

# EUREPGAP

## Training Regulations


Version 1.0-April05

Valid from: 1<sup>st</sup> April 2005

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## **1. EUREPGAP AND TRAINING**

### **“The Global Partnership for Safe and Sustainable Agriculture”**

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

After first experience the EurepGAP trainer qualification principle has been modified and is now based on two components:

- Centrally qualified individual trainers
- Member organisations

EurepGAP will conduct Train-the-Trainer Seminars (TTS) including an examination for final approval, to provide a limited but sufficient number of qualified trainers and register them on the EurepGAP website. The train-the-trainer course examination will also be offered to auditors attending the CB-Workshops. Once qualified the trainer can conduct classroom training courses (train-the-public) using EUREPGAP normative documents as published on the EurepGAP Website.

## **2. SCOPE OF THIS DOCUMENT**

This document explains the structure of becoming an approved EurepGAP Train-the-Public Trainer and the procedures that should be followed in order to obtain and maintain status as an approved trainer. It details the duties and rights of the EurepGAP Secretariat and trainers applying for Train-the-Trainer Seminars.

This is not a EurepGAP normative document, but only regulations and instructions to applicant trainers and already approved trainers.

## **3. OBJECTIVE**

- 3.1 The objective of this document is to explain and regulate the operation of the EurepGAP Train-the-Trainer Seminars and the interaction between the EurepGAP Secretariat, trainers and the public.

## **4. INTRODUCTION**

### **4.1 Structure**

This document is composed of:

#### **Main Body**

It describes the basic steps and consideration involved for the applicant trainer to obtain and maintain approved EurepGAP trainer status.

#### **Appendices:**

A set of appendices go into further detail and constitute a reference in specific areas and complement the main body.

#### **Annexes:**


A set of annexes provides additional information, giving specific guidance and references. Annexes are documents that exist for clarification; they maintain their own identity and may be modified and referred to independently.

### **4.2 Reference Documents (including those annexes mentioned below)**

- (i) EurepGAP General Regulations in its most recent version
- (ii) EurepGAP Applicant Trainer Checklist
- (iii) EurepGAP Trainer Registration Agreement
- (iv) EurepGAP Approved Trainer Annual Update Checklist


### **4.3 Annexes:**

<b>Nº</b>	<b>Name</b>	<b>Page Nº</b>
1	EUREPGAP Applicant Trainer Checklist	1
2	EUREPGAP Trainer Registration Agreement	3
3	EUREPGAP Approved Trainer Annual Update Checklist	4
4	EUREPGAP Generic Course Evaluation Form	5
5	EUREPGAP Template for Attendance Certificate	6

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## **5. RULES**

- 5.1 These Training Regulations establish the rules applicable to EurepGAP approved trainers.
- 5.2 EurepGAP issues certificates to approved trainers, who are thus empowered to train the public.
- 5.3 EurepGAP is a registered trade mark. The use of the logo is regulated by the EurepGAP Secretariat, specified in the "Trademark and Logo Use Guidelines" of the General Regulations (Annex 1) of the most recent version.
- 5.4 The requirements for EurepGAP approved trainers are set out in Appendix 1. The formal and technical skills and qualifications in terms of food safety and GAP training required are based on the requirements for a EurepGAP auditor as outlined in the General Regulations Appendix 1 of the most recent version.  
  
The EurepGAP Applicant Trainer Checklist (Annex 1) must be completed, signed and send to EurepGAP Secretariat to verify compliance to these requirements before participation.
- 5.5 After successful completion of the Train-the-Trainer Seminar exam, the participant needs to complete and send the EurepGAP Approved Trainer Annual Update Checklist and the EurepGAP Trainer Registration Agreement to the Secretariat for approval. (Refer to Annex 2).
- 5.6 The approved trainer needs to update information annually to remain on the EurepGAP website as an active approved trainer. Refer to Annex 3 for the EurepGAP Approved Trainer Annual Update Checklist.
- 5.7 If an approved trainer does not comply with the above requirement (5.6), the trainer's details will be taken off of the website and he/she will loose approval until all information, as required by the EurepGAP Secretariat, has been updated.

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## 6. OBTAIN AND MAINTAIN APPROVED TRAINER STATUS

### 6.1 Procedures

- 6.1.1 The applicant trainer must sign up for a Train-the-Trainer Seminar of the respective scope and for the trainer examination to become an official EurepGAP Train-the-Public Trainer in the TRAINER Extranet (<http://trainer.eurep.org>) and pay the workshop and exam fee prior to the Workshop (see fees according to the latest EUREPGAP fee table).

The EUREPGAP Trainer Checklist must be completed, signed and send to EurepGAP Secretariat with appropriate proof prior to attending the course. The checklist is available in the TRAINER Extranet (<http://trainer.eurep.org>) refer to Annex 1).

- 6.1.2 After successful completion of the Train-the-Trainer Seminar exam, the trainer needs to send the following information to the EurepGAP Secretariat for approval:

- (i) The EurepGAP Trainer Registration Agreement [this is available in the TRAINER Extranet (refer to Annex 2)] which includes information of the membership status of the associated organization and scope the trainer wishes to register for.
- (ii) Updated contact details and the status of the trainer and the associated organisation.

- 6.1.3 A prerequisite to become an approved Train-the-Public Trainer is that the organisation the trainer is affiliated to must be a member of EurepGAP and that the annual membership fee has been settled (see member fees according to the latest EurepGAP fee table).

- 6.1.4 After the applicant trainer has paid the seminar fees, passed the exam and sent the information requested in 6.1.2 and 6.1.3, the approved trainer will receive a uniquely numbered certificate from the EurepGAP Secretariat.

*Note: If a candidate trainer has failed the exam, (s)he can retake the exam during another Train-the-Trainer Seminar. (S)he does not have to sit through the whole seminar, but must pay the examination fee.*

- 6.1.5 EurepGAP approved trainers have to organize training sessions themselves and training material must at least cover the current General Regulations and Compliance Criteria and Control Points of the specific scope as available on the EurepGAP website.

- 6.1.6 Approved trainers may offer an exam, but the development and correction thereof are the responsibility of the trainer.

- 6.1.7 Certificates issued by approved trainers to participants must comply with requirements. Refer to Appendix 2 for the information that is required on the certificate.

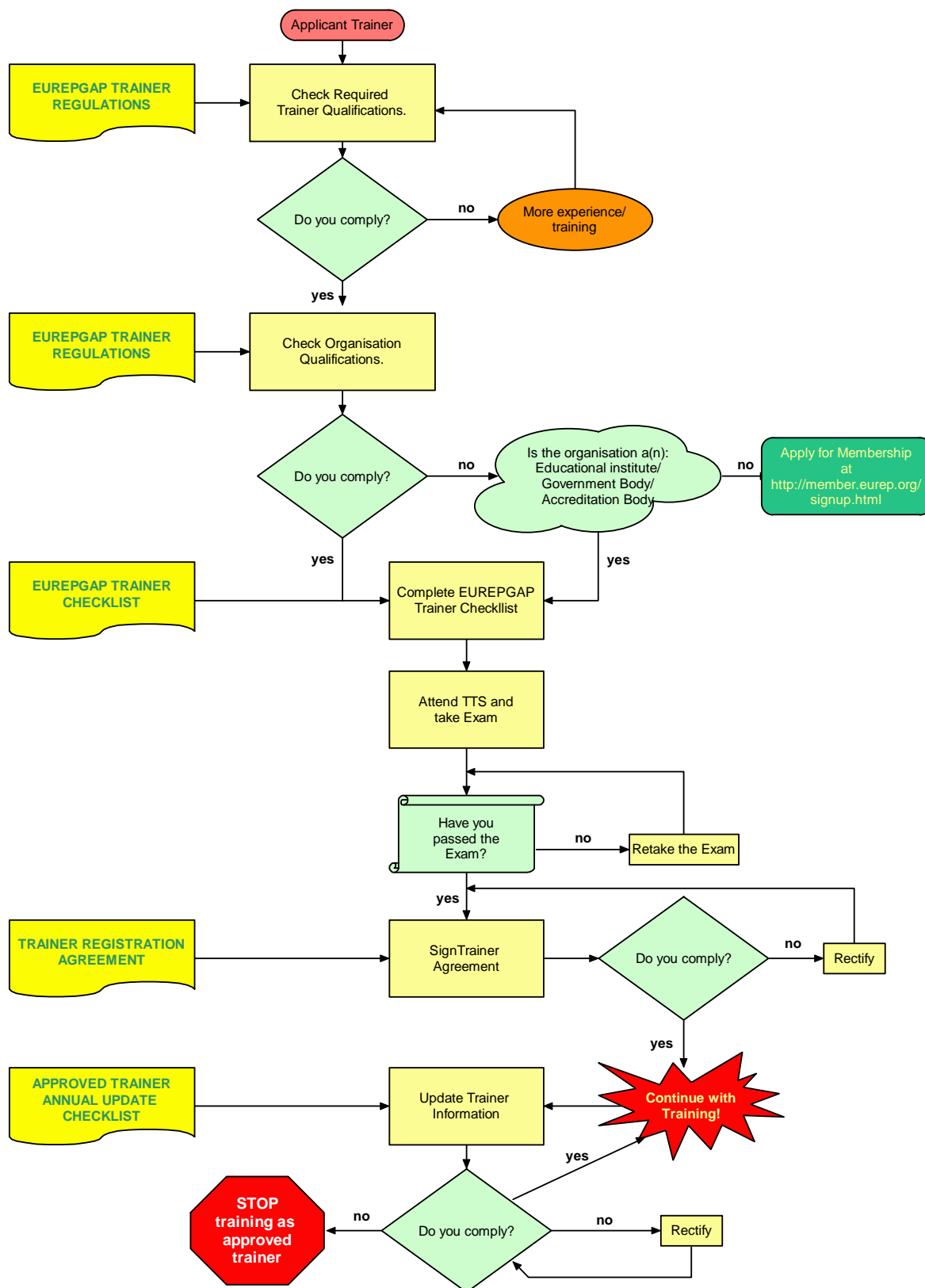
- 6.1.8 Evaluation forms must be filled out by participants. A generic example is available on the website (refer to Annex 4).


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

- 6.1.9 The approved trainer needs to update information annually to remain on the EurepGAP website as an active approved trainer. The Approved EurepGAP Trainer Annual Update Checklist is available on the website (refer to Annex 3). The following information is needed:

- (i) Changes in contact details and the membership status of the associated organization.
- (ii) Annual statistics and summary of course details (from the evaluation forms).
- (iii) Scope of training [Fruit and Vegetables, Flower and Ornamentals, Integrated Farms Assurance; Integrated Aquaculture Assurance; (Green)Coffee]
- (iv) Changes in training material (especially if a version update was released).

## 6.2 FLOW CHART OF PROCESS



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## **7. RIGHTS AND OBLIGATIONS**

### **7.1 Train-the-Public Trainers**


- (i) Appearance on the EurepGAP website as an approved EUREPGAP Train-the-Public Trainer in the training section of the respective scope.
- (ii) Access to the Trainer-only Section of the Web.
- (iii) Use of EurepGAP general presentations as available on the Trainer-only section of the Web.
- (iv) Trainers can only train the public (i.e. any person interested to become more familiar with EurepGAP and the interpretation thereof).

### **7.2 Train-the-Public Trainees**

- (i) The trainee must be aware that the course is not a EurepGAP approved course, only that the trainer has passed a EurepGAP Train-the-Trainer Seminar.
- (ii) The course is not an auditor or internal inspector course.
- (iii) The trainee can issue a complaint with EurepGAP Secretariat if the trainer is in violation of regulations.
- (iv) The trainee is not entitled to any privileges within EurepGAP.

### **7.3 EUREPGAP**

- (i) EurepGAP reserves the right to cancel a trainer registration on a discretionary basis where for example complaints are received from members and other course attendants and the trainer fails to disprove the allegations.
- (ii) EurepGAP will only approve training material if it is available for publishing on the MEMBER Extranet, free of charge. The material must contain the name and contact details of the creator.

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## **8. APPENDIX 1: REQUIREMENTS FOR EUREPGAP TRAINER**

### **8.1 Formal Qualifications:**

#### **8.1.1 Post-high school diploma**

- (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
- (ii) Where no qualifications are held, the applicant trainer must have achieved approval from a EurepGAP authorized Certification Body that has ISO 17024 accreditation.

### **8.2 Technical Skills and Qualifications:**

#### **8.2.1 Food Safety Training**

*For Fruit and Vegetables, Integrated Farm Assurance and Integrated Aquaculture Assurance):*

- (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 as part of formal qualifications or by the successful completion of a formal course.

#### **8.2.2 GAP Training**

- (i) *For Fruit and Vegetables, Flower and Ornamentals and Integrated Farm Assurance - Combinable Crops and (Green)Coffee:*  
Pesticide and fertiliser training as part of formal qualifications or by the successful completion of a formal course.
- (iii) *For Integrated Farm Assurance – Livestock and Integrated Aquaculture Assurance:*  
Basic knowledge of veterinary medicine and stockmanship training including animal health and welfare issues.
- (iii) A minimum of 2 years post-graduate and 3 years overall experience in the relevant industry. This shall involve work in the production of horticultural products (for training fruit and vegetables), floriculture (for training flowers and ornamentals), the production of livestock (for training livestock sector modules), combinable crops (for training combinable crops), the production of Aquaculture (for training Integrated Aquaculture Assurance) and/or agro-production of (Green) Coffee (for training in coffee).

#### **8.2.3 Communication Skills:**


- (i) English language skill suitable for negotiations and communication with EurepGAP bodies.
- (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.

### **8.3 Organisation Qualifications:**

- (i) The organisation the applicant trainer is affiliated with must be a member of EurepGAP and settled the membership fee for the current year. Application is possible by online registration at <http://member.eurep.org/signup.html>

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

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## **9. APPENDIX 2: CERTIFICATE CONTENTS**

The certificate issued by a EurepGAP approved trainer shall contain the following information:

- 9.1 Specific statement that course is based on EurepGAP documents, i.e. General Regulations and Control Points and Compliance Criteria.
- 9.2 Scope of Training [Fruit and Vegetables; Flower and Ornamentals; Integrated Farm Assurance; Integrated Aquaculture Assurance; (Green) Coffee].
- 9.3 Statement that Trainer is a “EurepGAP Approved Trainer”.
- 9.4 Date the trainer passed the exam and scope of that exam [Fruit and Vegetables; Flower and Ornamentals; Integrated Farm Assurance; Integrated Aquaculture Assurance; (Green) Coffee].
- 9.5 Only EurepGAP member organisations can use the EUREPGAP Logo on their certificates.

A certificate template is available in Annex 5.

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## **ANNEX 1: EUREPGAP APPLICANT TRAINER CHECKLIST**

Please download the Applicant Trainer Checklist for the respective product scope from the Trainer Extranet at <http://trainer.eurep.org/> !

## **ANNEX 2: EUREPGAP TRAINER REGISTRATION AGREEMENT**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ EurepGAP member since: \_\_\_\_\_  
 Name of Organisation: \_\_\_\_\_ Tel: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### **Scope of Training (Please mark all that are applicable)**

Fruit and Vegetables <input type="checkbox"/>	Integrated Aquaculture Assurance <input type="checkbox"/>
Flower and Ornamentals <input type="checkbox"/>	(Green) Coffee <input type="checkbox"/>
Integrated Farm Assurance <input type="checkbox"/>	

This Agreement sets forth the rights and obligations of EurepGAP as the EurepGAP System co-ordinator and qualified and approved Train-the-Public-Trainers for the relevant product scope allowed to conduct classroom training courses (train-the-public) using EurepGAP documents and material. Training material is on cost of the trainer and will not be provided as printed matter by the EurepGAP Secretariat.


The Trainer hereby registers as EurepGAP Trainer according to the EurepGAP Registered Trainer Qualifications as stipulated in the EurepGAP Training Regulations latest Version (1.0-April 2005). The EurepGAP Training Regulations (as updated from time to time) form an integral part of this Agreement.

The Trainer also has taken note and agrees that EurepGAP reserves the right to cancel a trainer registration on a discretionary basis, including, but not limited to instances in which complaints have been received from members and other course attendants and the trainer has failed to disprove the allegations within a reasonable period of time. The Trainer shall be entitled to receive an explanation for the cancellation of his registration. He shall, however, have no right to appeal the cancellation decision.

The Trainer shall inform EurepGAP Secretariat immediately about any changes that may affect his registration and he shall return the Approved EurepGAP Trainer Annual Update Checklist annually.

The Trainer shall be liable to EurepGAP for all direct or indirect damage to EurepGAP or its Contract Partners that he causes willfully or negligently or as a result of infringing legal obligations and/or the contractual provisions of this Agreement.

This Agreement does not create an employment relationship and does not constitute a service agreement between the Trainer and EurepGAP. It is governed exclusively by German law. The courts of Cologne, Germany, shall have exclusive jurisdiction for disputes arising out of or under this Agreement.

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\_\_\_\_\_  
Trainer Name

\_\_\_\_\_  
Trainer Signature

\_\_\_\_\_  
Place/Date

\_\_\_\_\_  
Company Name/Company Stamp

Registration approved  
EurepGAP/FoodPLUS GmbH

by \_\_\_\_\_  
Name signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Place/Date

\_\_\_\_\_  
FoodPLUS GmbH

**Attachments:**

1. EurepGAP Training Regulations in its most recent version.

# **ANNEX 3: EUREPGAP APPROVED TRAINER ANNUAL UPDATE** **CHECKLIST**

## **APPROVED TRAINER ANNUAL UPDATE 20 \_\_\_\_**

**Last name:** \_\_\_\_\_ **First name:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_ **EurepGAP member since:** \_\_\_\_\_  
**Name of Organisation:** \_\_\_\_\_ **Tel:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Scope of Training:**
 Fruit and Vegetables ☐  
 Flower and Ornamentals ☐  
 Integrated Farm Assurance ☐  
 Integrated Aquaculture Assurance ☐  
 (Green) Coffee ☐

Criteria	Compliance Yes/No	Reference to Appendix
Statistics and summary of activities		
Inclusion of new training material?*		

\* Explanation of what new training material covers must be included if it has changed to cover a new version. Training material will only be approved if it is available free of charge for publishing on the MEMBER Extranet.

## **ANNEX 4: GENERIC COURSE EVALUATION FORM**

1. Do you think the organisation of the Seminar was:

\* 😊😊 ☐      😊😊 ☐      😊😊 ☐      😊😊 ☐

How can it be improved?

2. In your opinion the content of the Seminar was:

😊😊 ☐      😊😊 ☐      😊😊 ☐      😊😊 ☐

How can it be improved?

3. The conductors' performance was:

😊😊 ☐      😊😊 ☐      😊😊 ☐      😊😊 ☐

Comments:

4. Has your knowledge on the General Regulations and Control Points and Compliance Criteria of EUREPGAP been improved?

☐ yes      ☐ no


Comments:

5. In your opinion the documentation you have received is:


😊😊 ☐      😊😊 ☐      😊😊 ☐      😊😊 ☐

Comments:

😊😊 Very good      😊😊 Good      😊😊 Fair      😊😊 Poor

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## **ANNEX 5: CERTIFICATE TEMPLATE (Example for Fruit and Vegetables)**

	
<p><b>Certificate of Attendance</b></p> <p>This is to certify that</p> <p><b><i>Name Surname</i></b></p> <p>has attended a EUREPGAP Fruit and Vegetables Train-the-Public Workshop</p> <p>on Day Month 2004 in City, Country</p>	
<p>Course Material covered: Fruit and Vegetables General Regulations (V2.1Jan04)</p> <p>Fruit and Vegetables Control Points and Compliance Criteria (V2.1JOct04)</p>	
<p>_____</p> <p><b>Name</b></p> <p><b>Approved Trainer (City, Country, Month, Year)</b></p>	<p><b>Company Logo</b></p>