

Sound

The course requires sound. To complete the course you will need headphones if speakers are not available.

Assessment

You will be asked a series of multiple choice questions. To pass the assessment you will need to score above 67% in each of the modules you take.

If you are a trainee...

1

To log in, go to <http://foodlegal.learntobesafe.net> and log in at the top right with the username and password you have been given.

2

You will see a list of available courses here. This page will also display old training records if you have used this login before. Old ones will say 'expired on...'

3

To start the course, click 'Watch Course'. When you have completed the assessment you can also use this page to 'View assessment results' and 'Print certificate'.

4

When you click 'Watch Course' the course will load up ready for you to press the 'play' button and begin. You must watch each part of the course all the way through for the system to register which parts you have watched.

5

You can use the menu on the left of the course to go back to a specific section of the course if required. Once you have finished the course you can access the assessment.

6

The assessment is multiple choice. Once you have passed the assessment you can print your certificate from the menu on the left.

7

To leave the course at any time, click 'Save Progress' then 'Exit Course'. This will take you back to the main menu and the system will save your progress.

8

If you need to come out of the course and revisit it another day, follow steps 1 to 3 to access the course, and use the menu in step 5 to find the right part to continue from.

9

Complete the whole course to gain access to the assessment, and when you have passed the assessment you can access your certificate from the main menu (step 3). You can also download course notes for some of the courses.