

Training Organization Requirements in relation to managing the Novel Coronavirus (COVID-19) pandemic

The current pandemic of the Novel Coronavirus (COVID-19) may impact the Training Organization's ability to conduct trainings either as a result of government restrictions, travel bans or company policies. As a result of the Coronavirus, the normal classroom type training might not be able to proceed or have to be postponed.

Following discussions internally and with other Stakeholders, the Foundation FSSC 22000 has decided to grant an exception in the case of the Coronavirus where this is preventing TOs from delivering physical training events of their FSSC 22000 approved courses. To assist with facilitating the process for our licensed training organizations, the delivery of online courses will be permitted under the requirements as specified below.

The Understanding FSSC 22000 and Implementing FSSC 22000 courses are already allowed to be delivered as webinars with equal duration as referenced in Part 6 of the Scheme requirements.

Under the exception linked to the Coronavirus pandemic, it would be allowed to deliver the FSSC 22000 Internal Auditor course and the FSSC 22000 Lead Auditor course through Virtual Instructor-led Training (VILT). This concession only applies to Training Courses that are already approved (V5) by the FSSC Foundation.

Virtual instructor-led training (VILT) refers to training that is delivered in a virtual or simulated environment, or when instructor and learner are in separate locations. Virtual instruction environments are designed to simulate the traditional classroom or learning experience.

The delivery of pre-recorded and set online course is excluded from the exception.

The Foundation FSSC 22000 requires its licensed Training Organizations to undertake the following actions where the above mentioned VILT training is utilized:

- a) The VILT platform needs to be identified and tested prior to running the course to ensure it is appropriate and accessible to the learners and can deliver all the objectives of the course;
- b) The VILT training shall cover the full course contents and produce a comparable outcome to the FSSC 22000 approved classroom course. It might be necessary to adjust some of the slides or create additional slides specifically for the virtual training.
- c) The training shall be delivered by a current FSSC approved trainer;
- d) The trainer shall in addition receive specific training on the delivery methodology and how to effectively deliver a virtual course to the target audience;
- e) Detail the technical support that learners will be provided with, including how it will be ensured learners know how to use and interact with the technology, and what IT support will be available should there be any problems;
- f) The expectations and requirements needed for successfully attending the training shall be communicated to the delegates prior to the course.
- g) Define how the course content will be delivered including but not limited to the below:
 - The duration of each learning session taking into account that the session durations need to be appropriate for virtual training.
 - How learner participation will be monitored?
 - How will the case studies be managed in the group?
 - How continuous assessment of the learner will be measured?
 - How learner competence will be determined – especially in the case of a Lead Auditor Course

- Define how exams for the Lead Auditor course will be delivered and invigilated. The expectation from the Foundation is that the exam will be taken in an onsite facility within 180 days after completion of the training.
 - How the course material (pre and post course) will be made available to the delegates
 - Maintain an overview of the courses provided using VILT to be submitted to the Foundation once the allowance in this paper is suspended.
- h) The TO shall notify the Foundation which courses they will be providing using the allowance given by this position paper.

Prior to starting delivery of these VILT courses, the VILT Request form shall be completed defining how the above requirements will be met and sent to The Foundation via email to fgalafasse@fssc22000.com

- i) Additional desk reviews will be scheduled by the Integrity department in the case VILT courses are delivered as part of the monitoring process.