

Developments of the 8 in-room training courses

WP 2 – Development of Training courses

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1 Introduction

Workpackage 2 (WP2) deals with the development of training activities and materials to enhance training capabilities and knowledge of Jordan Universities and industries staff. It includes the implementation, development and validation of 6 training courses held in EU partner institutions, the design, development and validation of 3 e-learning courses and their setting in the FOODQA e-learning platform. Main focus of the training activities and materials is food safety and quality management.

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The Deliverable D2.2. deals with the development and organisational aspects of the 8 in-room training courses, namely:

1. Food safety hazards (estimated time: 16 h)
2. Food safety management systems (estimated time: 32 hours)
3. Personnel Hygiene (estimated time: 4 h)
4. Design and construction of food premises ((estimated time: 16 h)
5. Cleaning and disinfection (estimated time: 16 h)
6. Pest control (estimated time: 16 h)
7. Quality management systems (estimated time: 32 h)
8. Quality management tools (estimated time: 40 h).

2 Activities and planning

The FOODQA partners discussed at the kick-off meeting of the project (Feb 2016) the role of the EU partners on the implementation of the training courses for the Jordan partners staff based on the specific expertise of his/her institution. In the following months the WP2 coordinator sent a syllabus (see D2.1) containing the following information:

- Organiser
- Target group
- Learning outcomes
- Minimum knowledge pre-requisites (if any)
- Contents
- Teaching materials available/to be prepared

- Evaluation type

At the meeting in Leipzig (Sept 2017) the following decisions were taken in terms of

1. Planning
2. Management of the identification of the staff from Jordan institutions for the different trainings
3. Organisational aspects and responsibility of each training (place, time, duration, any other activity)
4. Assessment and Evaluation
5. Certificate

2.1 Planning

Based on the specific competence, training organization was shared among the EU partners and in particular, P&B, UNITE, UNIST, CRE.THI.DEV., and AUA.

The final location and time for the timing of the 8 different modules is reported in the table below:

Training modules	Contact/teaching hours	TASK/topic leader	Location	Timing of validation validation (M24, deadline: Oct 2018)
1. Food safety hazards	16	UNITE	Teramo (IT) - 1	29 Jan-2 Feb 2018
2. Food safety management systems	32	P&B	Porto (PT) – 2	22-26 Jan 2018
3. Personnel Hygiene	4	UNIST	Split (KR) – 3	10-14th Sept 2018
4. Design and construction of food premises	16	UNIST	Split (KR) -3	10-14th Sept 2018
5. Cleaning and disinfection	16	UNITE	Teramo (IT) - 1	29 Jan-2 Feb 2018
6. Pest control	12	UNIST	Split (KR) -3	10-14th Sept 2018
7. Quality management systems	20	AUA	Athens (GR) - 4	16-20 April 2018
8. Quality management tools	20	CRE.THI.DEV	Athens (GR) -4	16-20 April 2018

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Overall the 8 training modules have been organized to be held in 4 training transfers of the Jordan trainees from Jordan to Portugal, Italy, Greece and Croatia.

Despite the initial plans to finalise all the trainings by May 2018, this was not possible due to VISA issues for the trainees and the too short time between the initially planned Athens (April) and Split (May). Thus, the last three modules (transfer n.4) are planned to occur in September 2018.

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2.2 Management of the identification of the staff from Jordan institutions

The selection of the staff to attend the training was planned to be coordinated in Jordan by JUST. For each training, JUST was appointed to send the syllabus of the modules planned and each university/institution/company, highlighting the corresponding pre-requisites, made internally the selection and the final list.

It was planned to have ca. 20-25 participants for each module.

2.3 Organisational aspects

The list of participants was then sent to the local training organisers that took care of organize the training module and collect any additional information to welcome them (e.g. accommodation, meals, transport, etc.).

Trainees received the module agenda and any additional info about the training on time before their departure from Jordan.

During the training module, signatures of the participants were collected daily.

2.4 Assessment and evaluation

Each module was complemented by:

- Assessment of the acquired knowledge: each organizing institution included in the timing of the training module also the assessment time. Each participant was asked to answer to a series of questions on the classes/labs held during the training or to make exercises. The local organizer was charged to collect the filled in test, check the answers and give the final score in order to classify the

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trainee with a “successful participation” or “negative participation” depending on the number of correct replies. The final scores were/have to be sent to JUST that is charged to issue the final certificate of attendance.

- Evaluation: in collaboration with the WP6 (Quality assurance) each trainee was asked to fill in a final questionnaire about the quality aspects of the training including the organizational aspects, quality of the trainers, hosting institution etc. Results were then sent to the WP6 coordinator.

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2.5 Certificate

Each trainee at the end of the training received/will receive a certificate of attendance to the training with the signatures of the FOODQA coordinator and the local organizer of the training.

_____ END OF THE DELIVERABLE _____