

12. – Teacher's notes

This volume deals with the process of building an HACCP system. The teacher's notes provide a schedule for a one-day course on HACCP and explanatory materials for this course.

The background material can be used as described below.

Use of the background material "HACCP"	
Material	Comment
Textbook	The textbook provides background information on the new topic. The trainer should be familiar with the idea of HACCP and the seven principles before starting the training. The textbook itself can be distributed as training material to the participants.
Slides	<p>The slides include:</p> <ul style="list-style-type: none"> - An introduction to the principles of HACCP; - Detailed information on the seven principles of HACCP. <p>The slides should be complemented by the trainer's own charts, experience or examples.</p>
Exercises	The exercises include several practical examples to familiarise oneself with the worksheets and a quiz to check whether the participants have understood the principles
Worksheets	<p>The worksheets deal with the following topics:</p> <ul style="list-style-type: none"> - Product description; - Process flow diagram; - Checklist of questions; - Hazard identification; - Hazard analysis; - Hazard plan development form; - HACCP plan; - List of typical records.
Checklist	The checklists give a systematic guide for the introduction of an HACCP system in a company.
Questions	<p>The questions check the participants' understanding of the information covered during the training course or workshop. Most of the information is included in the textbook, therefore links to the textbook are provided. The trainer can decide if and how he checks the participants' knowledge and whether he wishes to use these questions.</p> <p>The questions can also be used as a quick self-check for the trainer.</p>

Training course/workshop

The participants of a workshop or training course on "HACCP" are experts and/or trainers.

The following table shows an example of a schedule for a one-day workshop which is designed as part of a series of workshops.

The second table comprises the suggested materials, learning objectives and success indicators for the different teaching units.

Example schedule for a training course/workshop on "HACCP"				
Topic	Content	Time	Min.	Method
Welcome		9.00	30	
	Participants welcome		5	All
	Introduction to the goal of the workshop		10	Presentation by the trainer
	Introduction of the participants		15	All
Introduction to HACCP and the seven principles		9.30	60	
	Introduction to Chapters 1, 2 and 3 of the textbook using the slides		60	Presentation by the trainer
Coffee break		10.30	15	
How to build an HACCP system		10.45	75	
	Introduction to Chapter 4 of the textbook using the slides and worksheets		75	Presentation by the trainer
Lunch		12.00	90	
Practical application		13.30	60	
	Development of an HACCP system for a selected company using the worksheets		60	Brief presentation of the problem statement (a company, e. g. the dairy of Volume 3) by the trainer, definition of the preliminary steps by the participants, application of the seven principles
Coffee break		14.30	15	
Practical application		14.45	90	
	Application of the worksheets		90	Preparation of worksheets, presentation by the trainer, presentation by the participants, discussion
End		16.15		

Explanation of the topics of the training course	
Topic	Materials/learning objectives/success indicators
Introduction to the goal of the workshop	<p><i>Materials:</i></p> <ul style="list-style-type: none"> - Slides; - Textbook; <p><i>Learning objectives:</i></p> <ul style="list-style-type: none"> - Make the participants understand the goal of the workshop: an introduction to HACCP, the relevant standards. <p><i>Success indicator:</i></p> <ul style="list-style-type: none"> - Participants can explain the elements of HACCP.
Introduction to HACCP and the seven principles	<p><i>Materials:</i></p> <ul style="list-style-type: none"> - Slides; - Textbook; <p><i>Learning objectives:</i></p> <ul style="list-style-type: none"> - Make the participants understand the seven principles of HACCP. <p><i>Success indicator:</i></p> <ul style="list-style-type: none"> - Participants can explain the elements and a proper procedure.
How to build an HACCP system	<p><i>Materials:</i></p> <ul style="list-style-type: none"> - Worksheets; <p><i>Learning objectives:</i></p> <ul style="list-style-type: none"> - Teach a method for designing and building an HACCP system. <p><i>Success indicator:</i></p> <ul style="list-style-type: none"> - Participants can use the worksheets.
Practical application	<p><i>Materials:</i></p> <ul style="list-style-type: none"> - Textbook, slides and worksheets; <p><i>Learning objectives:</i></p> <ul style="list-style-type: none"> - Practical application of the contents of the lectures. <p><i>Success indicators:</i></p> <ul style="list-style-type: none"> - The participants know how to build an HACCP system; - The participants gain firsthand experience in this field.