

GLOBALG.A.P. (EUREPGAP)

General Regulations Integrated Farm Assurance

VERSION 3.1_Nov09

PART V | TRAINING REGULATIONS

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This part is of importance to anybody who wants to become an approved GLOBALGAP (EUREPGAP) Trainer of the public, or who already is an approved trainer.

1 ROLE OF TRAINING IN GLOBALGAP (EUREPGAP)

GLOBALGAP (EUREPGAP) recognises the global need for qualified GLOBALGAP (EUREPGAP) training, which can be cost efficient and customised for growers. The GLOBALGAP (EUREPGAP) training offer shall serve as voluntary facilitation for the farmer's way to GLOBALGAP (EUREPGAP) certification. There will be no official requirement for producers to show proof that a staff member or external adviser has attended a GLOBALGAP (EUREPGAP) training course.

GLOBALGAP (EUREPGAP) offers 2 types of training:

- (i) Train-the-Trainer (TT) Workshops – advertised on the website for all interested parties (GLOBALGAP (EUREPGAP) members and non-members). At these workshops, all attendees may take an optional exam, but only GLOBALGAP (EUREPGAP) members may become an approved Train-the-Public trainer, to provide a limited but sufficient number of qualified trainers and register them on the GLOBALGAP website. Once qualified, the trainer can conduct classroom-training courses (train-the-public) using GLOBALGAP (EUREPGAP) normative documents as published on the GLOBALGAP website and other information that will become available on the Trainer Extranet from time to time.
- (ii) In-house workshops - not advertised on the GLOBALGAP website, are offered on request. These workshops also include the TT examination. The party who requested an in-house workshop may not advertise it publicly.

NOTE: A certificate of attendance will be issued to the attendees of a TT and in-house workshop.

2 SCOPE

The objective is to explain and regulate the operation of the GLOBALGAP (EUREPGAP) Train-the-Trainer Workshops and the interaction between the GLOBALGAP Secretariat, trainers, and the public.

This document explains the procedures for becoming an approved GLOBALGAP (EUREPGAP) Train-the-Public Trainer and the procedures that should be followed in order to obtain and maintain status as approved. It details the duties and rights of the GLOBALGAP Secretariat and applicants of the Train-the-Trainer Workshops.

3 RULES

3.1 General Rules for Trainers

These regulations establish the rules applicable to all approved trainers.

- (i) GLOBALGAP (EUREPGAP) issues certificates to approved trainers, who are thus empowered to train the public.
- (ii) The use of the logo is regulated by the GLOBALGAP Secretariat, specified in the “Trademark and Logo Use Guidelines” as in the most recent version of Appendix I.1.
- (iii) The requirements for GLOBALGAP (EUREPGAP) approved trainers are set out in Appendix V.1 Requirements for GLOBALGAP (EUREPGAP) Approved Trainer-the-Public Trainers. The formal and technical skills and qualifications in terms of food safety and G.A.P. training required are based on the requirements for a GLOBALGAP (EUREPGAP) auditor (except formal lead assessor course and experience) as outlined in the General Regulations Appendix II.2 of the most recent version.
- (iv) After successful completion of the TT workshop exam, the participant needs to complete, sign and send
 - a) the GLOBALGAP (EUREPGAP) Applicant Trainer Checklist with diplomas/certificates that prove the qualifications according to the checklist and

- b) the GLOBALGAP (EUREPGAP) Trainer Registration Agreement to the Secretariat for approval.
- (v) The approved trainer needs to update information annually to remain on the GLOBALGAP website as an active approved trainer. See 5.2 Maintain GLOBALGAP (EUREPGAP) Approved Status.

3.2 Rights of Trainers

- (i) Appearance on the GLOBALGAP website as approved GLOBALGAP (EUREPGAP) Train-the-Public Trainer.
- (ii) Access to the Trainer-only Section of the Training Extranet.
- (iii) Use of GLOBALGAP (EUREPGAP) general presentations as updated and available on the Trainer-only section of the Training Extranet.
- (iv) Trainers can only train the public (i.e. any person interested to become more familiar with GLOBALGAP (EUREPGAP) and the interpretation thereof).

3.3 Rights of GLOBALGAP (EUREPGAP)

- (i) GLOBALGAP reserves the right to cancel a trainer registration on a discretionary basis where for example complaints are received from members and public and the trainer fails to disprove the allegations.
- (ii) GLOBALGAP does not provide training material for Train-the-Public trainers to use.

4 DISCLAIMER

- (i) Courses offered by a GLOBALGAP approved Train-the-Public trainer are voluntary.
- (ii) Trainees must be aware that the course offered by a GLOBALGAP approved Train-the-Public trainer is not a GLOBALGAP approved course, only that the trainer has passed the workshop and has access to regular updates, and that it is not possible to become GLOBALGAP approved Train-the-Public trainer when attending and passing an exam within this course.

5 PROCEDURES

5.1 Obtain Approved Status

- (i) The applicant must sign up for the TT workshop and the exam and pay the workshop and applicable exam fees prior to the workshop (see fees according to the latest published GLOBALGAP (EUREPGAP) Fee Table on www.globalgap.org)
 - (ii) After successful completion of the TT exam, the trainer needs to complete, sign and send the following information to the GLOBALGAP Secretariat for approval:
 - a) The GLOBALGAP (EUREPGAP) Applicant Trainer Checklist with diplomas/certificates* that prove the qualifications according to the checklist (see GLOBALGAP (EUREPGAP) Applicant Trainer Checklist, available from the Training Extranet).
 - b) The GLOBALGAP (EUREPGAP) Trainer Registration Agreement (available from the Training Extranet), which includes information of the membership status of the associated organisation and sub-scopes the trainer wishes to register for.
 - c) Updated contact details and the status of the trainer and the associated organisation
 - d) A Curriculum Vitae*
- *NOTE: Documents have to be in English*
- (iii) A prerequisite to become an approved trainer is that the organisation the trainer is affiliated with must be a GLOBALGAP (EUREPGAP) member and the annual membership fee has been settled (see member fees according to the latest published GLOBALGAP Fee Table on www.globalgap.org).
 - (iv) After the applicant trainer has paid the workshop fees, passed the exam and sent the information requested in 5.1, the approved trainer shall receive a certificate from the GLOBALGAP Secretariat, stating that the trainee has attended and passed the TT workshop and exam and is approved as a GLOBALGAP (EUREPGAP) Train-the-Public Trainer.

- (v) GLOBALGAP approved trainers have to organize their training sessions themselves. Approved trainers must at least cover the current General Regulations Part I (and any other relevant Parts) and the Control Points and Compliance Criteria of the sub-scope(s) covered by the TT certificate issued by GLOBALGAP.
- (vi) Approved trainers may offer an exam, but the development and correction thereof are the responsibility of the trainer.
- (vii) Certificates issued by approved trainers must comply with requirements set out in Appendix V.2 Certificates issued by approved Trainers.

*NOTE: Approved trainers will only appear on the GLOBALGAP website once the trainer complies with **all** the requirements **and** has signed the GLOBALGAP (EUREPGAP) Trainer Registration Agreement.*

5.2 Maintain Approved Status

- (i) Approved trainers need to update contact information when there are changes.
- (ii) Approved trainers that want to maintain the approved status, need to attend and pass a one-day update-training course and exam, offered by GLOBALGAP, during the transition year after a new version has been launched.
- (iii) Approved trainers must sign the GLOBALGAP (EUREPGAP) Training Agreement for each new version of the normative documents.

6 ABBREVIATIONS AND REFERENCE DOCUMENTS

6.1 Abbreviations

TT	Train-the-Trainer	CPCC	Control Points and Compliance Criteria
TP	Train-the-Public	GR	General Regulations

6.2 Reference Documents

GLOBALGAP (EUREPGAP) Applicant Trainer Checklist
GLOBALGAP (EUREPGAP) Training Agreement

7 APPENDIX V.1 REQUIREMENTS FOR GLOBALGAP (EUREPGAP) TRAINER

7.1 Formal Qualifications

7.1.1 Post-high school qualifications

- (i) At least a post high school diploma or equivalent (minimum course duration of 2 years) must have been obtained in a discipline related to the scope of the certification.

7.2 Technical Skills and Qualifications

7.2.1 Food Safety and G.A.P. Training

- (i) Training in HACCP principles either as part of formal qualifications or by the successful completion of a formal course based on the principles of Codex Alimentarius.
- (ii) Food hygiene training either as part of formal qualifications or by the successful completion of a formal course.
- (iii) **For Crop scopes:** Plant protection products, fertilizer and IPM training either as part of formal qualifications, or by the successful completion of a formal course.
- (iv) **For Livestock or Aquaculture Scopes:** Basic Veterinary medicine and stockmanship training including animal health and welfare issues.
- (v) A minimum of 2 year's experience gained after finishing academic studies mentioned in point 7.1.1.i, and 3 years overall experience in the agricultural industry. This shall involve work in the production, quality assurance of food safety function of Crops (as trainer for Crops scope) and/or Livestock (as trainer for Livestock scope) and/or Aquaculture (as trainer for Aquaculture scope). Two years experience for each sub-scope is required, which may have been gained simultaneously for more than one sub-scope.

7.2.2 Communication Skills

- (i) English language skills suitable for negotiations and communication with GLOBALGAP.
- (ii) Working language skills in the corresponding native/working language. This must include the locally used specialist terminology in this working language.
- (iii) Basic presentation skills.

7.3 Organisation Qualifications

- (i) The organisation the applicant trainer is affiliated with must be a GLOBALGAP (EUREPGAP) member and settled the membership fee for the current year. Membership application is possible at www.globalgap.org – Membership.

NOTE: If the applicant trainer works for an educational institute, government body or accreditation body, the membership requirement is waived.

8 APPENDIX V.2 CERTIFICATE CONTENTS

The certificate issued by a GLOBALGAP (EUREPGAP) approved Train-the-Public Trainer shall include the following information:

- (i) It must state that it is for attending a Train-the-Public training
- (ii) The date and place where the training was held
- (iii) The course material covered:
 - the version of GR
 - the version of the CPCC, together with the scope and sub-scope covered (see below for clarification of scopes and sub-scopes)If additional supporting material was also covered (IPM principles, etc.), this needs to be included in the certificate.
- (iv) The Trainer's name in printed letters
- (v) It must state in which city, country and the month and year that the trainer passed the GLOBALGAP (EUREPGAP) Train-the-Trainer training.
- (vi) Only GLOBALGAP (EUREPGAP) member organisations may use the GLOBALGAP and/or EUREPGAP logo on their certificates in accordance with rules set out in GR Appendix I.1. The certificate shall under no circumstances create the impression that GLOBALGAP offered the training or that the training procedures are approved by GLOBALGAP.

The scope is one or more of the following: Crops Base, Livestock Base and/or Aquaculture

The possible sub-scopes are: Fruit and Vegetables, Combinable Crops, Coffee (green), Tea, Flower and Ornamentals, Cattle and Sheep, Dairy, Pigs, Poultry and Salmon.

NOTE: Other sub-scopes are possible when available and added to the GLOBALGAP (EUREPGAP) standard and offered in Train-the-Trainer workshops.

A certificate template is available in Annex V.1 - GLOBALGAP (EUREPGAP) Train-the-Public Certificate Template.

9 EDITION UPDATE REGISTER

General Regulation Version	Replaces	Replaced document obsolete	New document comes into force	Description of Modification
3.0-1_2July07	3.0-Mar07	2 July 2007	2 July 2007	Clarification of wording in 1(ii); 7.2.1(iii)
3.0-2_Sep07	3.0-1_2July07	30 Sep 2007	30 Sep 2007	Modification GLOBALGAP (EUREPGAP)
3.1_Nov09 Interim Final	3.0-2_Sep07	28 Feb 2010	20 Nov 2009	No change of content, modification of Version name.
3.1_Nov09	3.1_Nov09 Interim Final	28 Feb 2010	20 Nov 2009 Published 6 Jan 2010	Correction 1(i), 3.1(ii), 5.1(iii)

1. For detailed information of the modifications please contact GLOBALGAP Secretariat for the History document.
2. When the changes do not affect the accreditation of the standard, the version will remain “3.0” and edition update shall be indicated with “-x”.
3. When the changes do affect the accreditation of the standard, the version name will change to “3.x”.