

**Minnesota Department of Agriculture  
Food and Feed Safety Division**

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Version #: 1.1	Effective Date: 2/8/2017
Title: <b>Course Description Development and Entry</b>	

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**1. PURPOSE**

The purpose of this document is to describe the procedure for course description development and entry for Minnesota Department of Agriculture (MDA) Food and Feed Safety Division (FFSD) staff conducting training.

**2. SCOPE**

This procedure applies to all Manufactured Food and Retail Food Program training courses including classroom, online, and self-study as applicable. The procedure includes instructions for trainers, training coordinator, and food program supervisors and management. This procedure does not apply to field training.

**3. BACKGROUND**

The Minnesota Department of Agriculture – Food and Feed Safety Division – Manufactured Food and Retail Food Programs conduct training for inspection, compliance, supervisory, support and technical staff. The Manufactured Food Regulatory Program Standards requires that the course descriptions are completed for each internal course as applicable. The Food Program uses a Learning Management System, Absorb, to store the course descriptions.

**4. RESPONSIBILITY**

**Manufactured Food or Retail Food Program Manager** - The Food Program Manager will review course descriptions as requested.

**Manufactured Food or Retail Food Inspection Supervisor** – The Food Inspection Supervisors will assist in the development and review of course descriptions as requested.

**Trainer** – The Trainer will follow this procedure to complete or update course descriptions and verify that all courses taught have current course descriptions.

**Training Coordinator** – The Training Coordinator will review course descriptions and manage all course descriptions.

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## 5. DEFINITIONS

**Trainer:** A trainer is a food program staff member designated by the food inspection manager and/or supervisors. A trainer may be a supervisor, compliance officer, rapid response team member, inspection staff, or any other personnel with appropriate knowledge of the subject.

**Internal Courses:** An internal course is a classroom, online, or self-study course created and provided by the Minnesota Department of Agriculture – Food and Feed Safety Division.

**External Course:** An external course is a classroom, online, or self-study course created and provided by any other company, school, institute, or regulatory agency outside of the Minnesota Department of Agriculture – Food and Feed Safety Division (FFSD) – Manufactured Food or Retail Food Programs.

## 6. PROCEDURES

### 6.1. Internal Course Descriptions

#### Trainer

- 6.1.1. Complete a course description for each course that is developed within MDA as assigned.
- 6.1.2. Each course description must contain the components listed below. Refer to the *Course Description Template*.
  - a. Course Name
  - b. Subject Area
  - c. Prerequisites
  - d. Delivery
  - e. Duration
  - f. Terminal Learning Objectives (use Bloom’s Taxonomy)
  - g. Brief Description
- 6.1.3. Upload the course description and course materials such as PowerPoint, quiz, exercises, etc. to SharePoint at least one (1) week prior to the course. If during the training, updates are noted, send the updates to the Training Coordinator.

### 6.2. Entering Course Descriptions

#### Training Coordinator

- 6.2.1. Assign course descriptions as required to the appropriate TRAINER.
- 6.2.2. If an INTERNAL COURSE trainer is not a member of the applicable food program, assign a Manufactured Food or Retail Food program staff member to develop the course description in conjunction with the classroom trainer.

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6.2.3. Review the internal course description once it has been uploaded to SharePoint within two (2) weeks. Assess the following components:

- a. All information is complete
- b. Instruction material has been uploaded to SharePoint
- c. Objectives are action oriented and use *Bloom's Taxonomy Action Verbs*.
- d. Assessment, classroom exercise, or evaluation is included in the Brief Description

6.2.4. Enter the information for all internal courses in the Learning Management System.

6.2.5. Enter external course description information as available and applicable if course descriptions are not easily accessible in another learning management system or online.

### **6.3. Review of Course Descriptions**

#### Trainer

6.3.1. Review the course description if any updates have been made to the course.

6.3.2. Using tracked changes, update the word document on SharePoint and notify the Training Coordinator.

#### Training Coordinator

6.3.3. Conduct a review of the course description biannually or if the course is updated. A review should include a trainer, a food supervisor, and the applicable program manager if needed.

## **7. RELATED DOCUMENTS (includes References, Attachments)**

Bloom's Taxonomy Action Verbs

Internal Course Description Template

## **8. EQUIPMENT/MATERIALS NEEDED**

Learning Management System

## **9. SAFETY**

N/A

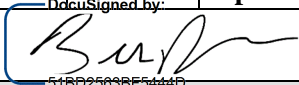
## **10. CIRCULATION**

This policy will be circulated to the following groups: Manufactured Food and Retail Food Program Supervisors, Manufactured Food and Retail Food Program Managers, Trainers (as assigned), and the Training Coordinator. The current version will be stored electronically on the FFSD document control site.

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**11. APPROVAL/DOCUMENT HISTORY**

Document History		
Version #	Status (I, R)	Change History
1	I	Initial Policy Drafting.
1.1	R	Updated procedure to reflect division structure change from DFID to FFSD. Updated responsibility section.
DocuSigned by: 		2/8/2017
<b>Approved By:</b>		<b>Date</b>
<b>Approved By:</b>		<b>Date</b>

I = Initial document; R = Revised document