Food Allergy and Intolerance Online Training
User guide

Contents

Language

The training is available in English and Welsh. To change the language to Welsh hover the cursor over the word English (en), in the top right corner of the page, and select 'Cymraeg (cy)'.
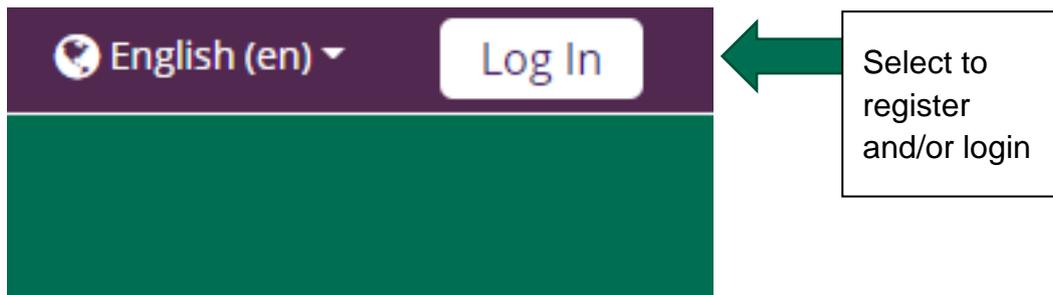
Figure 1. Screenshot of the language selection area

Registering

1. To register and create an account click the 'Log In' icon at the top right-hand side of the welcome page.

Figure 2. Screenshot of the log in button

2. Click 'Create a new account' button.

Figure 3. Screenshot of the new account section

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

3. Choose a username and password. Your password must have at least eight characters and be made up of at least one digit, one lower case letter, one upper case letter and one non-alphanumeric character.
4. Complete 'More details' section. Email address, first name and surname are mandatory.

Figure 4. Screenshot of the new account screen

New account

▼ Collapse all

▼ Choose your username and password

Username ❗ [×]
- Missing username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Password ❗ [×]
- Missing password

▼ More details

Email address ❗ [   ]

Email (again) ❗ [   ]

First name ❗ [   ]

Surname ❗ [   ]

City/town [   ]

Country [Select a country ⬍]

Create my new account   Cancel

There are required fields in this form marked ❗.

5. Once registered, you will receive a welcome email with a link to activate your account. Click on this link or copy and paste it into your browser and you will be automatically logged into your account. If you don't receive this email, please check your junk folder.

6. If you forget your username and/or password, you can reset them by clicking on the 'Forgotten your username or password' link.

Figure 5. Screenshot of the log in screen

Technical support

If you have any technical problems, please email: fsasupport@indegu.co.uk
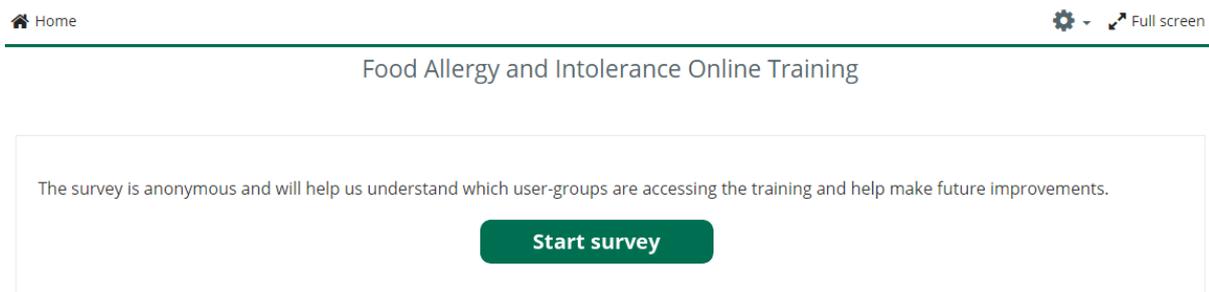
Getting started

From the homepage access the main course menu by selecting the 'Complete survey and start course' button.

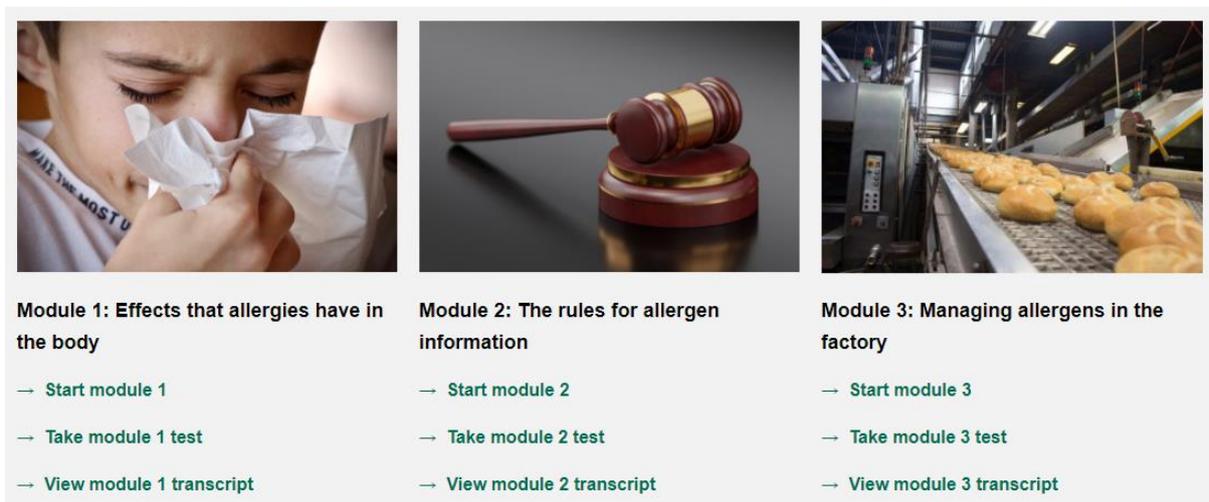**Figure 6. Screenshot of the complete survey button**

The survey is anonymous and will help us understand which user-groups are accessing the training and help make future improvements. Select the 'Start survey' button.

Figure 7. Screenshot of the start survey section

The modules will appear once the survey is completed.

Figure 8. Screenshot of the course modules screen

Course modules

The modules that make up this training cover six themes:

- Module 1 - Effects that allergies have in the body
- Module 2 – The rules for allergen information
- Module 3 – Managing allergens in the factory
- Module 4 – Providing accurate allergen information for prepacked and non-prepacked food
- Module 5 – Managing allergens in a catering environment
- Module 6 – The use of voluntary labelling

Each module consists of bite-size lessons, including:

- an introduction with the module's objectives
- knowledge check for you to check your understanding of what you have learnt
- a summary of the learning outcomes

Once you have studied each module you will be ready to take the relevant module test, covering material from the module.

You can complete the training in one go or in small chunks and return later.

Transcripts

Transcripts of the modules are also provided on the main course menu under each module. These transcripts are designed to be used with assistive technology, such as screen readers, or as an alternative mode of learning, including working offline.

If you use the transcripts, you will still need to complete the tests online.

Tests

You can access the assessed tests for each module from the link at the end of the module or the main course menu. The purpose of the tests is to assess your knowledge and understanding of the content contained in the module. You will not be tested on any information from the external sites or PDF documents, provided during the training.

CPD certificate

If you answer 85% or above of all questions correctly on the end-of-module tests, you will be able to download a Continuing Professional Development (CPD) certificate to demonstrate your knowledge. Please note that you must complete and pass all 6 module tests to obtain your certificate.

Once all 6 module tests have been successfully passed, a button will appear on the homepage to allow you to download your certificate. You will need to click the 'Download certificate' button and then click on the 'View certificate' button which will appear. Please note that your certificate will not be emailed to you. If your certificate has not appeared, please check that you have completed and passed all the module tests.

Figure 9. Screenshot of the certificate section

Certificate

The certificate will only appear once you have successfully completed all the tests.

Congratulations on completing the training.

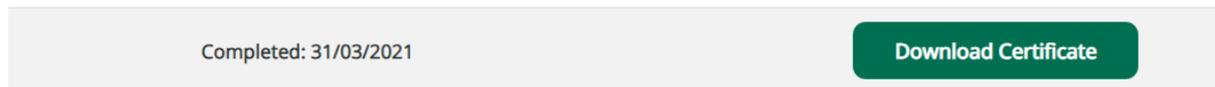Completed: 31/03/2021   **Download Certificate**

Figure 10. Screenshot of the view certificate screen

Certificate - FSA Food allergy and intolerance training

Awarded on: Wednesday, 31 March 2021, 9:17 AM

View certificate

You can complete the training and/or the tests again at any point and obtain a new certificate (if the tests are **successfully** passed). Alternatively, you can update your understanding of specific modules at any time.

If you wish to retake the training and get a new certificate with an updated date, please click on the 'Restart the training' button at the bottom of the certificate box.

Figure 11. Screenshot of the restart the training section

To get a new certificate with an updated date, please retake the training.

Restart the training