

Associated trainers

Process steps in detail

A- PRESENTATION OF THE PROCESS

The association process of local trainers (independent and in-company) is conducted on the UTZ learning platform, the UTZ Academy online.

B- STEPS OF THE APPROVAL PROCESS

The approval procedure is done online via the website www.utzacademyonline.com and shared with pre-selected candidates.

Step 0: Enrollment of the Candidate

The selected candidate must register for the process by clicking on the "**Become an Associate trainer**" block made available for them.

Step 1: After enrollment the candidate will share with UTZ some general information.

- Full Name
- Address and Phone
- Last Graduation
- Clarification of the latest certification activities conducted
- Give some references
- Number of training received in the context of the UTZ program with training certificate.
- Numbers of trainings conducted as part of certification (UTZ / RA / FT)
- Field of expertise

Step 2: Candidate profile analysis

After the submission, the applications are evaluated by the UTZ Training officer. Once the application is accepted, the candidate will continue the following steps.

Step 3: Answer to online Quiz

The online questionnaire assesses the candidate's knowledge on:

- o The Core Code of Conduct and commodity Module
- o The UTZ internal management system guidance
- o The training methodologies
 - o Farmers Guidance
 - o Chain of Custody

Step 4: Face to Face interview with the candidate

When a candidate has successfully completed the online quiz with more than 80% correct answers, he/she is invited to face to face interview with the UTZ Training officer.

The interview is conducted base on the checklist guide contains the following information:

- General information about the local trainer (independent or in-company)
- Organization – if applicable.
- Knowledge, skills and expertise areas

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- Training materials used on the standard and good agricultural practices, social and environmental practices
- Presentation of UTZ training certificates and the trainer's references.
- Knowledge Test results on the standard
- Professional experience of the candidate
- Candidate Experience in the UTZ program
- Reference and quality training materials used
- Methodology of intervention on the Field

Step 5: Approval or not the candidate after interview

The candidates chosen to be associated will have their names and contact details on the UTZ training website (www.utzacademyonline.com) and UTZ website (www.utz.org).

Step 6: The commitments of trainers after approval

After approval the service provider need to engage a commitments with UTZ to:

- Work in transparency and professional way to a better quality program implementation
- Declare with UTZ all cooperatives or contractors that it will be responsible to train or monitor for the implementation of the UTZ program
- Share with UTZ its training programs as well as post training reports highlighting the feedback of target participants (IMS team or producers).
- Fill and share with UTZ team the format of monitoring report propose by UTZ
- Be available to attend the upcoming UTZ learning activities as per the Training plan of the Associated UTZ trainers.

Training Plan proposed to the candidate following the different topics:

1. Competence in training methodology, facilitation and communication skills
 2. Competence in the standard UTZ(Code of Conduct, internal management system, chain of custody, certification protocol)
 3. Competence on good agricultural, social and environmental practices
 4. Coaching Competence and Personnel Development
- Be available to attend meetings organized by UTZ with trainers to discuss the challenges and the proposed solution
 - Share the same vision link to UTZ Quality of implementation program.

Step 7: Yearly renewal of the process

Any question, please contact: utzacademyonline@utz.org