



INDONESIA HALAL TRAINING & EDUCATION CENTER

Bogor Icon Office Center Lt. 3, Bukit Cimanggu City, Jl. Sholeh Iskandar No.1, Cibadak, Kec.

Tanah Sereal, Kota Bogor, Jawa Barat 16168

☎ 0251- 7597777/ 0251-7599888 /+62811 114 5060 @ info@ihatec.com

MANDATORY LETTER

TL078/TR/IHATEC/XI/2024

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Indonesian Halal Training and Education Center, hereby assigns :

No.	Name	Position
1	Evrin Lutfika, S.T.P, M.T.Pn	Trainer
2	Dr. H. Priyo Wahyudi, MSi	Trainer
3	Maruli Siregar, S.T, M.Sc.	Trainer
4	Ratna Mustika, SSi	Trainer
5	Dr. Ir. Joko Hermanianto, M.Sc	Trainer
6	Heryani, S.Si., M.T.Pn.	Trainer
7	Dra. Dewi Rijah Sari, Apt.,M.Si.	Trainer
8	Prof. Dr. Nancy Dewi Yuliana S.TP., M.Sc.	Trainer
9	Winda Firdayanti	Training Coordinator
10	Dwiyanto	Training Coordinator Assistant

To perform :

Name of Activity	Training of HALAL AUDITOR COMPETENCY (HCB Program 1) Competency of Halal Auditor based on National Work Competency Standard & Implementation of SJPH (Halal Food Council Europe – HFCE) - Online Training
Address	Bogor Icon Office Center Lt. 3, Bukit Cimanggu City, Jl. Sholeh Iskandar No.1, Cibadak, Kec. Tanah Sereal, Kota Bogor
Training Date	November, 25 – 26 & 28 - 29, 2024
Training Objective	4 Days Training of Halal Auditor based on National Work Competency Standard & Implementation of SJPH bundling with Competency Test 13.00 - 16.00 WIB

The job specification of Trainer as follows deliver the training materials to achieve the training objective as requested.

We kindly request necessary assistances from any related parties to make this training successful. Thank you.

Bogor, November 21, 2024

Director,

Signed by:

AY
63f83c94-0470-4eb9-9fae-...

Aditya Yudha Prawira Sukarno



INDONESIA HALAL TRAINING & EDUCATION CENTER

Bogor Icon Office Center Lt. 3, Bukit Cimanggu City, Jl. Sholeh Iskandar No.1, Cibadak, Kec.

Tanah Sereal, Kota Bogor, Jawa Barat 16168

☎ 0251- 7597777/ 0251-7599888 /+62811 114 5060 @ info@ihatec.com

A. Trainer Duties

1. Deliver training materials according to the title and time of assignment
2. Discuss case studies in the training session
3. Checking the Worksheet for Bundling (Competency Test)/PBK LK Method training

B. Duties of the Training Coordinator

1. Prepare adequate and ready-to-use training support equipment/equipment
2. Guide the course of training and ensure the smooth running of training activities
3. Assistance for participants and trainers
4. Ensure all participants have joined through the video conference application (Admit participants according to the list of training participants)
5. Recap & check the attendance of trainees every day
6. Monitoring pre-post test and Remedial Test (if any) and recap of PBK/Non-PBK training assessment
7. Ensure a stable internet connection during training
8. Document training activities (such as: Photos with participants) and send to the training team a maximum of D+1 training

C. Duties of Assistant Training Coordinator

1. Open a live conference (Zoom/Ms.Teams), make sure all participants have joined through the video conference application (Admit participants according to the list of training participants)
2. For participants who have not attended, help TC to remind participants (H – 15 minutes of training)
3. Recap & check the attendance of the trainees every day
4. Monitoring pre-post test and Remedial Test (if any)
5. Ensure a stable internet connection during training
6. Document training activities (such as: Photos with participants) and send them to the training team for a maximum of D+1 training
7. Generate Online Training Recordings and upload them to the training Drive (OneDrive)
8. Prepare training equipment if there is a trainer who fills out the training at the IHATEC office



INDONESIA HALAL TRAINING & EDUCATION CENTER

Bogor Icon Central Office. Lt. 3, Bukit Cimanggu City, Jl. Sholeh Iskandar No.1,
Cibadak, Kec. Tanah Sereal, Kota Bogor, Jawa Barat 16168

☎ 0251- 7597777/ 0251-7599888 /+62811 114 5060 ✉ info@ihatec.com

TRAINING SCHEDULE

COMPETENCY OF HALAL AUDITOR BASED ON INDONESIAN NATIONAL WORK COMPETENCY STANDARD & IMPLEMENTATION OF SJPH

Halal Food Council of Europe - Online Training (November 25 – 26 & 28 - 29, 2024)

7 AM – 11 PM (GMT+1) 1 PM – 5 PM (GMT +7 WIB)

GMT+7 (INA Time) AM	GMT+1 (Europe Time) AM	AGENDA	SPEAKER
------------------------	---------------------------	--------	---------

Day 1 – Monday, Nov 25, 2024

12.45 – 13.00	06.45 – 07.00	Training Online Preparation	Training Coordinator Winda Firdayanti
13.00 – 13.15	07.00 – 07.15	Opening Remarks	Dir IHATEC_Aditya Yudha BPJPH_Dr. Ir. H. Abd Syakur, S.Ag., M.Si.
13.15 – 13.20	07.15 – 07.20	Training Rules	Training Coordinator
13.20 – 14.15	07.20 – 08.15	Module 1. M.17.a. Indonesia Halal Regulation & Introduction of Halal Auditor	Evrin Lutfika, S.T.P, M.T.Pn
14.15 – 14.20	08.15 – 08.20	Break	-
14.20 – 16.00	08.20 – 10.00	Module 2. M.31.u. Criteria & Implementation of SJPH (Indonesia Halal Product Assurance System) Part 1	Dr. H. Priyo Wahyudi, MSi
16.00 – 16.10	10.00 – 10.10	Break	-
16.10 – 17.00	10.10 – 11.00	Module 3. M.31.u. Criteria & Implementation of SJPH (Indonesia Halal Product Assurance System) Part 2	Dr. H. Priyo Wahyudi, MSi

Day 2 – Tuesday, Nov 26, 2024

12.45 – 13.00	06.45 – 07.00	Training Online Preparation	Training Coordinator Winda Firdayanti
13.00 – 14.30	07.00 – 08.30	Module 4. M.18.c. Material Critical Points & Supporting Documents needed	Maruli Siregar, S.T, M.Sc.
14.30 - 14.35	08.30 – 08.35	Break	-



INDONESIA HALAL TRAINING & EDUCATION CENTER

Bogor Icon Central Office. Lt. 3, Bukit Cimanggu City, Jl. Sholeh Iskandar No.1,
Cibadak, Kec. Tanah Sereal, Kota Bogor, Jawa Barat 16168

☎ 0251- 7597777/ 0251-7599888 /+62811 114 5060 ✉ info@ihatec.com

GMT+7 (INA Time) AM	GMT+1 (Europe Time) AM	AGENDA	SPEAKER
14.35–16.00	08.35 – 10.00	Module 5. M.19.d. Audit Preparation of Material & Halal Product Process + Worksheet 1	Maruli Siregar, S.T, M.Sc.
16.00 – 16.10	10.00 – 10.10	Break	-
16.10 – 18.00	10.10 – 12.00	Module 6. M.20.c Pre-Audit of Material & Halal Product Process +Worksheet 2	Ratna Mustika, SSi
18.00 – 19.00	12.00 – 13.00	Finalization Worksheet 1 & 2	Participants

Day 3 – Thursday, Nov 28, 2024

12.45 – 13.00	06.45 – 07.00	Training Online Preparation	Training Coordinator Winda Firdayanti
13.00 – 15.10	07.00 – 09.10	Module 7. M.21.c Audit Process and Reporting Audit Result of Material & Halal Product Process	Dr. Ir. Joko Hermanianto, M.Sc
15.10 – 15.20	09.10 – 09.20	Break	-
15.20–17.00	09.20 – 11.00	Role Play Audit	Heryani, S.Si., M.T.Pn.
17.00 – 17.10	11.00 - 11.10	Break	-
17.10 – 18.10	11.10 – 12.10	Role Play Audit (continuous)	Heryani, S.Si., M.T.Pn.
18.10 – 18.20	12.10 – 12.20	Break	-
18.20 –19.00	12.20 – 13.00	Presentation of Audit Result (Worksheet 3)	Heryani, S.Si., M.T.Pn.

Day 4 – Friday, Nov 29, 2024

12.45 – 13.00	06.45 – 07.00	Training Online Preparation	Training Coordinator Winda Firdayanti
13.00 – 15.10	07.00 – 09.10	Module 8. M.22.d Follow up of Audit Result + Exercise	Dra. Dewi Rijah Sari, Apt.,M.Si.
15.10 – 15.20	09.10 – 09.20	Break	-
15.20 – 17.00	09.20 – 11.00	Module 8. M.22.d Follow up of Audit Result + Exercise	Dra. Dewi Rijah Sari, Apt.,M.Si.
17.00 –18.00	11.00 – 12.00	Break & Post-Test, Evaluation & Closing	TC & Participant

All time information is GMT+7 (Jakarta, Indonesia) WIB (GMT+1)



INDONESIA HALAL TRAINING & EDUCATION CENTER

Bogor Icon Central Office. Lt. 3, Bukit Cimanggu City, Jl. Sholeh Iskandar No.1,
Cibadak, Kec. Tanah Sereal, Kota Bogor, Jawa Barat 16168

☎ 0251- 7597777/ 0251-7599888 /+62811 114 5060 ✉ info@ihatec.com
