


BONSUCRO TRAINING MANUAL **for licensed training providers** (POL June 2019)

1. INTRODUCTION

- 1.1 To respond to an increasing demand for training against the Bonsucro Certification System and to ensure that sugarcane actors and stakeholders are receiving high quality controlled training, Bonsucro has implemented a licensing system for trainers. The licensing of Bonsucro Authorised Training Providers (BATPs) was created to increase the reach of Bonsucro training and ensure a consistent quality of training delivery.
- 1.2 The scope of the training provided by BATPS cover the latest versions of all the standards in the Bonsucro Certification System and the Bonsucro Protocol.
- 1.3 To ensure the credibility and rigour of the licensing system, Bonsucro requires that all BATPs follow the requirements contained in this Training Manual.
- 1.4 Bonsucro reserves the right to monitor compliance to this Manual at any time and without prior notice. Any requests made by Bonsucro for documentary evidence linked to compliance with this Manual or any other form of compliance verification must be responded to within a reasonable period of time. Failure to do so may result in the revocation of the License Agreement.

2. REFERENCES

- 2.1 Bonsucro Production Standard including Bonsucro EU Production Standard
- 2.2 Bonsucro Mass Balance Chain of Custody Standard including Bonsucro EU including Bonsucro EU Production Standard
- 2.3 Bonsucro Certification Protocol
- 2.4 Bonsucro Licensing Agreement for Training
- 2.5 Bonsucro Training Material as provided by Bonsucro
- 2.6  Bonsucro Code of Integrity for the Provision of training

3. GENERAL REQUIREMENT

- 3.1 The training provided by Bonsucro Authorised Training Providers (BATPs) shall not lead to a Bonsucro Qualification. A training which leads to a Qualification can only be provided by Bonsucro.
- 3.2 BATPs shall have successfully participated in a Bonsucro Auditor Training and passed the Bonsucro Qualifying exam.
- 3.3 All trainers shall sign the Bonsucro Code of Integrity prior to commencing their first training session and send a copy to Bonsucro.
- 3.4 Prior to engaging in any Bonsucro training activities, the BATP shall sign the licensing agreement with Bonsucro and pay the due annual licensing fees.
- 3.5 The BATP is responsible for meeting all Bonsucro requirements as specified in this Manual, the Code of Integrity and the Licensing Agreement.
- 3.6 The BATP shall notify Bonsucro about changes that might affect the basis for initial approval.
- 3.7 The BATPs shall create a documented management system to implement, monitor and maintain its training activities.
- 3.8 The Management system shall cover the activities described in this Manual and in the Licensing Agreement for Training.

4. CONFLICT OF INTEREST

- 4.1 Conflicts of interest, or the possible appearance of a conflict of interest, must be avoided.
- 4.2 Should the BATP also be accredited by Bonsucro as a Certification Body, and if further to a client training session the BATP is appointed by that same client as a Certification Body (CB) to carry out a pre-audit or certification audit, the BATP/CB shall ensure that the appointed auditors have not been involved in providing any form of training to that client: please refer to Bonsucro Code of Integrity for the provision of training for more details on restriction.

5. GENERAL RESPONSABILITIES

- 5.1 The BATP shall communicate to Bonsucro the names of the individual trainers.
- 5.2 The BATP is required to train, evaluate and qualify key staff involved in the training activities.

5.3 The BATP is responsible for attending Bonsucro training when necessary and remaining up-to-date with Bonsucro and its Certification System procedures, requirements, and documentation, at the BATP's own cost.

6. TRAINING MATERIAL

- 6.1 When preparing the training content related to Bonsucro, the BATP shall use the material developed by Bonsucro. Any changes made to the training material must be subject to Bonsucro approval before use.
- 6.2 The BATP shall not communicate any of the Bonsucro training material or any Bonsucro documentation without prior consent of Bonsucro.

7. REQUIREMENTS FOR RUNNING A TRAINING SESSION

- 7.1 The BATP shall only offer Bonsucro Authorised Training courses to producing companies (known as mills) or companies within the supply chain.
- 7.2 Within 10 days of signing a training contract, the BATP shall inform Bonsucro of:
 - Name of the client if applicable
 - Date of the training
 - Number of participants
 - Detailed training programme
 - Address of the venue
 - Name of the trainers
- 7.3 When appointing a team of trainers, the BATP shall ensure that at all the team members have passed the Bonsucro exam and have sufficient knowledge of the Bonsucro Certification System.
- 7.4 Within 10 days of completing the training, the BATP shall provide the list of participants and their contact details to Bonsucro
- 7.5 The BATP shall actively seek feedback from the attendees after each training session. Within 10 days of the end of a training session, the BATP shall communicate to Bonsucro the feedback received.
- 7.6 The BATP may issue a proof of attendance at the end of each training provided that it is sent to Bonsucro for approval.