



Animal &
Plant Health
Agency

APHA Briefing Note 04/22

A reminder to existing FCCOs of the deadline for completion of the Food Competent Certifying Officer (FCCO) training.

Date issued: 09 May 2022

Purpose

1. To provide a further reminder to FCCOs to complete the Official Controls Qualification (Certifying Officer) - Food Competent Certifying Officer (OCQ(CO) - FCCO) training by the end of 31 May 2022.
2. The training was launched on 30 November 2021. Further details can be found in the APHA Briefing Notes 06/21, 02/22 and 03/22 (see links below).

Background

3. APHA and Defra have developed the OCQ(CO) - FCCO online training course to help FCCOs in their role of certifying Products of Animal Origin (POAO) to the EU and the rest of the world.
4. The training will enable current FCCOs to revalidate their existing authorisation and Local Authority (LA) and Food Standards Scotland (FSS) officers to qualify as new FCCOs.

Action

5. **Existing FCCOs must complete the training by the end of 31 May 2022.**
6. **Failure to do so will result in removal of an individual's FCCO authorisation from 1 June 2022. No further work as an FCCO may be carried out once the authorisation has been removed.**

Information about the training

7. FCCOs are required to complete online training as part of the APHA's FCCO authorisation process. FCCOs authorised prior to 30 November 2021 can be assured that their existing APHA authorisation will continue to remain in place, provided that they successfully complete the revalidation course by the deadline of 31 May 2022.
8. **FCCOs who were authorised prior to 30 November 2021 will have until 31 May 2022 to successfully complete the training and invigilated online examination in order to retain their authorisation.**
9. All new FCCO applicants will need to successfully complete the training course and invigilated online examination before they can be authorised as an FCCO. There will be no time limit for new candidates completing the course.
10. There will be no cost to current FCCOs (or to the LAs they are working for) for the initial revalidation training, providing they successfully complete the training by the deadline of 31 May 2022. Funding will also be available for the cost of the training course for new FCCOs.

How to sign up for the training

Registration

11. If you are not already registered on the Improve International Animal Health Paraprofessional (AHP) database, you must do so before you can access the training.
12. Register on the Improve Animal Health Paraprofessional website at: <https://www.improve-ahp.com/registration/> by using the code **21-FCCO-Reg-AP**. This code must be entered as an invoice code for payment.
13. FCCOs or their employers are not required to pay for the training themselves. As part of registration, the FCCO will be required to nominate their manager, who will confirm their right to work and eligibility for the qualification.
14. If you have previously completed the CSO or ATT training, you will already be registered and all you need to do is follow the process for enrolment below. Please do not register again. If you cannot remember your login details, please contact enquiries@improve-ahp.com.

Course Enrolment for FCCOs who were authorised prior to 30 November 2021

15. Once registered, the FCCO or their employer must email the APHA OV team at CSCOneHealthOVTeam@apha.gov.uk to let them know that they are registered and require access to the FCCO revalidation course.
16. The APHA OV team will grant the FCCO access to enrol on the revalidation course. An email confirming this will be sent to the FCCO or their employer and should be received within 5 working days. The confirmation email will include a code, which must be entered as an invoice code for payment for enrolment onto the OCQ(CO) - FCCO revalidation course. The code must not be shared with anyone other than the FCCO and the FCCO's employer.
17. Any FCCOs authorised before 30 November 2021 should ensure that they enrol on the revalidation course and not the main FCCO course.
18. Once enrolled, the course will appear on the FCCO's personal training dashboard. The FCCO can access the course in their own time and complete it at their own pace. Parts of the course can be completed and then returned to later. Progress on the course will be saved so that any parts that have been completed will not need to be repeated.
19. FCCOs must complete the training and pass the invigilated online examination by 31 May 2022 in order to continue to be authorised as an FCCO.
20. In exceptional circumstances, an extension to the deadline may be granted by APHA, for example if the FCCO is on parental leave throughout the revalidation period. Applications for an extension must be received before the deadline date of 31 May 2022. The completed application form (which will be available on [APHA Vet Gateway \(defra.gov.uk\)](https://www.apha.gov.uk/portal/page?_afz=1)) needs to be sent to the APHA OV team.

Course Enrolment for new FCCOs

21. Once registered, the applicant or their employer must email the APHA OV team at CSCOneHealthOVTeam@apha.gov.uk to let them know that they are registered and require access to the FCCO course. They will then be sent a code to enrol on the OCQ(CO) - FCCO main course. This code must be entered as an invoice code for payment for enrolment.
22. Once enrolled, the course will appear on the applicant's personal training dashboard. They can access the course in their own time and complete it at their own pace. Parts of the course can be completed and then returned to later. APHA is an Executive Agency of the Department for Environment, Food and Rural Affairs and also works on behalf of the Scottish Government, Welsh Government and Food Standards Agency to safeguard animal and plant health for the benefit of people,

the environment and the economy. Progress on the course will be saved so that any parts that have been completed will not need to be repeated.

23. After successful completion of the online course, there will be an invigilated online examination. A Certificate of Competence will be issued by Improve International once this has been passed. Please note that this not FCCO authorisation.
24. The APHA OV team will grant FCCO authorisation within 10 working days of the applicant passing the online examination. An official stamp and the stamp terms and conditions will be sent to the applicant's employer.
25. The applicant must not carry out any FCCO duties until they have been authorised by APHA and received their stamp.

Timing

- **31 May 2022 - Existing FCCOs must successfully complete the training by the end of this day in order to maintain their authorisation.**

Further information

26. Original Briefing Note 06/21: [Update on Food Competent Certifying Officer \(FCCO\) training \(defra.gov.uk\)](#), APHA Briefing Note 02/22: [A reminder to register for the Food Competent Certifying Officer \(FCCO\) Training \(defra.gov.uk\)](#) and APHA Briefing Note 03/22: [A reminder to enrol on the Food Competent Certifying Officer \(FCCO\) training \(defra.gov.uk\)](#)
27. Improve International: <https://www.improve-ahp.com/qualifications/fcco.php>
28. If you have any questions about the FCCO training, please contact: CSCOneHealthOVTeam@apha.gov.uk