	99.99	Not Applicable
2	Diploma	ience, Food Engineering	xxxxxxx	02 / 06 / 2021	99.99	Food Science

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 17: Trainee ID will be created and the credentials (Trainee ID and Password) will be sent to the given Mobile number within few minutes.

[Back to HOME](#)

You have registered successfully. Login ID and Password sent to your Mobile and Email

FBO with License number can proceed with the following steps after step 5 (in pg.no – 59):

Step 18: Click on “FBO license No.”

Trainee Registration Form

First Name: ***** Last Name: *****
Middle Name: ***** DOB: *****
Please select your Gender: Male Female
Please select criteria: FBO License No. Without Licence No.
Father's Name/Mother Name: ***** Name
License/Reference Number: enter licence number
VERIFY validate your licence

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	Qualification	Subject	Board/University	dd / mm / yyyy	Grade/Percentage	Division

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 19: Enter valid “License/Reference Number”

The screenshot shows the 'Trainee Registration Form' with various input fields. The 'License/Reference Number' field is highlighted with a red circle and contains the text '*****'. Below this field is a 'VERIFY' button. The form also includes fields for First Name, Last Name, Middle Name, DOB, Gender, and Father's Name. A table with columns for Qualification, Subjects, Board/University, Year of Passing, %Grade, and Division is visible. At the bottom, there is a 'REGISTER' button and a 'FINAL DECLARATION' section.

Step 20: Click on “Verify” to validate your licence

This screenshot is identical to the previous one, but the 'VERIFY' button is now highlighted with a red circle, indicating the next step in the process.

Step 21: Registered Email address, Mobile Number and Address of the license will appear on the screen

The screenshot shows a modal window with the following text: 'fostac.fssai.gov.in', 'email *****', 'Mob. *****', and 'Address: *****'. There is an 'OK' button at the bottom right of the modal.

Step 22: Enter “Address”; Select “State”, “District”, “City” (from Drop down menu) and enter “Pin code”

A screenshot of a registration form with a dark blue background. At the top left, there are radio buttons for 'Male' and 'Female'. Below this is a field for 'Father's Name/Mother Name' containing asterisks. To the right, there are radio buttons for 'FBO Licence No.' and 'Without Licence No.', followed by an 'Address' field with asterisks. Below the name field is a 'District' dropdown menu with asterisks. To the right of the district is an 'Enter Pin code' field with asterisks. Below the district is a 'City' dropdown menu with asterisks. To the right of the city is a 'Select ID Type' dropdown menu with '[--Not Selected--]' selected. At the bottom right, there is a field for 'Enter Your ID No.'.

Step 23: Select “ID type” (Aadhaar/ Driving License/ Voter ID card/ Pan card)

A close-up screenshot of the 'Select ID Type' dropdown menu. The menu is open, showing the following options: '[--Not Selected--]', '[--Not Selected--]' (highlighted in blue), 'Aadhaar No', 'Driving License', 'VoterID card', and 'Pan card'. The background shows the 'Address', 'State', and 'Enter Pin code' fields from the previous step.

Step 24: Enter “valid ID number”

A close-up screenshot of the 'Select ID Type' dropdown menu. The menu is open, and the text 'Please Enter *** No.' is visible in a light blue box at the bottom of the dropdown, which is circled in green. The background shows the 'Address', 'State', and 'Enter Pin code' fields from the previous step.

Step 25: Enter “E-mail” (*not mandatory*)

E-mail

Mobile

#	Qualification	Subjects	Board/University
1	Qualification	Subject	Board/University

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

Step 26: Enter “Mobile Number”

E-mail

Mobile

#	Qualification	Subjects	Board/University
1	Qualification	Subject	Board/University

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

Step 27: Click on “Send OTP”

E-mail

Mobile

#	Qualification	Subjects	Board/University
1	Qualification	Subject	Board/University

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

Step 28: Enter OTP received on the given Mobile number

E-mail: *****

Mobile: *****

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University
1	Qualification	Subject	Board/University

ADD ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 29: Click on “Verify OTP”

E-mail: *****

Mobile: *****

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University
1	Qualification	Subject	Board/University

ADD ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 30: Enter Educational qualification details: (not mandatory)

- Click on “Qualification” and Enter ‘Qualification’- like ‘5th Class’, ‘SSLC’, ‘Higher Secondary’, ‘Diploma’, ‘Under Graduate’, ‘Post Graduate’, ‘M. Phil’, ‘PhD’ etc.,

Mobile: *****

Enter OTP received

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	Subject	Board/University	dd / mm / yyyy	GradePercentage	Division

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

- b. Enter the ‘Subjects’ studied under each qualification (all subjects can be mentioned in the same tab separated by Commas)

Mobile: *****
Enter OTP received
SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science	Board/University	dd / mm / yyyy	Grade/Percentage	Division

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

- c. Enter the ‘Board/University’

Mobile: *****
Enter OTP received
SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	dd / mm / yyyy	Grade/Percentage	Division

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

- d. Enter ‘Year of Passing’

Mobile: *****
Enter OTP received
SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30 / 06 / 2010	Grade/Percentage	Division

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

e. Enter 'Grade/ Percentage' scored in the qualification

Mobile: *****
Enter OTP received
SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30/06/2010	99.99	Division

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

f. Enter Division of qualification- like 'Food Science', 'Engineering' etc.

Mobile: *****

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30/06/2010	99.99	Not Applicable

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

g. More Rows can be added and Deleted by Clicking on 'Add Row' and 'Delete Row' respectively.

Mobile: *****

SEND OTP VERIFY OTP

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30/06/2010	99.99	Not Applicable

ADD ROW DELETE ROW

FINAL DECLARATION: Regarding correct details and agreeing to the Eligibility criteria.

REGISTER

Step 31: Click on the checkbox of “Final Declaration”, after reading the declaration.

The screenshot shows a registration form with a table of qualifications. Below the table, there is a checkbox labeled "FINAL DECLARATION" which is circled in red. The text next to the checkbox reads "Regarding correct details and agreeing to the Eligibility criteria." Below this is a "REGISTER" button.

#	Qualification	Subjects	Board/University	Year of Passing	%Grade	Division
1	SSLC	English, Hindi, Science,	CBSE	30/06/2010	99.99	Not Applicable
2	Diploma	ience, Food Engineering	xxxxxxx	02/06/2021	99.99	Food Science

Step 32: Click on “Register”

The screenshot shows the same registration form as in Step 31, but now the "FINAL DECLARATION" checkbox is checked. The "REGISTER" button is still visible.

Step 33: Trainee ID will be created and the credentials (Trainee ID and Password) will be sent to the given Mobile number within few minutes.

The screenshot shows a success message page with a "Back to HOME" link and a message stating "You have registered successfully. Login ID and Password sent to your Mobile and Email".

b. Enrolment of Training by Trainee:

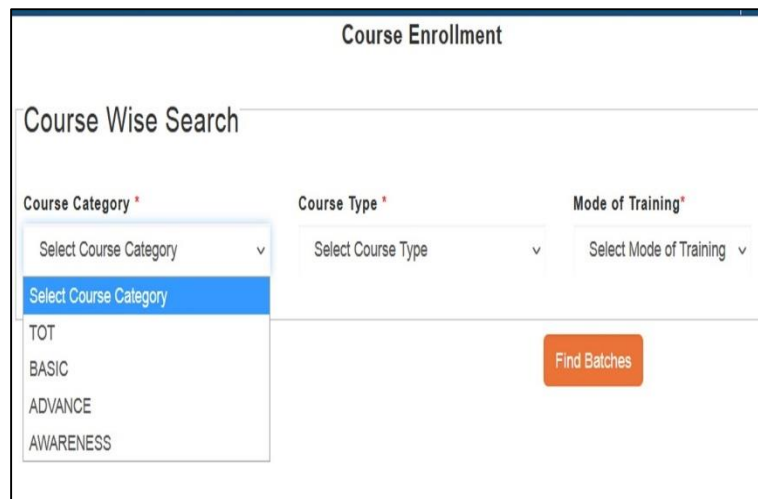
Any registered Trainee interested in the scheduled Training can enroll themselves for the respective training by logging in the FoSTaC portal using their Trainee Credentials.

Step 1: After Login, The Trainee can click on “Course Enrollment” on the dashboard

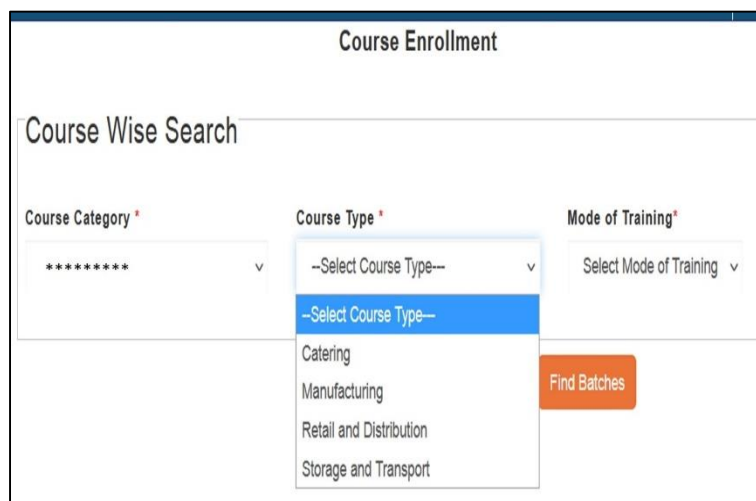


Step 2: search for the upcoming trainings scheduled by selecting-

1. desired “Course Category” (TOT/ Basic/ Advance/ Awareness)



2. desired “Course Type” (Catering/ Manufacturing/ Retail and Distribution/ Storage and Transport)



3. desired “Mode of Training” (Online/ Offline)

The screenshot shows the 'Course Enrollment' page with the 'Course Wise Search' section. The 'Mode of Training' dropdown menu is open, displaying 'Online' and 'Offline' options. A 'Find Batches' button is visible below the dropdown.

Step 3: Click on “Find Batches” to get the list of training scheduled for the given Course type and mode of training

The screenshot shows the 'Course Enrollment' page with the 'Course Wise Search' section. The 'Find Batches' button is highlighted with a green circle.

Step 4: Trainee can click on the desired training after going through the “Training Calendar Details”

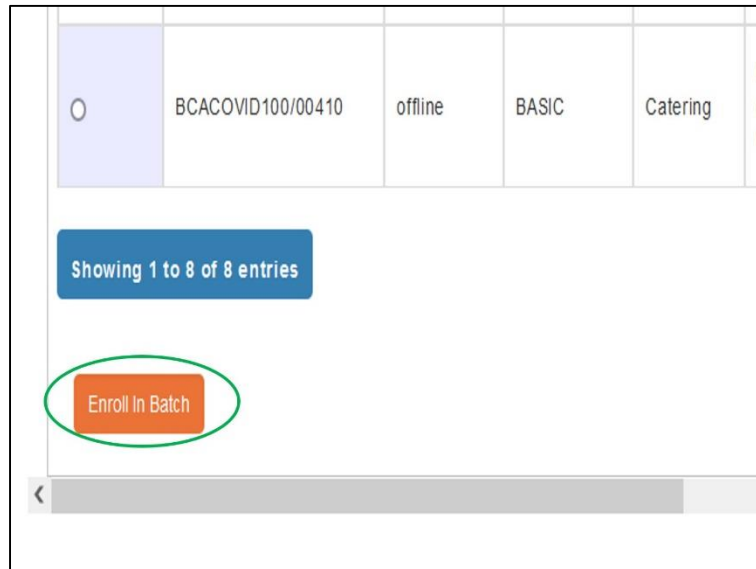
Training Calendar Details

Note : Select a Batch to Enroll in Course

Show 10 entries

Select Batch	Batch Code	Training Mode	Course Category	Course Type	Course Sub Type	Course Sector	Training Schedule	Training Partner Name
<input type="radio"/>	BCACOV100/00090	offline	BASIC	Catering	Basic Catering & COVID	IA	***** ***** *****	***** ***** *****
<input type="radio"/>	BCACOV100/00435	offline	BASIC	Catering	Basic Catering & COVID	IA	***** ***** *****	***** ***** *****
<input type="radio"/>	SBAL1COVID2302/00375	offline	BASIC	Catering	Basic Catering & COVID-Sector	Bakery level 1	***** ***** *****	***** ***** *****

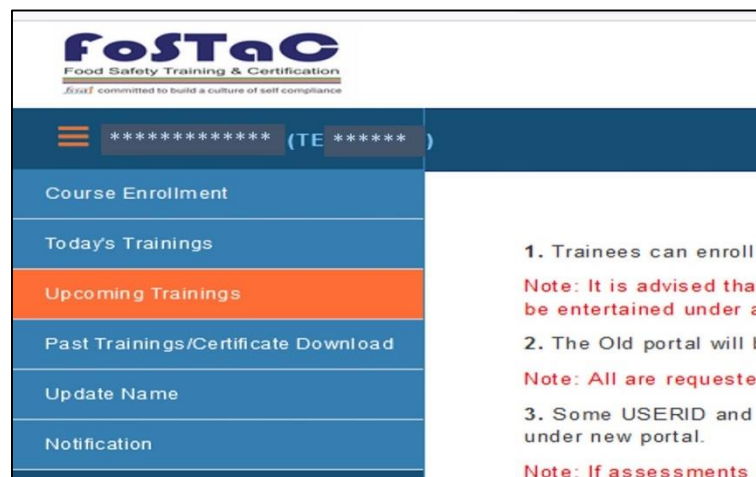
Step 5: Scroll down the screen and Click on “Enroll in Batch”




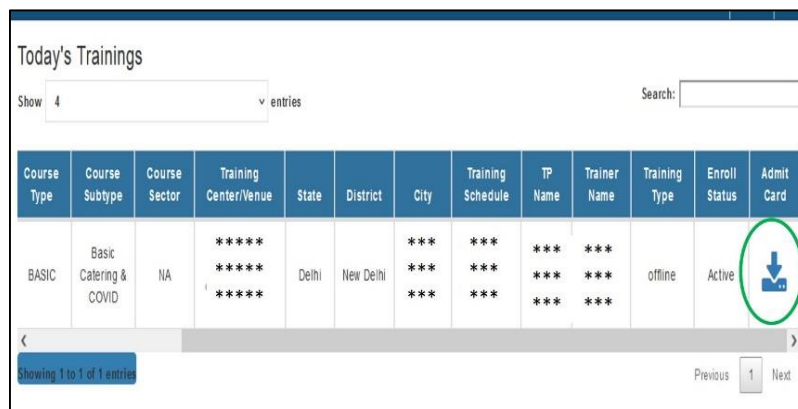
Step 6: Your “Unique student ID” for the enrolled batch will be created as soon as you click on “Enroll in Batch”. This ‘Unique student ID’ can be saved for the future references

c. Admit card for the enrolled trainings:

Step 1: Details of the enrolled Trainings of a trainee can be viewed by clicking on “Upcoming Trainings” or “Todays Trainings” from the dashboard on the left side of the homepage



Step 2: Find the enrolled trainings and Trainees can download the admit card for the enrolled trainings by scrolling right and clicking on  button from the “Upcoming Trainings” or “Todays Trainings” Tab



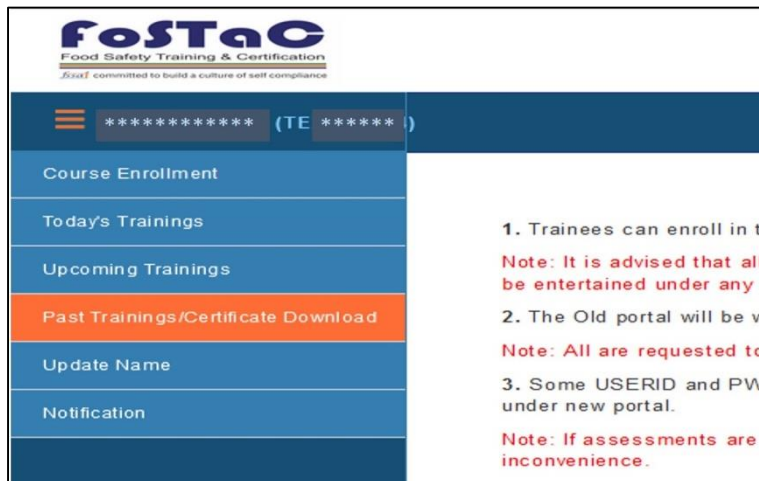
d. Certificate of Completion of training:

Upon successful submission of assessment by the Assessor, the result of the training will be immediately made available to trainees. The trainees can view the result of the attended trainings by following below mentioned steps:

Step 1: Trainee has to login to FoSTaC portal using the Trainee ID and Password



Step 2: Click on the “Past Trainings/ Certificate Download” tab from the dashboard on the left.



Step 3: Trainee can now view the number of Incomplete trainings and the Complete Trainings on the Past Training Dashboard. The number of trainings for which either of the attendance or assessment is not completed will be displayed under “Incomplete trainings”. The number of trainings for which both the attendance or assessment is completed, will be displayed under “Complete trainings”. *The Trainees can view the result and download certificate only for the Completed Trainings for which both the attendance and Assessment are completed.*




e. Download Certificate:


Step 1: Click on “View Detail” under ‘Complete Training’ dashboard



Step 2: Trainee can now view the list of Past Trainings Completed along with the result of the respective training.

Step 3: The certificate for the completed training can be downloaded by clicking on the  button under ‘Certificate’ tab

The screenshot shows a table titled "Past Trainings Completed". The table has 12 columns: SNo., Batch Code, Course Type, Course Subtype, Course Sector, Training Partner, Training Center, Trainer, Training Schedule, Training Type, Result, and Certificate. The first row contains the following data: SNo. 1, Batch Code BCACOV100/00314, Course Type BASIC, Course Subtype Basic Catering & COVID, Course Sector NA, Training Partner ***** (with a document icon), Training Center ***** (with a document icon), Trainer ***** (with a document icon), Training Schedule ***** (with a document icon), Training Type offline, Result Pass, and Certificate (with a document icon).

SNo.	Batch Code	Course Type	Course Subtype	Course Sector	Training Partner	Training Center	Trainer	Training Schedule	Training Type	Result	Certificate
1	BCACOV100/00314	BASIC	Basic Catering & COVID	NA	*****	*****	*****	*****	offline	Pass	

Step 4: The certificate downloaded will be a system generated Certificate with the QR code and the digital signature of FSSAI official

S. No	Courses	Duration
1	Basic Catering – General & COVID	4 Hours
2	Basic Catering – Integrated Child Development Services & COVID	4 Hours
3	Basic Catering – Mid Day Meal & COVID	4 Hours
4	Basic Catering – Bakery Level 1 & COVID	4 Hours
5	Basic Manufacturing – General & COVID	4 Hours
6	Basic Retail and Distribution – General & COVID	4 Hours
7	Basic Storage and Transport – General & COVID	4 Hours
8	Advance Catering – General & COVID	8 Hours
9	Advance Manufacturing – General & COVID	8 Hours
10	Advance Manufacturing – Milk and milk products & COVID	12 Hours
11	Advance Manufacturing – Animal meat and meat products & COVID	8 Hours
12	Advance Manufacturing – Poultry meat and meat products & COVID	8 Hours
13	Advance Manufacturing – Fish and fish products & COVID	8 Hours
14	Advance Manufacturing – Packaged water and water based beverages & COVID	8 Hours
15	Advance Manufacturing – Bakery Level 2 & COVID	8 Hours
16	Advance Manufacturing – Edible oils and fats & COVID	8 Hours
17	Advance Manufacturing – Health supplements and nutraceuticals & COVID	8 Hours
18	Advance Manufacturing – Alcoholic beverages & COVID	8 Hours
19	Advance Manufacturing – Organic food products & COVID	8 Hours
20	Advance Retail and Distribution – General & COVID	8 Hours
21	Advance Retail and Distribution – Point of sale of Health supplement & COVID	8 Hours
22	Advance Storage and Transport – General & COVID	8 Hours
23	Awareness – COVID 19 (Integrated with all the Basic and Advance courses)	2 Hours
24	Awareness – Street Food Vending	4 Hours
25	Awareness – Start up Course (Self-learning)	

Note: More sector specific courses may be added in future based on the training requirement in any kind of food businesses.

FoSTaC Courses Fees Structure and Duration

(as per OM dated 23.06.2021 and 14.07.2021 File No: 1-2/Food Handler Training/FSSAI/2012 & OM dated 08.09.2022 File No: T-15012/4/2021-Training-FSSAI)

S.No	Mode	Course*	Prescribed Fees Limit	Participant Limit	Duration
1	Offline	For Street food vending course	INR 500-700 + GST per participant	Maximum 50 participants per batch	4 Hours
2	Offline	For Basic courses	INR 700-1200 + GST per participant		
3	Offline	For Advanced courses	INR 1500-2000 + GST per participant	Maximum 40 participants per batch	8 Hours
4	Offline	Sector specific courses other than Milk and Milk Products course	INR 2000-2500 + GST per participant		
5	Offline	For Advance manufacturing - Milk and Milk Products course	INR 2500-3000 + GST per participant	Maximum 40 participants per batch	12 Hours
6	Online	Only Basic [#] and Awareness courses in online mode	25% lesser than the prescribed fee limit mentioned above for the respective offline course	Maximum 100 participants per batch	Basic courses: 4 hrs Street Food Vending Course: 4 hrs COVID course: 2 hrs

[#] All Basic courses except 'Basic Catering- Bakery level 1' may be conducted in online mode

* All these course includes COVID awareness programme also.

- The prescribed lower limit is indicative only. The trainings can also be conducted free of cost or at a lower rate as mentioned above. However, the upper price limit should be adhered strictly by the Training Partners.
- The prescribed limit mentioned above includes the expenditure for trainee mobilization, venue for offline training programme or online training platform, refreshments in case of offline classes, trainer's fee, Assessor's fee and admin cost (handling of portal, sharing of training material, printing certificates etc.)
- All the training partners under FoSTaC programme are requested to strictly comply with the above mentioned prescribed rates.

Eligibility/Qualifications		
For Food Safety Supervisors		
Basic		
A	Food Handlers/ Supervisors or other individuals employed in Petty Food Business.	Class 5th Standard No experience required
B	Students/ other individuals' intending to enter the Food Business.	Education in relevant field with 10+2 passed with Science. No experience required
Advance & Sector Specific		
A	Food Handlers/ Supervisor or other individuals employed in the business having State License & Central License.	<u>For sector specific courses</u> - Degree in science with Chemistry/Bio-Chemistry/Food and Nutrition / Microbiology or a degree or diploma in Food Technology /Dairy Technology /Dairy Microbiology /Dairy Chemistry /Dairy Engineering / Oil Technology/veterinary Science /Hotel Management & Catering Technology or any degree or diploma in any other discipline related to the specific requirement of the business from a recognized university, institute or equivalent with 1-year experience in a supervisory role in the relevant sector. <u>For other Advance courses</u> - Graduate with one-year experience in relevant sector.
B	Students/ other individuals intending to enter the Food Business.	Completed/ pursuing final year of graduation in food science/ nutrition/ hospitality/Chemistry/ Bio-Chemistry/ Microbiology Dairy/Oil/ Veterinary/ Hotel Management & Catering Technology or diploma in other discipline related to the specific requirements of the business from a recognized university, institute or other allied fields with an exposure to industrial training/ experience of a minimum 6 weeks in the relevant sector (as per the course selected)

Training Partner Logo

Training Partner With

fOSTaC

Food Safety Training & Certification

fssa committed to build a culture of self compliance

