



BTSF ACADEMY – Report 2021

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BTSF: Better Training for Safer Food

LMS: Learning Management System

NCP: National Contact Point

EU MS: European Union Member States

F2F: face to face

VC: Virtual Classroom

STM: Sustained Training Mission

Moodle: Modular Object-Oriented Dynamic Learning Environment



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1. EXECUTIVE SUMMARY

In 2021, **BTSF ACADEMY** completely took over the organisation of the delivery of BTSF training. The Covid pandemic meant that classic BTSF face-to-face training was not possible. Through virtual classrooms, the ACADEMY organised **153 training sessions** and enabled contractors to train **5058 participants**, including over 250 EU officials. The ACADEMY worked in close cooperation with all contractors to upload over 6800 pieces of training related information and activities (content assets) to the ACADEMY LMS (Learning Management System).

The Academy organised the first online training event for DG SANTE F6 using the open source videoconferencing application Big Blue Button (BBB). DG SANTE were very satisfied with the outcome. Using the experience gained from this event, Chafea amended one framework contract to provide several BTSF workshops in the second half of 2020 through online training.

Chafea subsequently amended the other active BTSF contracts in the first quarter of 2022 to allow contractors to provide the classic (face to face – F2F) BTSF training workshops online through virtual classrooms.

BTSF ACADEMY offered the contractors the use of the BBB or a Commission Zoom account. Participants to these and later VCs had online access to all the relevant learning material stored within the ACADEMY.

The ACADEMY organized **10 meetings with external contractors** to launch these amended BTSF contracts in March 2021. BTSF ACADEMY developed **50 guidelines** for contractors and participants to assist them with running and attending VCs e.g. technical settings, integrating virtual web conferencing applications such as Zoom, Teams and Big Blue Button in the ACADEMY LMS, enrolling participants and managing training content.

Each virtual classroom followed the same principle as classic BTSF training. Participants gathered in general lectures and then divided into smaller groups, using the features of various web applications. All training courses offered a combination of synchronous and asynchronous learning using live tutoring and lectures combined with uploaded learning materials in the LMS. BTSF ACADEMY created a repository of training materials available to each enrolled participant. All training elements (lectures, group chats, QnA etc.) of the VCs were recorded and uploaded to the LMS for further consultation or for participants to re-visit a particular training subject. This is an ongoing process, aiming to provide updated recordings immediately after each session. Each training session had two knowledge questionnaires (pre and post-training examinations) to monitor and evaluate the impact of the training, and an online survey to obtain information on the organisation and quality of the training.

The BTSF ACADEMY opened a **BTSF Contractors' repository** for daily contract management of virtual classrooms and uploaded material. The contractors' repository holds guidelines, tutorials and templates for submission, uploading and updating of information. The LMS provides integrated course announcements and a Forum function to facilitate course communication. Contractors provide the calendar and detailed information on each course (objectives, attendance criteria, training information etc.) in advance of the planned training sessions in the BTSF ACADEMY. The ACADEMY front page was adapted to present daily upcoming events for the forthcoming 6 weeks with direct links to each particular training session.





A **BTSF National Contact Points Reserved Area**, also allocates information on training activities, procedures, guidelines, templates and documents facilitating the daily management of participants from countries, in the EU and worldwide.



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2. SUMMARY OF ACTIVITIES

Period	Summary of activities
<p data-bbox="210 496 443 576">2021</p>  <p data-bbox="259 762 394 794">COVID-19</p>	<p data-bbox="506 443 1921 480">Transfer of all BTSF face-to-face training resources and activities to the BTSF ACADEMY</p> <p data-bbox="506 555 1458 592">Hosting of extensive virtual classroom-based training events</p> <p data-bbox="506 667 1406 703">Support for content updates of existing eLearning courses</p> <p data-bbox="506 778 1973 815">Support for development of new eLearning courses (Consultancy and technical specifications)</p> 
	<p data-bbox="712 938 1547 975">Revamp and new categorisation of thematic courses</p> <p data-bbox="712 1034 1621 1070">Naming convention for course titles and calendar events</p> <p data-bbox="712 1129 2040 1166">New integrated course template = Information Packages + F2F/VC learning resources</p> 
	<p data-bbox="506 1262 1563 1299">Developing the BTSF Library: increasing content and accessibility</p>

BTSF Library: library of training information/resources open to all registered users of BTSF ACADEMY.



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3. ENGAGEMENT METRICS

Training activities/Virtual Classrooms

Training activities - Virtual Classrooms 2021

BTSF ACADEMY
Virtual Classrooms



>140

Thematic courses

>5000 enrolments

including 250 EU Staff

>150

Virtual Training Events

35

Training providers

>190

Training session recordings

>330

Tutors



Thematic courses cover one or more topics.

Training Session recordings: include recordings delivered during 2021 and uploaded sessions from previous editions.



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Training activities - eLearning

Training activities – eLearning 2021

BTSF ACADEMY
eLearning activities



eLearning courses

3 topics in **5** languages
5 topics in **English**



>4000

enrolments



Participation from
36 countries
in **2021**



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4. CONTENT METRICS

Activities and resources 2021 – State of Play

BTSF ACADEMY Activities and resources

>6800

Content Assets

- >4400** file resources
- >200** video resources
- >50** guides and tutorials

>350

Course containers

Including information related to face-to-face, virtual classrooms and eLearning training activities, webinars, technical workshops, sustained training missions (STM), and legacy materials.

Help Desk

Support
Jan-Dec 2021



>1500

Emails addressed

Content assets: activities and resources, including images, links, presentations, quizzes, videos, documents, certificates, etc.













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5. SERVICE PROVISION / OPERATIVE OVERVIEW

Service provision

The **BTSF ACADEMY** relies on a series of internal and external services that interconnect to produce the resulting structure and final products, for the audiences and contributing stakeholders:

-  Direction and planning
-  Coordination
-  Daily management
-  IT infrastructure management
-  Development of new features
-  Content management
-  User management
-  Help Desk Support services
-  Reports and statistics
-  Consultancy and Knowledge Transfer



BTSF ACADEMY

Figure 1. Schematic of the BTSF ACADEMY



Team, Skill-sets and tasks

The team composition and skill-sets required for the strategic planning and business continuity of the **BTSF ACADEMY** are defined by the following managerial, technical and operational tasks:

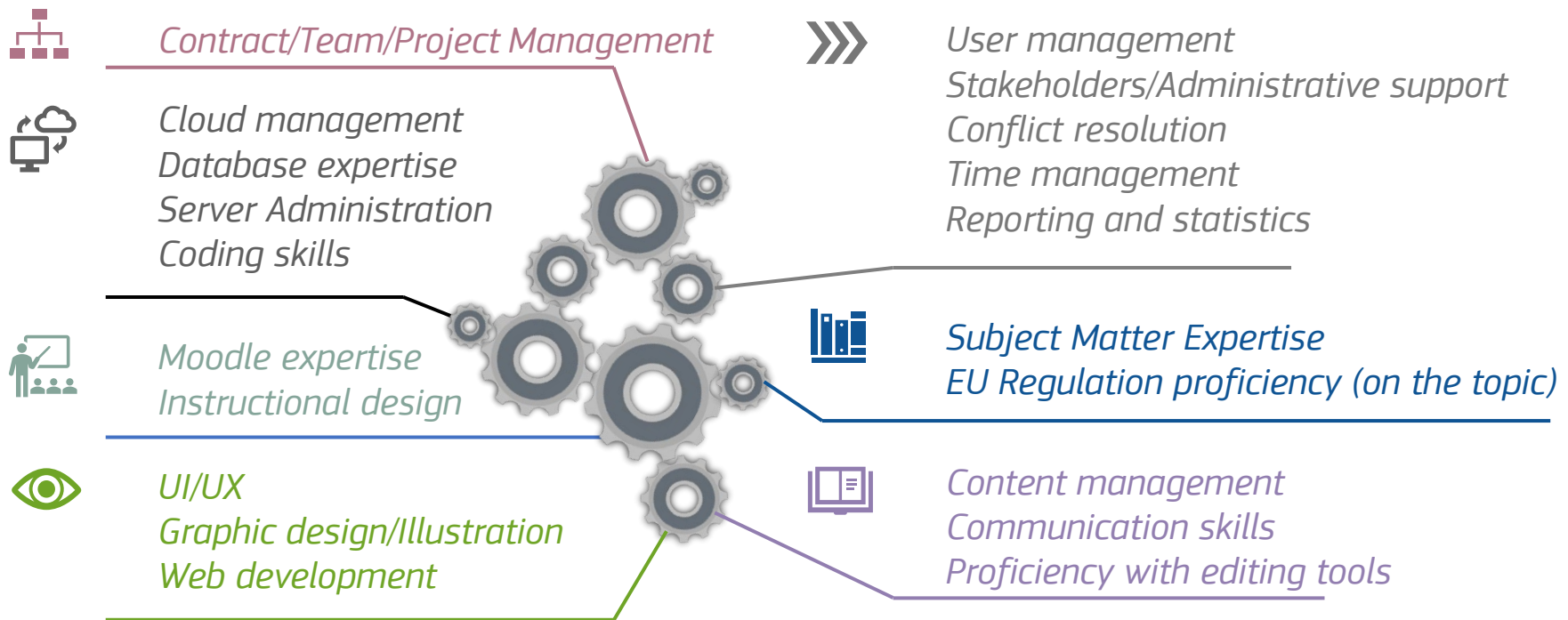


Figure 2. Skill-set and Tasks