



Criteria for SQF Trainers

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REGISTRATION CRITERIA FOR SQF TRAINERS

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Disclaimer

Whilst every effort is made to ensure that the process for evaluating applicants for registration is effective, FMI does not accept liability for services provided by certified SQF Trainers that fail to meet the requirements of all clients of the services.

1 INTRODUCTION

The SQF (Safe Quality Food) Program, consisting of the **SQF 1000 Code** and the **SQF 2000 Code**, is a third party audited food safety and quality program implemented by Suppliers.

The development of the SQF Program has been a significant move towards the recognition of the importance of independent third party assurance of food safety and quality at all levels of the food supply. The Program focuses on the benefits to both industry and the consumer, whereby improved product quality enhances marketability and profitability.

The Food Marketing Institute (FMI) acquired the rights to the SQF Program in August 2003 and has established the SQF Institute (SQFI) Division to manage the Program.

The SQFI has established a Technical Advisory Council (TAC) to review and recommend changes to the SQF Program. This latest edition of the "Criteria for SQF Trainers" has been reviewed by the TAC to ensure it is in line with the requirements of the global food sector.

SQF Trainer Registration is conducted by SQFI. It is designed to enhance the integrity of the SQF Program by providing the food industry with a register of trainers who will work with SQF licensed Training Centers to deliver consistent SQF training courses.

1.1 Registration Category

The criterion described in this document is for

- SQF Trainer
- Contract SQF Trainer

1.2 Overview of the Requirements for SQF Trainer Registration

All applicants:

- Must attend and successfully complete one of the following courses: Implementing SQF 2000 Systems course, Implementing SQF 1000 Systems course, or SQF Auditor Course
- Must successfully take the on-line exam for SQF course which was completed
- Must attend an objective "Train the Trainer" course of at least 8 hours in length
- At least 3 years of experience in training technical food safety / quality adult training courses (20 training days)
- Must have completed two (2) SQF courses taught as Provisional Trainer witnessed by Registered SQF Trainer within last 12 months prior to application
- Meet the qualifications of SQF consultant in at least one (1) food sector category and attend a HACCP training course or be an SQF registered consultant/auditor
- Must be contracted to a SQF licensed Training Center
- Must sign and submit "SQF Trainer Code of Conduct"

1.3 Definitions

For the purpose of these criteria the relevant definitions given in the "SQF Program - Vocabulary" document together with the following definitions apply:

Applicant(s) means SQF Trainer or Contract SQF Trainer.

Contract SQF Trainer means an individual who is contracted to a SQF licensed Training Center to perform SQF training courses, but is not an employee of the Training Center

HACCP Training means training that meets the CODEX guidelines outlined in the "WHO (1996). Training aspects of the hazard analysis critical control point system (HACCP). Report of a Workshop on Training in HACCP with the participation of FAO, Geneva, 1-2 June 1995. Geneva, World Health Organization". And this training is:

1. HACCP training course used extensively in a country.
2. Administered and delivered by an institution recognized as a food safety training centre of excellence and issues a certificate of attendance to attendees.
3. Should be a minimum of three days (24 hrs) in duration.
4. Should be examinable.

Provisional Trainer means either an employee or contracted individual to an SQF Training Center who is not yet registered as a SQF Trainer. This individual is allowed to perform SQF training courses with the following conditions; a SQF Trainer must be on-site, a SQF Trainer must teach over 50% of the course and the Provisional Trainer is conducting the training with the intention to submit an application for SQF Trainer to SQFI to become a SQF Trainer.

SQF Trainer means a Person who is registered by SQFI to conduct SQF training courses with the coordination of a SQF licensed Training Center. This training can be public or private for individual clients. The Person may be an employee of the Training Center or a contracted individual (Contract SQF Trainer)

SQF Training Course means the official SQF training courses covered under the license of the SQF Training Center as described within the "Criteria for SQF Training Centers". This would be a course in which SQFI training materials are utilized. Examples of such courses include "Implementing SQF 2000 Systems" or "Implementing SQF 1000 Systems".

Trainer Training Course means training that has been completed on the guidelines of best practices for adult learning. The course should cover communication skills, participant exercises and involvement, facilitation of break-out groups, and presentation skills. The course does not have to be technical in nature in regard to food safety. Minimum course length is 8 hours.

2 KEY COMPETENCIES FOR APPLICANTS

- a. Understand the skills needed to identify and assess potential food safety hazards and quality defects at all links in the food supply chain including:
 - Biological hazards
 - Chemical hazards (including allergens)
 - Physical hazards
- b. The ability to effectively communicate the SQF program and standards to participants
- c. An understanding of the current principles and practices of HACCP to the current edition of the Codex Alimentarius Commission Guidelines or to the USA National Advisory Committee on Microbiological Criteria for Foods (NACMCF) Guidelines.
- d. Strong experience in adult training focused on food safety and quality management systems.
- e. Knowledge of relevant Pre-requisite programs, industry codes of practice, legal requirements, industry guidelines and standards.
- f. The ability to identify food safety and quality objectives.
- g. Personal attributes and professional integrity necessary for the effective training of SQF Systems.

3 FOOD INDUSTRY EXPERIENCE

In order to effectively communicate and train food industry professionals on the SQF System, Applicants will need to demonstrate experience in technical training to the food industry. In addition, the Applicant will need to demonstrate experience comparable to that required for the SQF Consultant registration, which includes 2-4 years of experience in the developing, managing and maintaining of a food safety system. Additional experience required is at least 3 years of food safety and quality management training for the food industry.

4 REQUIREMENTS FOR REGISTRATION

The following educational, training, work and food safety experience requirements apply to all Applicants unless otherwise specified.

The training and work experience that needs to be demonstrated to gain registration as a SQF Trainer is detailed in "Overview of the Requirements for SQF Trainer Registration found at 1.2. Applicants should address each criterion with details of relevant compliance.

4.1 Education

Applicants must demonstrate that, through their qualifications and/or work experience, they have achieved a satisfactory level of knowledge and experience in a particular food industry sector. This knowledge and experience shall be described and substantiated in writing and shall cover the food safety hazards and quality defects and their control within a food industry sector.

4.2 Training

Prior to applying for SQF registration Applicants shall have successfully completed the following training courses:

- HACCP Training with certificate issued
- Trainer Training with certificate issued

All applicants must have successfully completed SQF Systems Training from a Registered SQF Training Center or SQFI Designee. This can be obtained by successfully completing any one of the following listed below. Also required would be examination administered by the SQFI on-line examination and achieving the SQF certificate through the on-line examination service available through the SQFI web site, <http://www.sqfi.com>.

- 4.2.3 Implementing SQF Systems (1000 or 2000) Training
- 4.2.4 SQF Systems Training – Auditing of SQF Systems

A list of training course providers is listed on the SQFI web site. SQFI reserves the right to require SQF Trainers to attend a "SQF Train the Trainer" session as determined by SQFI.

Note: The training required for registration does not alone address the needs required to demonstrate competence of particular food sector categories.

4.3 Food Industry Work Experience

Applicants shall have work experience in a technical, professional or supervisory position involving accountability and the exercise of judgment.

All applicants are required to have extensive experience with technical training for food industry employees. In addition, all Applicants are required to demonstrate operational experience with food hygiene and food safety based programs involving HACCP or other appropriate risk management systems. Alternatively, demonstrated experience involving equivalent practices that are deemed to provide experience relevant to the training being delivered and the competencies described in this document for SQF Trainers may be considered. Provision is made for this to be described in Part D of the application form.

5 APPLICATION PROCESS

The SQFI assesses the competencies of Applicants for SQF Trainer registration by evaluating education, training, work experience and food safety experience against the requirements specified in these criteria. Application forms are available from the SQF website, <http://www.sqfi.com>.

Applicants should ensure that their application includes evidence of all competencies detailed in the criteria, evidence of required training and other relevant educational qualifications, name of SQF licensed Training Center to which they are contracted and that all other information requested has been provided. Applications will only be accepted in the format provided which is available from the SQF Institute, <http://www.sqfi.com>.

Completed applications will only be accepted typed and in the format provided as an MS Word or PDF file via e-mail. Supporting documents such as certificates should be scanned and saved in PDF format and sent with the application. Signature pages, including the signed Code of Conduct, can be either scanned and sent via email or faxed to SQFI. The registration fee must accompany the application. Applications which are declined will have an application processing fee withheld from the registration fee.

Applications will not be processed unless all information required is provided.

5.1 HACCP Plans

Applicants may be required to provide examples of HACCP plans they have developed. This can be achieved by providing an outline of a HACCP plan (including details of the hazard analysis and the HACCP audit table) that has been implemented. Any information provided is treated as commercial in confidence.

5.2 Sponsor

Each application for initial registration shall be sponsored by at least one person who has a food industry business relationship with the Applicant. Sponsors must have evidence and/or personal knowledge of the relevant information contained within the application that they have verified.

5.3 Courses Taught as Provisional Trainer

Each application must have a record of two (2) courses that were taught by applicant as a Provisional Trainer and witnessed by a SQF Trainer. The SQF Trainer must have been present during the entire delivery by the Provisional Trainer and the Provisional Trainer cannot present over 8 hours of the 16 hour course. The two (2) courses presented as a Provisional Trainer must have been delivered within 12 months of the application date.

5.4 Personal Declaration

Each Applicant for initial registration is required to sign a declaration personally attesting they have complied with the SQF Trainer Code of Conduct ("Application Form for SQF Trainer" Part I) and that any complaints regarding their performance have been fully dealt with in a manner to prevent recurrence.

6 EVALUATION OF APPLICATIONS

On receipt of an application, the SQFI checks all information for accuracy, including documentary evidence of training and formal qualifications, and verifies on a sample basis the experience claimed by the Applicant to establish the validity of such claims.

Applications are evaluated by a SQFI Review Panel who, in considering registration level and scope, evaluate the applicant's qualifications, any courses undertaken and the applicant's food industry work and technical training experience. The Panel also reviews the feedback received on the performance of the applicant.

The Panel may request additional supporting information from the Applicant or from other industry representatives as required. If the SQFI is unable to obtain satisfactory verification of information and experience from competent referees, an interview may be required.

The Panel will decide whether to grant registration and the appropriate registration level and scope. The SQFI maintains a file on each Applicant, which will remain confidential. The file will include the original

application documentation; check sheets, records of investigations, appeals and complaints, technical training Logs and re-registration documents.

6.1 Certificate of Registration

Each successful Applicant receives a Certificate of Registration issued by the SQFI. Certificates have an expiry date, which is the date that re-registration falls due. The terminology to be used by SQF Trainer in describing their registration on business cards, letterhead etc. is: "Registered SQF Trainer".

6.2 Publication of Registration

A register of SQF Trainers is displayed on the SQF Institute website, <http://www.sqfi.com>.

7 APPEALS

Written appeals against the outcome of an application for registration will be investigated by the Technical Director, SQFI and if necessary, impartially reviewed by the SQFI Review Panel. Decisions made by the Technical Director relating to any appeal are final.

8 COMPLAINTS AGAINST REGISTERED SQF TRAINERS

Complaints regarding an SQF Trainer's conduct will be acknowledged and investigated by the SQF Institute's Technical Director and, if necessary, forwarded to members of the SQFI Review Panel for consideration and a ruling. Substantiated evidence of misconduct may result in withdrawal of registration.

9 MAINTAINING REGISTRATION

Re-registration is required every year from the anniversary date of initial registration. Requirements for re- registration include submission of the following with the annual fee:

1. Evidence of presenting at least two (2) SQF training courses
2. Evidence of professional development, as detailed below
3. Participation in a 4 hour SQFI professional update

9.1 Delivery of SQF Training Courses

Applicants are required to provide evidence of presenting at least 2 SQF Training courses within the last 12 months. For a training course to count as being delivered by the SQF Trainer, the SQF Trainer must have presented at least 8 hours of the 16 hour course. Each Registered SQF Trainer must maintain a SQF Training Log and submit it as supporting documentation for re- registration.

9.2 Professional Development

SQF Trainers also need to undertake at least 15 hours of continuing professional development annually, that is relevant to their food safety work and their personal needs for skills and knowledge. Professional Development information shall be provided on the Professional Development Record. The following activities are examples of professional development, if related to the food industry, which can be included:

- Formal short course participation;
- In-house course / workshop participation;
- Conference / seminar attendance;
- Professional Body / Association meeting attendance;
- Relevant committee and working group meeting attendance;
- Preparation and public presentation of papers;
- Preparation and publication of articles;

Note: In the selection of appropriate professional development, SQF Trainers need to consider their personal strengths and weaknesses and identify areas for personal improvement. These activities should target new or the improving of existing food safety and quality management methodologies. Consulting, training, development of programs, or other activities completed in the execution of work product are not considered professional development and should not be included.

9.3 SQFI 4 Hour Professional Update

All SQF credentialed professionals, including SQF Trainers, are required to participate in an annual 4 hour professional update delivered by SQFI. This update will be delivered via webinar for general participation or delivered directly to organizations upon request. The update will consist of SQFI updates, programs updates, standards updates and additional relevant SQFI related information.

10 CODE OF CONDUCT

All registered SQF Trainers have an obligation to maintain the integrity of the SQF Program by observing the following Code of Conduct. Failure to do so may result in withdrawal of their registration. The Code of Conduct is detailed in Part I of the "Application Form for SQF Trainers" and must be signed and faxed to SQFI.

10.1 Fundamental Principles

The SQF Trainer will:

- 10.1.1 Act professionally, accurately, honestly and impartially and in an unbiased manner.
- 10.1.2 Not to act in any way that would prejudice the reputation of the SQF Program and to co-operate fully with an inquiry in the event of any alleged breach of the SQF Program.
- 10.1.3 Only conduct SQF courses with official SQF provided and approved materials in accordance with SQF Training Center license agreement.
- 10.1.4 Only conduct SQF training courses through a SQF registered training center.

10.2 Relations with the Public

The SQF Trainer will:

- 10.2.1 Use their best endeavours to promote the worth of the SQF Program.
- 10.2.2 Act with professionalism and integrity when promoting their services.
- 10.2.3 Make it clear when dealing with the public, the capacity in which they are acting and on whose behalf (if any) they are acting.

10.3 Relations with their Employer Colleagues/Clients

The SQF Trainer will:

- 10.3.1 Act in professional matters as a faithful operator to each employee/client.
- 10.3.2 Inform employees and clients of any business connections, interest or affiliations, which might influence judgment or impair the equitable character of its services.
- 10.3.3 Indicate to their employer or clients the adverse consequences to be expected if their professional judgment is overruled.
- 10.3.4 Not disclose information concerning the business affairs or technical process of any present or former client without the client's consent.
- 10.3.5 Not accept compensation from more than one party for the same service without the consent of all parties.

10.4 Relations with Peers

The SQF Trainer will assist those under their supervision to develop their professional skills.