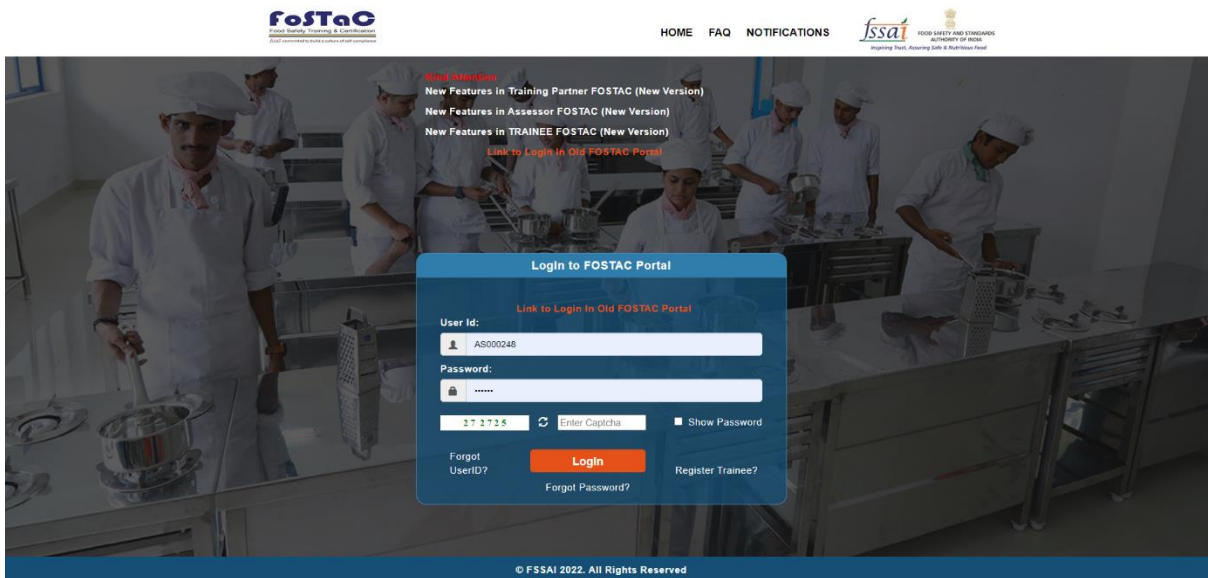# User Manual

FOSTAC Version – 2

Training partner

Important notes

1. Training Partner have to make sure all the Trainees are enrolled in the Training batch code before the start of the Training session. Trainees can enroll in the training batches only before the start of the time of the training calendar. After the start of the training, the Trainees would not be able to enroll in the training.

Note: Note: It is advised that all Trainees/ Participants are enrolled one day before the start of the training session. No request for the enrollment of the trainee after the start of the training will be entertained under any circumstances. Training partner, Trainer and Assessor will be responsible for any such inconvenience.

2. Please ensure that Attendance is marked on the same day of training, if not the training calendar will be blocked and stand cancelled automatically. Attendance sheet should be uploaded at the pending attendance tab under Assessor login.

Note: No requests for modifications will be entertained under any circumstances. Training partner and Assessor will be responsible for any such inconvenience.

3. For uploading Assessment result, a grace period of 7 days will be given. Assessment sheet along with training video of 10 MB showing the presence of all the candidates (Recording of training with camera on for all participants including trainer and assessor in case of online session) must be uploaded at the Assessment tab under Assessor login. Failing which the assessment of training canâ€™t be submitted. For online trainings take the screen recording of desktop and laptop and upload.

![fssai logo]

Note: If assessments are not marked within the 7 days of grace period, the training calendar will be cancelled automatically. Training partner and Assessor will be responsible for any such inconvenience.

4. The Old portal will be working for 6 months along with the New portal. Data before the launch of New portal will be available in the Old portal. *All are requested to download the data from the Old portal for their records as after 6 months Old portal will be discontinued and data can not be retrieved.*

5. Some 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. Some of the Training partners, Trainers and Assessors User ids may be changed, in that cases you may contact through email id : tp.fostac@fssai.gov.in or fostac@fssai.gov.in to get your new USERID and PWD.

6. Location for the online course, Training Partner will have to select the place where they are conducting the online training.

7. Following are the New Categorization of training courses as per below chart
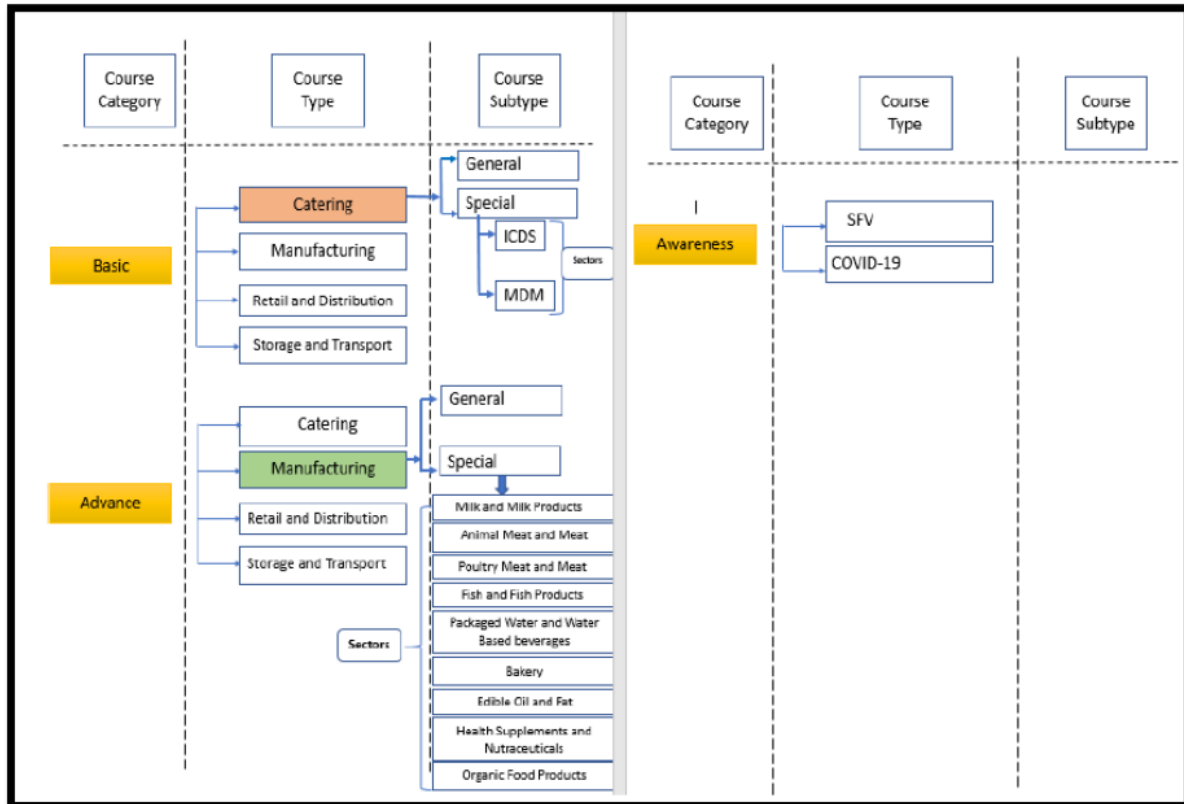
8. Training partner must select Seat Capacity as per below chart only

Mode	Category/ Course	No of Seats
Offline	All Basic + COVID	50
Offline	All Advance + COVID	40
Offline	SFV + COVID	50
Online	All Courses	100

9. Course Duration Matrix

Mode	Category/ Course	Duration
Offline and Online Courses	All Basic + COVID	4 hours for all (Except Bakery Level 1 which is of 8 hours)
Offline and Online Courses	All Advance + COVID	8 hours for all (Except Milk & Milk Products which is of 12 hours)
Offline and Online Courses	SFV + COVID (Awareness)	4 hours
Online Courses	COVID-19(Awareness)	2 hours

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10. Training Partners must follow the Fees Matrix as mentioned below

a. Rates for offline courses

S. No.	Course*	Prescribed limit	Participants limit & duration
1	FSS Course for Street food vendors	INR 500-700+ GST per participant	Maximum 50 participants per batch & duration of each course is of 4 hours.
2	Four Basic courses other than Street food vendors	INR 700-1200+ GST per participant	
3	Four Advanced courses	INR 1500-2000+ GST per participant	Maximum 40 participants per batch & duration is of 8 hours.
4	Nine special course other than Milk and Milk products	INR 2000-2500+ GST per participant	
5	Special course on Milk and Milk products	INR 2500-3000+ GST per participant	Maximum 40 participants per batch & duration is of 12 hours.

* All these course includes COVID awareness programme also.

b. Rates for online courses

In case of the online training programmes, the course fee shall be 25% lesser than prescribed limit mentioned in above table for each of the courses.

11. New feature for Editing of Training Calendar has been introduced. Now Training Partners can edit the upcoming training calendar for the following fields:

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

12. Candidates for SFV and Covid awareness courses should be enrolled by TP only.

13. Bulk enrollment option is provided for both Street food vendor and COVID awareness courses. Phone number is

mandatory and No duplicate phone number is allowed to register for SFV and COVID Courses.

14. Trainings which are conducted before the launch of new portal will be shown at the Old website links. Clear all pending trainings and assessments on high priority.

15. Certificates for SFV and COVID awareness courses will be downloaded after completion of training end time.

![fssai logo]

How to create a new Calendar?

1) Open the link (https://fostac.fssai.gov.in/Fssai_E-Learning_Systemv2/logout.fssai)
2) Login with your user id and password (Training partner)
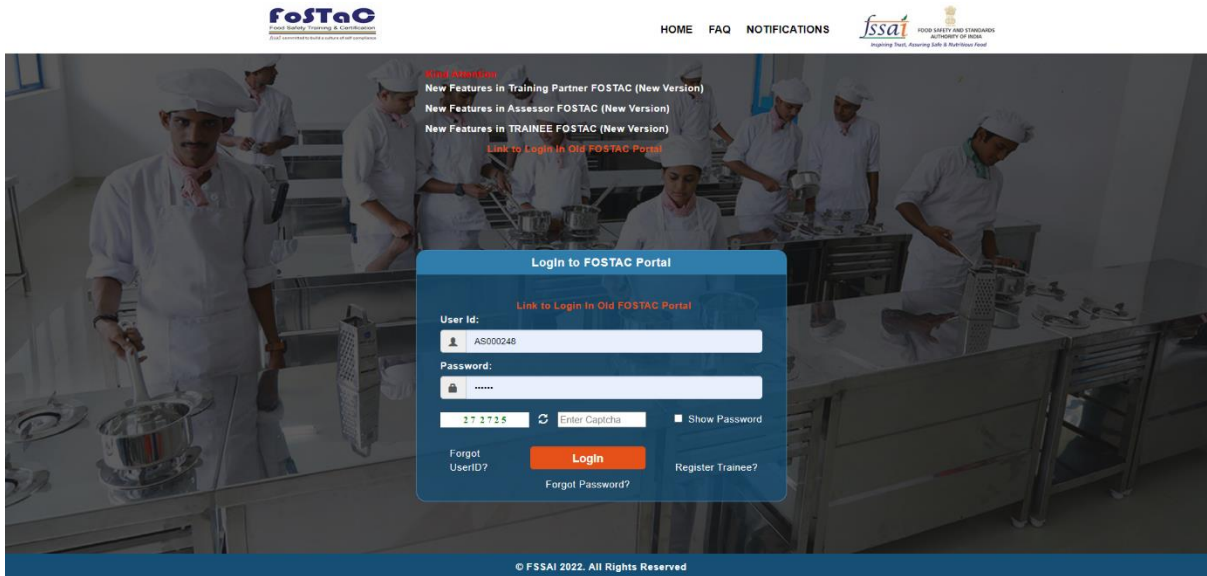
3) Notification will appear on the screen.
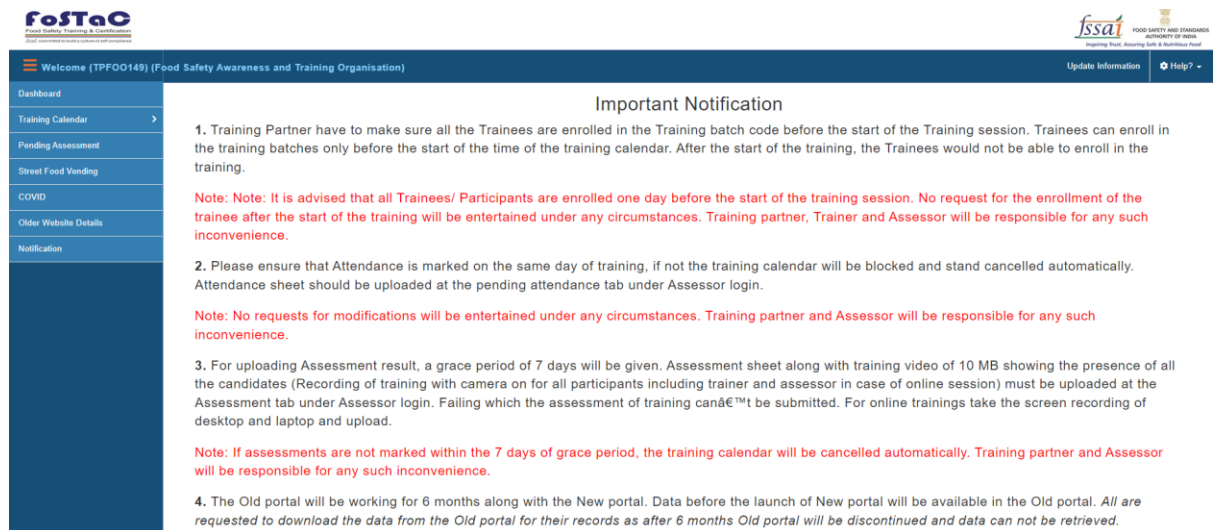
1) **Click on Training Calendar**, then dropdown is open.
   i) If the user wants to create calendar, then click on the Create a new calendar.

Create a new calendar page will appear on screen.

   a) First you select the training type
      • Offline

fill the section below Select Training Centre/Venue, Course Type, Training Date & Time, Assessment Details, Funding Agency.

- Online

fill the section below Select Training Centre/Venue, Course Type, Training Date & Time, Assessment Details, Funding Agency.

Dashboard
Training Calendar
Pending Assessment
Street Food Vending
COVID
Older Website Details
Notification

Integrated Child Development Scheme (ICDS)   6   Un-Paid

Training Date & Time

| Training Start Date and Time: * | Training End Date and Time: * | Trainer Name: *Trainer Is Available |
| 09-05-2022 14:00 | 09-05-2022 22:00 | AAKASH VIJAY SACHDEV (TOT) (sachdeva.aakash@gmail.com) |

Assessment Details

| Assessment Date and Time: * | Assessor Name:*Assessor Is Available |
| 10-05-2022 12:00 | Abhay Arun Dani (9218506954) (abhay.dani@marico.com) |

Funding Agency

Select Funding Agency: *
Union territory

Create Calendar

b) After fill all the section click on create calendar button.
c) After the click on create calendar, Batch code show in popup.

fostac.fssai.gov.in says

Your Calender with BatchCode TBSCOVID300/29094 created successfully

OK

ii) If the user wants to see future training, then click on Upcoming Training.

Upcoming Training page will appear on screen.

iii) If the user wants to see today's training, then click on Today's Training.

Today's Training page will appear on screen.

iv) If the user wants to see past training, then click on Past Training.

≡ Welcome (TPFOO149) (Food Safety Awareness and Training Organisation)   Update Information   ⚙ Help? ▾

Dashboard

Training Calendar >

Create a new Calendar

Upcoming Training

Today's Training

Past Training

Pending Assessment

Street Food Vending

COVID

Older Website Details

Notification

Important Notification

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Past Training page will appear on screen.

≡ Welcome : TPFOO149 (Food Safety Awareness and Training Organisation)   Update Information   ⚙ Help? ▾

Dashboard

Training Calendar >

Pending Assessment

Street Food Vending

COVID

Older Website Details

Notification
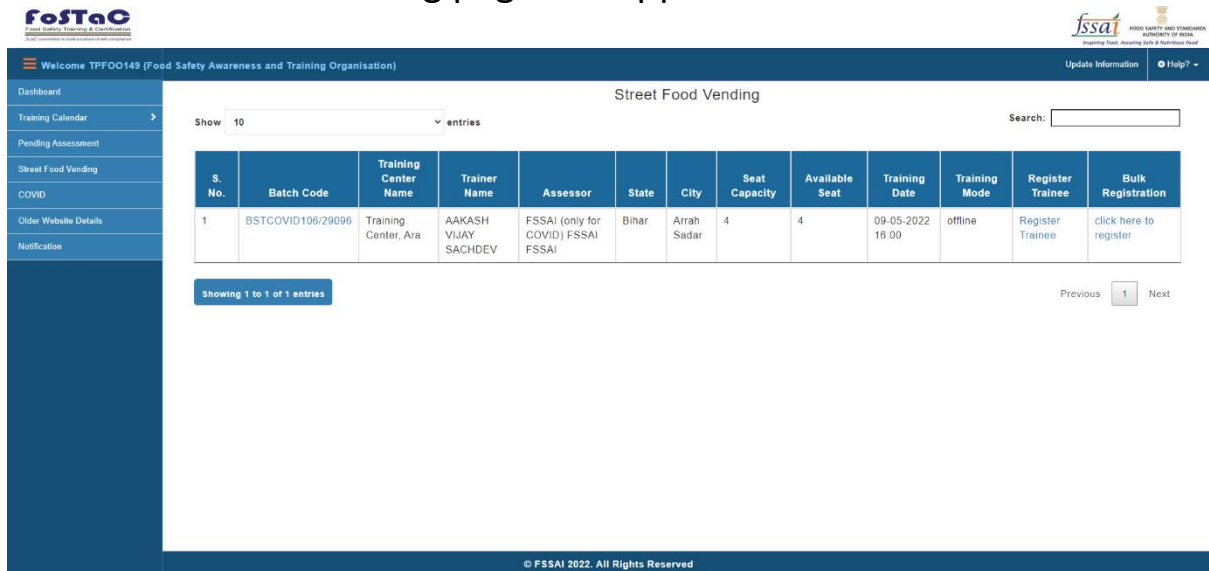
Past Trainings

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	Enrolled	Training Mode	P
1	BCACOVID100/29090	ABHAY TIWARI TIWARI	AAKASH VIJAY SACHDEV	Tagore Government College Of Education	Andaman & Nicobar Islands	Andamans	Port Blair	06-05-2022 18:00/06-05-2022 22:00	Basic Catering & COVID	NA	4	1	online	
2	BCACOVID100/29088	Aafaq Ashraf	Abhishek Kumar Saxena	ADS SKILLS PVT LTD - PATNA	Bihar	Patna	Masaurhi	06-05-2022 12:00/06-05-2022 16:00	Basic Catering & COVID	NA	5	1	offline	
3	BCACOVID100/29089	Aafaq Ashraf	Abhishek Kumar Saxena	Tagore Government College Of Education	Andaman & Nicobar Islands	Andamans	Port Blair	06-05-2022 17:00/06-05-2022 21:00	Basic Catering & COVID	NA	5	1	offline	
4	BCACOVID100/29087	Aafaq Ashraf	Abhay Arun Dani	Tagore Government College Of Education	Andaman & Nicobar Islands	Andamans	Port Blair	04-05-2022 11:25/04-05-2022 16:00	Basic Catering & COVID	NA	50	1	offline	

2) The user wants to see pending Assessment, then click on Pending Assessment.

Pending Assessment page will appear on screen.

Pending Assessment

S.No	Batch Code	Training Date	TP Name	Training Center Name	Assessor Name	Pending Trainee
1	BCACOVID100/29093	09-05-2022 12:00	Food Safety Awareness and Training Organisation	ASEED Mutli-Skill Learning Centre	Abhishek Kumar Saxena	1

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3) User click street food vending for further processing.

street food vending page will appear on screen.

Can register here two types: -

i)   Click on register trainee for one by one registration.

Trainee Registration for SFV page will appear on screen. After fill the all mandatory field, Click on register for registration of FSV.

After clicking on register, you will get the message about saving data.

ii)   Click on Bulk Registration (click here to register) for bulk registration.

First of all, download CSV file to enter trainee detail.

Fill multiple trainee detail and save.

Upload the CSV file for Bulk Trainee Registration.

4) User click COVID for further processing.

COVID page will appear on screen.

Can register here two types: -

i)   Click on register trainee for one by one registration.

Trainee Registration for COVID page will appear on screen. After fill the all mandatory field, Click on register for registration of COVID.

After clicking on register, you will get the message about saving data.

ii) Click on Bulk Registration (click here to register) for bulk registration.

First of all, download CSV file to enter trainee detail.

Fill multiple trainee detail and save.

Upload the CSV file for Bulk Trainee Registration.

5) Click on Older Website Details.

After clicking on older website details, this URL
(https://fostac.fssai.gov.in/Fssai_E-Learning_System/login.fssai)
is open.

6) Click on Notification.

Notification page is open.

Dashboard
Training Calendar →
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