

Guidance Document for FoSTaC Closed Trainings

This document serves as a guide for creating a training calendar for FoSTaC Food Safety Supervisor (FSS) programs under closed trainings.

Closed Trainings

The Closed training is permissible when a Training Partner seeks to train a larger number of employees from the same FBO/Organization. In these trainings, outsider or other trainees other than those of FBO/Organization (which is organizing trainings) will not be allowed to participate. The Closed trainings can be conducted in following two modes-

- i. **Offline Mode-** In this mode, Training Partner can conduct training for employees of same FBO/Organization who are located at same location in offline mode in all Basic and Advance courses.
- ii. **Online Mode-** In this mode, Training Partner can conduct training for employees of same FBO/Organization who are located at different location in online mode in all Basic and Advance courses.

In the closed trainings, the employer of these trainees is responsible for assuring their attendance.

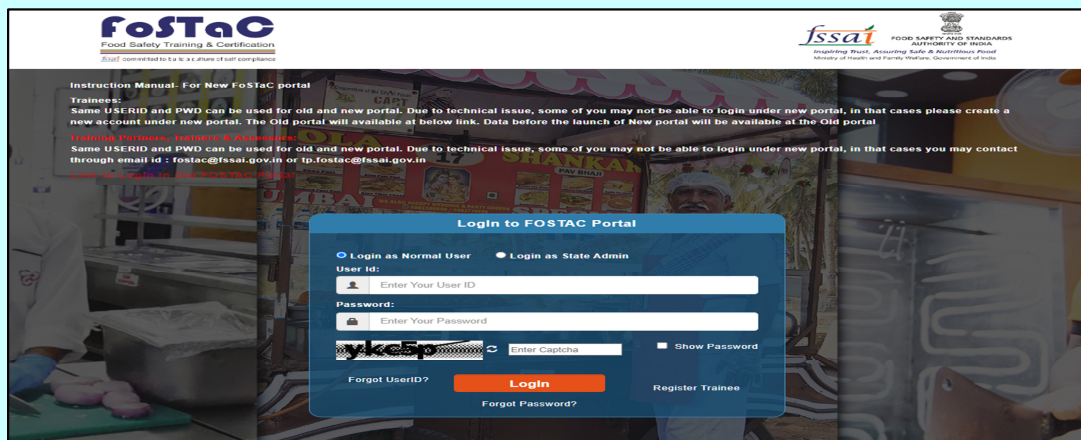
The detailed SOP for conducting Closed training in Offline and Online Mode are detailed below-

A. How to Create a closed training calendar-OFFLINE MODE

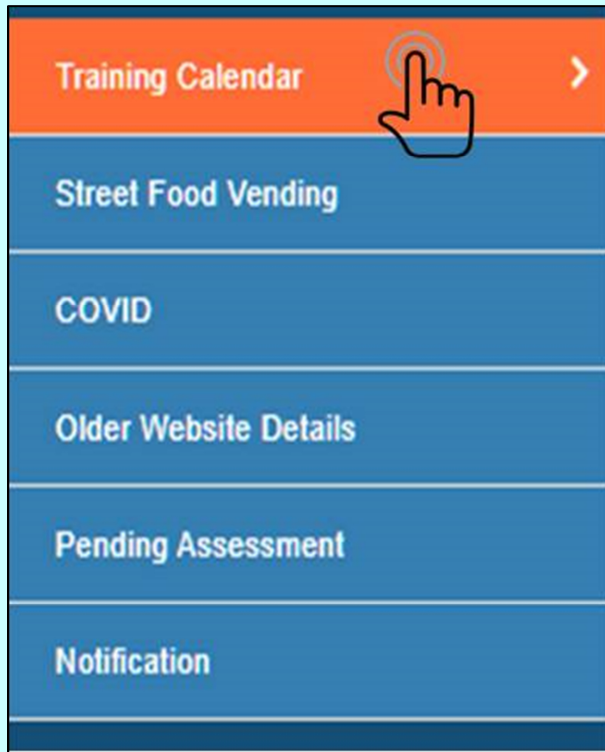
In this mode, Training Partner can conduct training for employees of same FBO/Organization who are located at same location in offline mode in all Basic and Advance courses. The detailed step for creating offline training batch code and enrolling trainees in them is given below: -

Step 1: Logging in to New FoSTaC portal

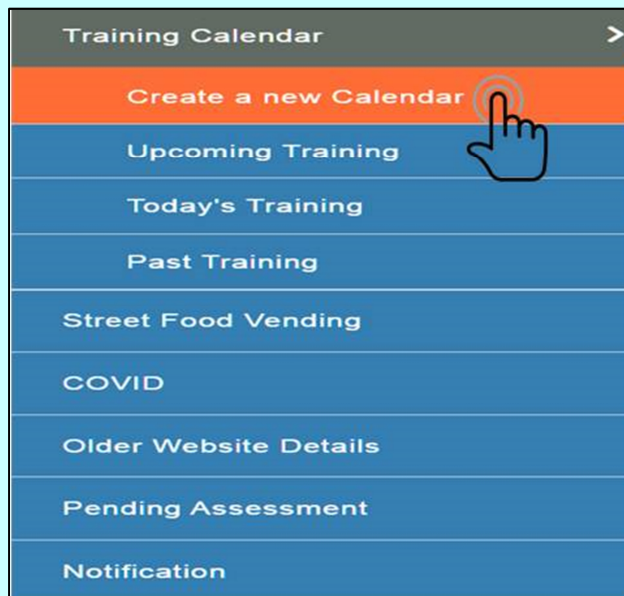
Open FoSTaC portal at web address <https://fostac.fssai.gov.in/Fssai E-Learning Systemv2/login.fssai> and login with your credentials



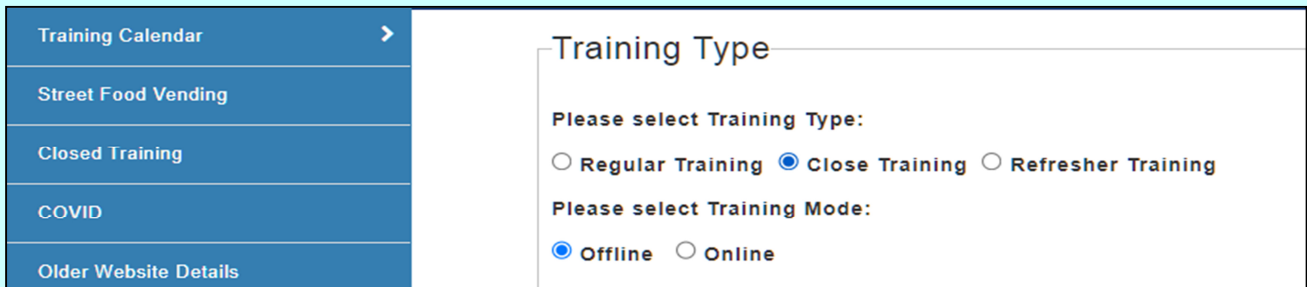
Step 2: After login navigate to the dashboard (on the left side of the page), Click on the **Training Calendar**



Step 3: Under the menu **Training Calendar**, click on the submenu **create a new calendar**

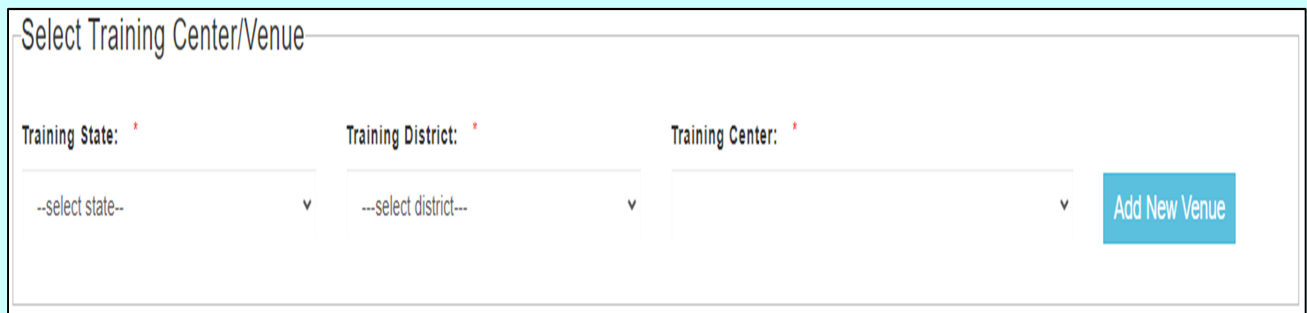


Step 4: Select training type as **Close Training** and Training mode as **Offline**



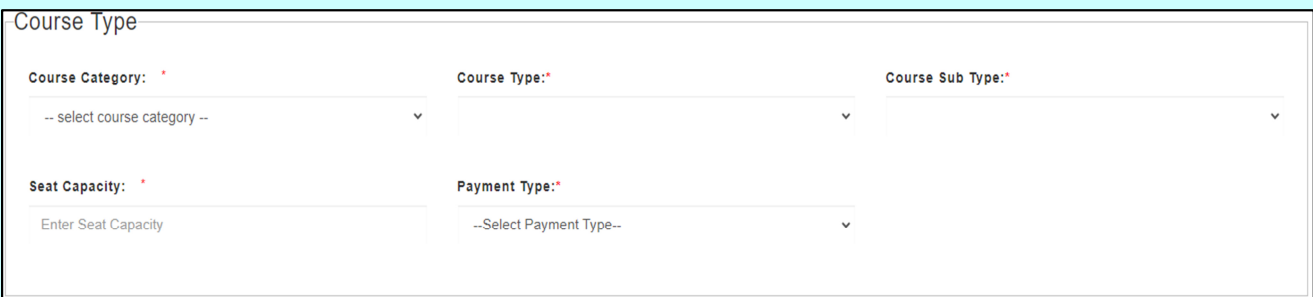
The screenshot shows a sidebar menu on the left with options: Training Calendar, Street Food Vending, Closed Training, COVID, and Older Website Details. The main content area is titled "Training Type" and contains two sections: "Please select Training Type:" with radio buttons for Regular Training, Close Training (selected), and Refresher Training; and "Please select Training Mode:" with radio buttons for Offline (selected) and Online.

Step 5: Fill mandatory* information –Training State, Training District and Training Center/Venue from the dropdown menu



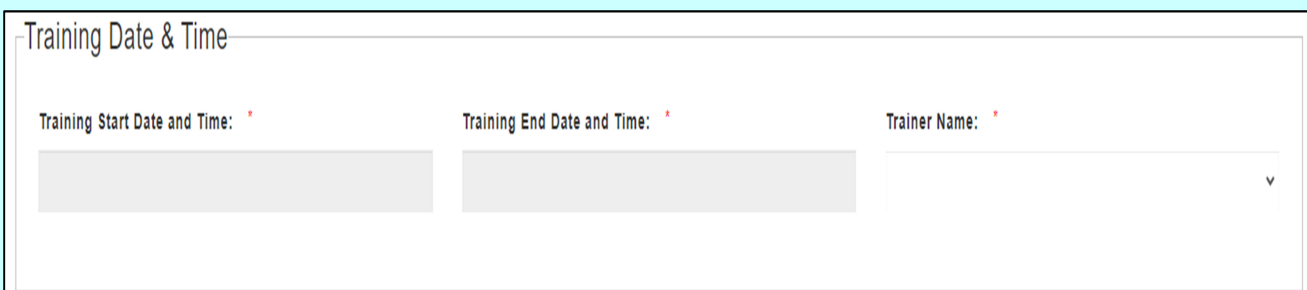
The screenshot shows a form titled "Select Training Center/Venue". It contains three dropdown menus: "Training State:" with "--select state--", "Training District:" with "--select district--", and "Training Center:" with a dropdown arrow. To the right of these fields is a blue button labeled "Add New Venue".

Step 6: Fill mandatory * information- Course Category, Course Type, Course Sub type, Seat Capacity and Payment Type.



The screenshot shows a form titled "Course Type". It contains five fields: "Course Category:" with "-- select course category --", "Course Type:" with a dropdown arrow, "Course Sub Type:" with a dropdown arrow, "Seat Capacity:" with the text "Enter Seat Capacity", and "Payment Type:" with "--Select Payment Type--".

Step 7: Choose **Training date, Time and Trainer**



The screenshot shows a form titled "Training Date & Time". It contains three fields: "Training Start Date and Time:" with a date and time picker, "Training End Date and Time:" with a date and time picker, and "Trainer Name:" with a dropdown arrow.

Step 8: Fill in the necessary details within the Assessment section- Assessment date, Time and Select Assessor

Assessment Details

Assessment Date and Time: *

Assessor Name:*

Step 9: Under the section 'Organized by', select Canteen Staff Scheme/General Category from the dropdown menu and under section 'select organized by' select any of the option.

Organized by

Select Training Conducted by: *

--Select Training Conducted by--

--Select Training Conducted by--
Canteen Staffs Scheme
General Category
--Select Organized by--

Select Organized by: *

--Select Organized by--

--Select Organized by--
Select DO
Directorate of Municipal Administration, U.D.& H.D., Govt. of Jharkhand
Others
Implementing partner/Funding partner

Step 10: Select the State, district and Taluk from the dropdown menu

Organized by

Select Training Conducted by: *

General Category

Select Organized by: *

Implementing partner/Funding partner

State: *

Delhi

District: *

New Delhi

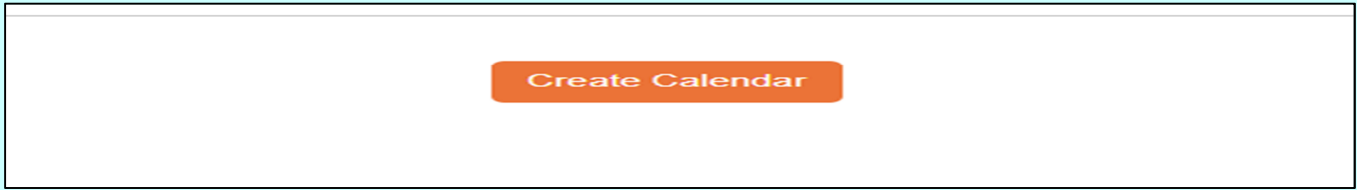
Taluk: *

CHANKYA PURI

Name of Implementing partner/Funding partner: *

FSSAI

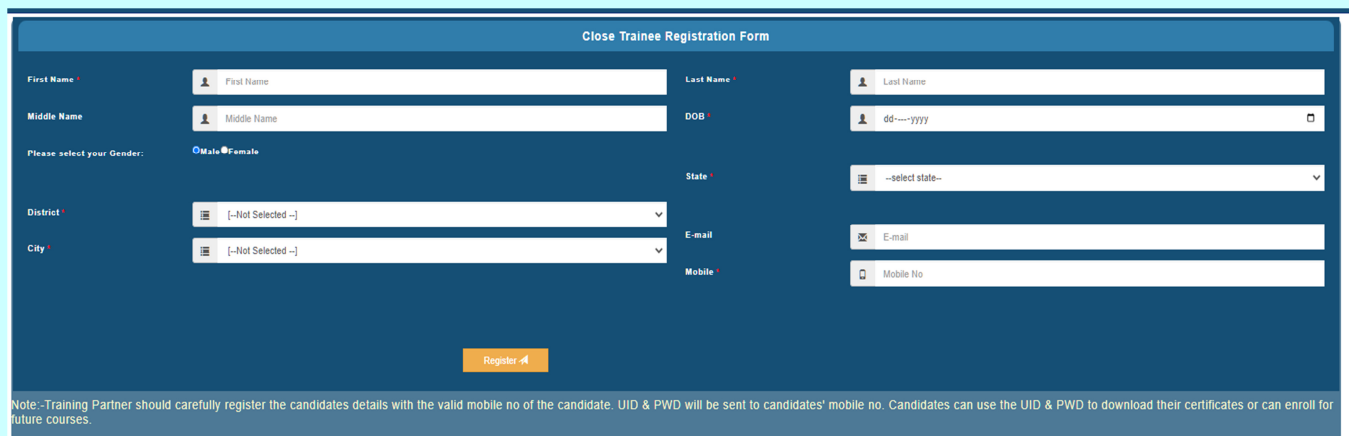
Step 11: Finally click **Create calendar** Tab



Your calendar will be created successfully and a message will popup showing the Batch code. Save the batch code for future reference. Then click OK

Step 12: Once created, go to closed training section under the menu.

OFFLINE MODE: the link for **'register trainee'** will be visible, click to register the trainee. Training Partner should carefully register the candidates' details with the valid mobile no of the candidate. UID & PWD will be sent to candidates' mobile no. Candidates can use the UID & PWD to download their certificates or can enroll for future courses.



The screenshot shows a registration form titled "Close Trainee Registration Form" with a dark blue header. The form contains the following fields:

- First Name**: Text input field.
- Middle Name**: Text input field.
- Last Name**: Text input field.
- DOB**: Date of Birth input field with a calendar icon and a dropdown arrow.
- Gender**: Radio buttons for "Male" and "Female".
- State**: Dropdown menu with "--select state--" as the selected option.
- District**: Dropdown menu with "--Not Selected--" as the selected option.
- City**: Dropdown menu with "--Not Selected--" as the selected option.
- E-mail**: Text input field with an envelope icon.
- Mobile**: Text input field with a mobile phone icon.

At the bottom center of the form is an orange "Register" button with a right-pointing arrow. Below the form, a note reads: "Note:-Training Partner should carefully register the candidates details with the valid mobile no of the candidate. UID & PWD will be sent to candidates' mobile no. Candidates can use the UID & PWD to download their certificates or can enroll for future courses."

Once registered, TP can conduct the offline training in closed mode on the proposed date.

B. How to Create a closed training calendar-ONLINE MODE

In Closed Trainings- online mode, the employer or the FBO who wants to conduct training has to submit a request letter addressed to Manager, Training division, FSSAI. The same request letter will be uploaded by the Training Partner while creating the Training batch code. The training calendar will be approved by the Training division after duly verification of the request letter. Once the training calendar is approved, the training partner can enroll the employees of the FBO. The format of request letter is attached at Annexure I

The detailed step for creating online training batch code and enrolling trainees in them is given below: -

Step 1: Logging in to New FoSTaC portal

Open FoSTaC portal at web address <https://fostac.fssai.gov.in/Fssai E-Learning Systemv2/login.fssai> and login with your credentials

fostaC
Food Safety Training & Certification
fssai committed to build a culture of self compliance

fssai
FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA
Inspiring Trust, Assuring Safe & Nutritious Food
Ministry of Health and Family Welfare, Government of India

Instruction Manual- For New FoSTaC portal

Trainees:
Same USERID and PWD can be used for old and new portal. Due to technical issue, some of you may not be able to login under new portal, in that cases please create a new account under new portal. The Old portal will available at below link. Data before the launch of New portal will be available at the Old portal

Training Partners, Trainers & Assessors:
Same USERID and PWD can be used for old and new portal. Due to technical issue, some of you may not be able to login under new portal, in that cases you may contact through email id : fostac@fssai.gov.in or tp.fostac@fssai.gov.in

[Link to Login in Old FOSTAC Portal](#)

Login to FOSTAC Portal

Login as Normal User Login as State Admin

User Id:

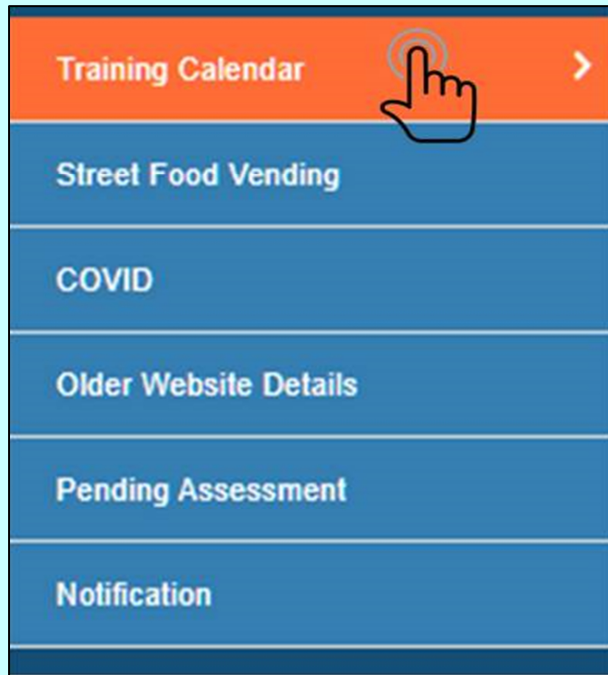
Password:

Show Password

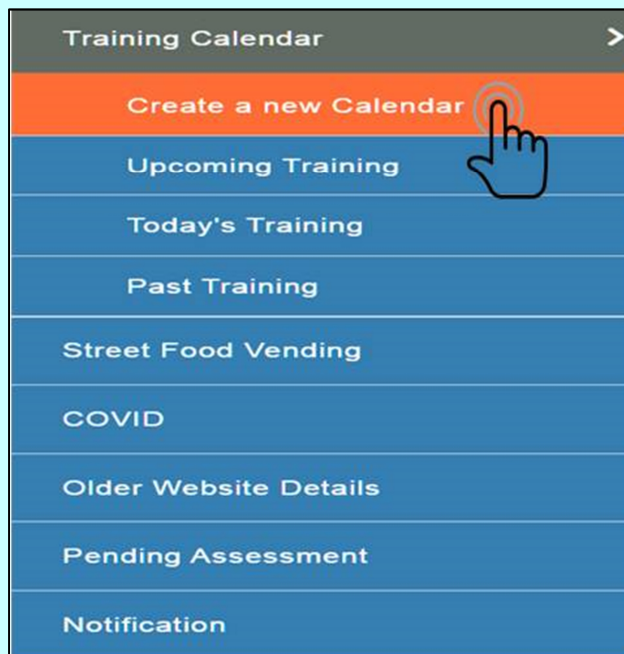
[Forgot UserID?](#) [Register Trainee](#)

[Forgot Password?](#)

Step 2: After login navigate to the dashboard (on the left side of the page), Click on the **Training Calendar**



Step 3: Under the menu **Training Calendar**, click on the submenu **create a new calendar**



Step 4: Select training type as **Close Training** and Training Mode as **Online**

Upload Request letter (Annexure I) –Maximum size 2MB(pdf)

Training Type

Please select Training Type:

Regular Training Close Training

Refresher Training

Please select Training Mode:

Offline Online

Upload Request Letter* (Maximum Size 2 MB)/allowed format(PDF) :
 No file chosen

Select Training Center/Venue

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

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

Step 5: Fill mandatory* information –Training State, Training District and Training Center/Venue from the dropdown menu

Select Training Center/Venue

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

For ONLINE training- Select training platform and enter training link and Assessment link

Select Training Center/Venue

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

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

Step 6: Fill mandatory* information- Course Category, Course Type, Course Sub type, Seat Capacity and Payment Type.

Course Type

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

Seat Capacity: * Payment Type:*

Step 7: Choose Training date, Time and Trainer

Training Date & Time

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

[Input field] [Input field] [Dropdown menu]

Step 8: Fill in the necessary details within the Assessment section - Assessment date, Time and Select Assessor

Assessment Details

Assessment Date and Time: * Assessor Name:*

[Input field] [Dropdown menu: Select Assessor Name]

Step 9: Under the section 'Organized by', select Canteen Staffs Scheme/General Category from the dropdown menu and under 'select organized by' select any of the option.

Organized by

Select Training Conducted by: *

--Select Training Conducted by--

--Select Training Conducted by--
Canteen Staffs Scheme
General Category
--Select Organized by--

Select Organized by: *

--Select Organized by--

--Select Organized by--
Select DO
Directorate of Municipal Administration, U.D.& H.D., Govt. of Jharkhand
Others
Implementing partner/Funding partner

Step 10: Select the State, district and Taluk from the dropdown menu

Organized by

Select Training Conducted by: *
General Category

Select Organized by: *
Implementing partner/Funding partner

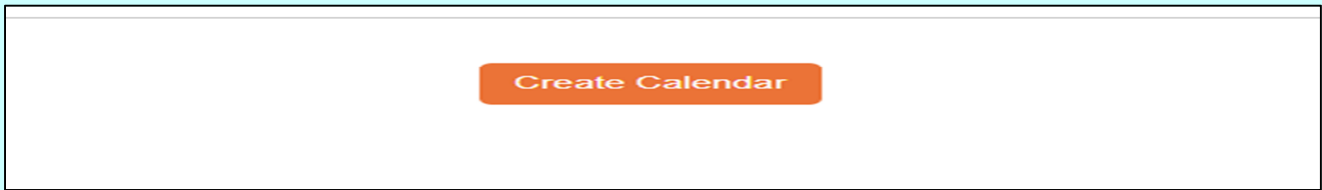
State: *
Delhi

District: *
New Delhi

Taluk: *
CHANKYA PURI

Name of Implementing partner/Funding partner: *
FSSA|

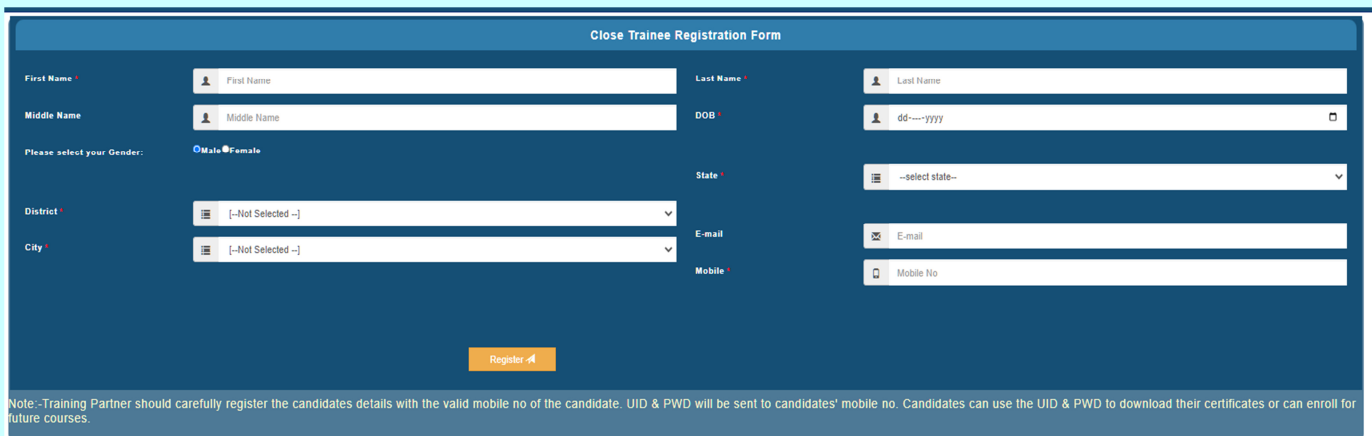
Step11: Finally click Create Calendar Tab



Your calendar will be created successfully and a message will popup showing the Batch code. Save the batch code for future reference. Then click OK

Step 12: Once created, go to closed training section under the menu.

FOR ONLINE MODE: If the training is approved by the Training Division of FSSAI, the link for register trainee will be visible, click to register the trainee. Training Partner should carefully register the candidates' details with the valid mobile no of the candidate. UID & PWD will be sent to candidates' mobile no. Candidates can use the UID & PWD to download their certificates or can enroll for future courses.



Once registered, TP can conduct the online training in closed mode on the proposed date.

(To be submitted in the letter head of company/FBO/organization)

To

**Manager,
Training Division
FSSAI, New Delhi-02**

Sub: Conducting closed online training program for the employees of _____(name of FBO/Organization)-reg.

_____(name of FBO/organization)seek your approval for ongoing a closed online training program on _____(Name of the FoSTaC course) on _____(date of the training)for _____(Number of employees, e.g., 20) employees from_____ (Department/Team). We authorize_____(Name of training partner ,TP ID) to conduct the training.

2. Following employees will be attending the training

S No	First Name	Last name	Date of birth	Gender	State	District	City	Email	Mobile
1									
2									

3. _____ (name of FBO/organization) confirm that the above employees will attend the meeting on _____ (date) and confirm that the employees are working in our FBO/organization situated at various locations.

Signature and Name of Authorized signatory

Seal

Date :