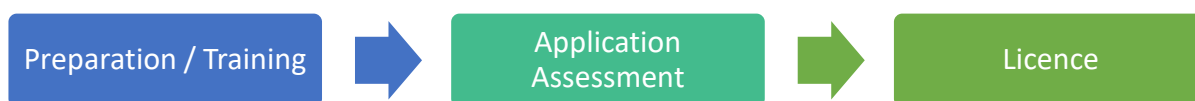


Guide to becoming a Bonsucro Licensed Training Provider

This guide will provide you with an overview of the process to become a Licensed Training Provider (TP). Bonsucro will accompany you throughout the process and remain at your disposal should you have any questions info@bonsucro.com



Normative documents

- > [Bonsucro Training Manual for Licensed Training Providers](#)
- > [Bonsucro Code of Integrity for the Provision of Training](#)
- > [Bonsucro Licensed Trainer Application Form](#)
- > [Bonsucro TP Licence Agreement](#)

All our Standards and key scheme documentation are published in the [Bonsucro Public QMS Library](#)

1. Application

1.1. Applicant TP prepares the application and documentation required (this includes training relevant staff to gain proof of Bonsucro qualification).

1.2. Applicant submits:

Completed application form

Signed Licence Agreement

Signed Code of Integrity

Proof of Bonsucro Qualification for TP staff + any other documents listed in the application

1.3. Bonsucro checks that the information and documents submitted are complete and aligned with requirements.

Charges to Applicant TP:

- > Training via [Bonsucro academy](#): Expert auditor qualification - 650 GBP, compulsory for trainers

Please note that, should your organisation wish to operate both as a Bonsucro Licensed training provider and Bonsucro Licensed certification body, you must refer to the relevant sections in the Bonsucro Code of Integrity for the Provision of Training and the Bonsucro Certification Protocol in

particular sections on managing potential conflict of interests and the need to conform with impartiality requirements.

2. Bonsucro TP licence

Bonsucro:

- > issues a TP licence fee invoice, pro rata of starting date - **Charge to applicant TP**
- > receives TP licence fee payment
- > signs accreditation agreement
- > shares training resources with TP
- > lists the TP's details on [Bonsucro website](#) to indicate that they are fully licensed
- > advertises TP's services in the Bonsucro newsletter and social media

The TP shall provide to Bonsucro for publication on website:

- > Company logo
- > Company website
- > Signed Bonsucro GDPR form for contact details (contact person name, email, phone number).

3. Delivering training sessions

3.1 Before delivering the first training session, TP sends training material for Bonsucro to check.

3.2 Before subsequent training sessions, TP only send training material for Bonsucro to check if material has changed.

3.3. For public training sessions, TP can send information to Bonsucro to advertise the course on social media.

3.4 The TP must inform Bonsucro of training sessions (private and public) in line with > Bonsucro Training Manual for Licensed Training Providers.

3.5 Bonsucro reserves the right to observe training sessions.

4. Yearly Costs / fees once licensed

- > Every year, a TP licence fee is charged, which depends on the scope of services.
- > TP staff member trainings on the Bonsucro Academy are subject to applicable fees (650 GBP qualification and 300 GBP requalification every 3 years).

Please note that all fees are detailed in the [Application Form](#) and are subject to change with prior notice.