SRP Authorized Training Manual

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About the Sustainable Rice Platform (SRP)

The Sustainable Rice Platform (SRP) is a global multi-stakeholder alliance comprising over 100 institutional members from public, private, research, civil society and the financial sector. Co-convened by the International Rice Research Institute (IRRI), the United Nations Environment Programme (UNEP) and private sector partners, SRP is an independent member association, working together with its partners to transform the global rice sector by improving smallholder livelihoods, reducing the social, environmental and climate footprint of rice production, and by offering the global rice market an assured supply of sustainably produced rice.

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Definitions

Authorized Trainer: an individual officially recognized and approved by the SRP Secretariat to provide training on SRP's behalf. S/he has been granted an official certificate and authorization by the SRP Secretariat to conduct training sessions and modify the training modules without altering the substance of the training.

Authorized Training Service Provider: an institution endorsed by the SRP Secretariat to develop and deliver SRP Authorized Training Courses on SRP's behalf.

Normative Documents: a set of assurance and standards to define the rules, criteria and system that must be met to achieve a specified level of assurance in the SRP assurance system.

Training Task Force: a committee to address training-related matters dedicated to the development, coordination, and oversight of training programs to ensure they align with SRP objectives.

Verification: Issuance of a statement that fulfilment of specified compliance requirements has been demonstrated, following a process of third-party (Conformity Assessment Body) assessment.

1. Introduction to the SRP Authorized Training Program

1.1. The SRP Authorized Training Program offers guidance, training and technical assistance to extension services, implementation partners and farmers to support upscaling sustainable practices. SRP Authorized Training Courses are centrally developed, reviewed, and approved with the support of the SRP Technical Committee.

1.2. SRP endorses selected institutions, known as SRP Authorized Training Providers, to deliver approved training courses and to administer course examinations. Institutions interested in becoming an SRP Authorized Training Provider should review the criteria and guidelines given in Sections 3 to 6 below.

1.3. Authorized trainers serve a vital role in building local awareness and capacity, and in driving wide-scale adoption. SRP awards certificates to individuals who pass an online examination conducted at the end of each course offered through SRP Training Program. Successful trainees are awarded a certificate by SRP as an 'SRP Authorized Trainer' and included in the roster of Authorized Trainers on the SRP website. Individuals interested in becoming an SRP Authorized Trainer should review the criteria and guidelines given in Section 7 below.

1.4. SRP currently offers the following courses delivered through Authorized Training Providers:

   a) **Understanding the SRP Standard and Performance Indicators (SPI):** This Training-of-Trainers course aims to develop SRP Authorized Trainers, enabling them to expand capacity building on the SRP Standard and Performance Indicators globally. Through its 41 requirements structured under eight major themes, SRP Standard for Sustainable Rice Cultivation provides a normative framework for substantiating sustainability claims within rice supply chains. The SRP Performance Indicators for Sustainable Rice Cultivation allow for quantitative measurement and assessment of the sustainability impacts of adoption of recommended practices at farm level. Upon completion of this course, participants will understand all 41 SRP standard requirements in rice cultivation. They will also acquire the skills to assess the impact of these requirements using SRP Performance Indicators. Furthermore, they will be empowered to serve as an SRP Authorized Trainer for the course "Understanding the SRP Standard and Performance Indicators (SPI)" and conduct training sessions to educate others on these topics. This program is tailored for individuals aiming to train others in farmer outreach and capacity building activities.

   b) **Understanding the SRP Assurance Scheme (AS):** This course is designed to develop an expert level understanding for SRP Assurance Scheme. The SRP Assurance Scheme allows rice value chain actors to verify compliance with the SRP Standard. This course empowers internal Inspectors, Trainers, Auditors, In-

house Trainers, Producer and Group Managers to conduct or prepare for audits according to the SRP Assurance Scheme v 2.0 requirements.

c) **Understanding the SRP Internal Management System Standard and Guidelines (IMS):** SRP Internal Management System (IMS) is a set of procedures and processes to be implemented by a producer group to ensure and demonstrate that it can achieve specified requirements. SRP Assurance Scheme requires producer groups to establish an IMS to provide transparent oversight and ensure with confidence that all individual producers within the group meet the requirements of the SRP Standard for Sustainable Rice Cultivation. This course provides essential in-depth knowledge for IMS Managers, SPI and IMS Trainers, In-house Trainers, Auditors and supply chain actors, on functions, requirements and expectations relating to the Internal Management System of Producer Groups. Completion of the course enables them to assist Producer Groups or individual producers with multiple sites in establishing and implementation of an IMS in compliance with the IMS Standard.

d) **Understanding the SRP Chain of Custody Policy and Standard (CoC):** SRP Chain of Custody (CoC) Policy and Standard specifies requirements for all CoC-verified and applicant organizations with respect to sourcing, processing, labelling, and sale of rice-based products as 'SRP-Verified'. All organizations in the supply chain – from farmer to the entity implementing final packaging of products carrying an SRP claim – are included in the scope of the SRP CoC verification system. This course equips Internal Inspectors, Authorized Trainers for other SRP training modules, Inhouse Trainers, and supply chain partners with in-depth understanding of the requirements and procedures for CoC verification, as well as preparation for CoC audits.

2. Need for a common framework

2.1. In view of the institutional mix of SRP stakeholders collaborating under the SRP umbrella, there is a clear need for consensus on principles of engagement with participating organizations and individuals as well as their relationship with the SRP. A set of common guidelines or ground rules allow us to underpin SRP's support for stakeholder capacity building in collaboration with interested training service providers.

2.2. SRP Authorized Training Program aims to build a cadre of experts qualified to conduct training, verification, and other activities in support of registered SRP projects, SRP members and other SRP stakeholders following the SRP Training System.

2.3. This Training Manual provides guidelines for individuals interested in becoming SRP Authorized Trainers (for one or more training modules), Inhouse Trainers and Auditors (for Conformity Assessment Bodies) and the process and criteria for organizations seeking SRP endorsement as SRP Authorized Training Providers.

2.4. The criteria and guidelines stated in this document aim to ensure consistency and coherence in implementing the SRP Training Program around the world. Moreover,

they are necessary components of good governance, and will help uphold quality of service delivery and protect SRP's brand value.

3. Guiding principles for Authorized Training Providers

SRP Authorized Training Providers recognize the following guiding principles:

3.1. **Recognition**: Understand the need for a consistent, unified interpretation of SRP tools and frameworks, while acknowledging the diverse context of local implementation of SRP across countries and the needs of different stakeholders.

3.2. **Collaboration**: Foster an inclusive and transparent multi-stakeholder cooperation to develop and deliver SRP Authorized Training Courses and contribute to SRP through revenue-sharing from course fees to maintain and strengthen the SRP Training System.

3.3. **Innovation**: Support innovation for global solutions that empower local implementation.

4. Eligibility criteria to become an Authorized Training Provider

4.1. To be eligible to become an SRP Authorized Training Provider, interested training providers must:

4.1.1. Be a member of SRP;

4.1.2. Be able to demonstrate existing training infrastructure and capacity within the organization to support SRP training;

4.1.3. Have a track record of at least five (5) years in providing public or customized training activities in agriculture;

4.1.4. Commit to adherence to the requirements and rules set out in the SRP Brand Manual and Claims Guideline regarding co-branding and logo usage;

4.1.5. Submit a proposal to become an SRP Authorized Training Provider to the SRP Secretariat.

4.2. Proposals to become an SRP Authorized Training Provider should meet the following criteria (checklist approach):

4.2.1. Demonstrate compliance with eligibility criteria as per Section 4.1 above;

4.2.2. Commit to deliver at least 3 SRP Authorized Training Course(s) within the first 18 months (about 1 and a half years) of authorization;

4.2.3. List all training course(s) to be offered and/or proposed;

4.2.4. Identify priority audiences (e.g., specify geographic coverage, role or function of target trainees);

4.2.5. Determine the structure and systems for tailoring standard training modules and materials and/or designing supplementary training content;

4.2.6. Determine the structure, systems and methodology for delivery of training courses;

4.2.7. Recognize the multi-stakeholder approach in developing SRP training modules and materials, which are published in the public domain under a Creative Commons license;

4.2.8. Provide information regarding available training resources, training plans, current human resource capacity to conduct the trainings (available Authorized Training Providers) and mention any support from SRP secretariat if required;

4.2.9. Indicate fees to be charged to participants for training course(s);

4.2.10. Provide a revenue projection showing anticipated financial contribution to SRP to support management and strengthening of the SRP Training System (based on a revenue-sharing arrangement where 25% of course fees are shared with SRP); and

4.2.11. The proposal may request authorization status for up to three years, contingent upon satisfactory performance in the annual reviews conducted by SRP.

5. Procedure for SRP endorsement

Step 1	Step 2	Step 3	Step 4
Eligible training service provider submits a proposal to the SRP Secretariat	Secretariat provides written feedback within two (2) weeks, following the plans, criteria and procedures set forth in this document	In case of refusal, the applicant will have the right to appeal, revise and re-submit the proposal within sixty (60) days	A Memorandum of Understanding is signed between the Secretariat and training service provider to confirm agreed arrangements

6. Responsibilities

6.1. SRP Authorized Training Providers are expected to design, organize and implement SRP Authorized Training Courses, based on standard SRP-authorized pedagogy (e.g. training curriculum/learning modules, resource materials, training process and qualification requirements). Specifically, Authorized Training Providers are expected to fulfil the following roles:

6.1.1. Define training courses to be offered;

6.1.2. Adopt standard SRP training modules and materials as a basis for training courses;

6.1.3. Tailor standard SRP training modules and materials and/or design supplementary training content to meet identified needs of specific target audiences;

6.1.4. Secure SRP approval to develop new SRP Authorized Training Courses;

6.1.5. Select qualified experts to develop new courses;

6.1.6. Select qualified in-house trainers to serve as SRP Authorized Trainers;

6.1.7. Ensure that SRP Authorized Trainers possess and continue to meet the necessary qualifications, skills, and knowledge required for their roles as SRP Authorized Trainers;

6.1.8. Keep the SRP Secretariat informed about the status of the qualifications of SRP Authorized Trainers. This may involve providing updates on their training, certifications, or any changes in their expertise or qualifications;

6.1.9. If there is a need to enhance the skills or capabilities of SRP Authorized Trainers, address this internally through in-house capacity building;

6.1.10. Publicize training courses, giving priority to Registered SRP Projects and SRP Members;

6.1.11. Follow the requirements of the SRP Brand Manual and Claim Guidelines[1], particularly regarding co-branding and logo usage;

6.1.12. Manage organization and delivery of training courses with a high level of professionalism and integrity;

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[1] SRP-Brand-Manual-Claim-Guidelines_Nov23.pdf (sustainablerice.org)

6.1.13. Administer training examinations for each course, drawing from a pool of questions approved by SRP;

6.1.14. Submit to SRP lists of trainees completing courses and passing the examination, using a reporting format to be provided by SRP. A full list of Authorized Training Providers and Authorized Trainers is maintained on the SRP website;

6.1.15. Gather post-training feedback from participants and share the summary with SRP;

6.1.16. Prepare training plan and reports for SRP review and evaluation. After the completion of a Training Session, a detailed report must be submitted to SRP within 14 days; and

6.1.17. Contribute financially to SRP according to the agreed revenue-sharing arrangement.

6.2. The SRP Secretariat will provide the following essential support services to SRP Authorized Training Providers at no cost, subject to budget availability:

6.2.1 Provide standard SRP training materials on SRP instruments to serve as the core of the training content;

6.2.2 Review and endorse concept notes and content for proposed new or expanded SRP Authorized Training Courses;

6.2.3 Participate in online or face-to-face kick-off meetings/trainings;

6.2.4 Develop and arrange authorized trainer and auditor qualification exam using online exam portal to facilitate Authorized Training Providers/Conformity Assessment Bodies;

6.2.5 Issue official training certificates to successful participants, and maintain an updated list of Authorized Trainers on the SRP website;

6.2.6 Provide reporting template for training activities;

6.2.7 Schedule regular progress meetings to capture feedback and lessons learned;

6.2.8 Provide in-house capacity-building to enhance skills or competencies of SRP Authorized Training Providers as necessary.

6.2.9 Notify partner of any violation or non-compliance with agreements as per MOU and/or co-branding guidelines as stipulated in the SRP Brand Manual & Claim Guidelines; and

6.2.10 Withdraw endorsement after three recorded instances of violation or non-compliance by the designated Authorized Training Provider.

7. Guidelines for Authorized Trainers

7.1. Candidates seeking recognition as an SRP Authorized Trainer must first participate in the respective authorized training course(s) and pass the online examination corresponding to the trainer's selected topic and trainer designation (see table below).

Designation	SRP Authorized Training Courses			
	SPI	AS	IMS	CoC
SRP Authorized Trainer (SPI)	✓			
SRP Authorized Trainer (AS)	✓	✓		
SRP Authorized Trainer (IMS)	✓	or ✓	✓	
SRP Authorized Trainer (CoC)		✓		✓

Acronyms: Understanding the SRP Standard and Performance Indicators (SPI); Understanding the SRP Assurance Scheme (AS); Understanding the SRP Internal Management System (IMS) Standard and Guidelines; Understanding the SRP Chain of Custody (CoC) Policy and Standard.

7.2. SRP Authorized Trainers are registered and displayed in a public listing on the SRP website, complete with registration number issued by SRP.

7.3. SRP Authorized Trainers should communicate and conduct training as per their designation e.g., SRP Authorized Trainer SPI, SRP Authorized Trainer AS, SRP Authorized Trainer CoC or SRP Authorized Trainer IMS.

7.4. SRP Authorized Trainers may serve as part of the in-house capacity of Authorized Training Providers or Conformity Assessment Bodies (CABs) as an in-house trainer. When associated with an Authorized Training Provider, the training they conduct must be registered as official SRP training. Conversely, when functioning as an in-house trainer within a CAB, the training is intended to enhance the auditor's capacity within that specific CAB.

7.5. SRP Authorized Trainers can conduct training as independent personnel hired by Registered SRP Projects, SRP Members, or SRP producers to facilitate capacity building on the SRP Standard and Performance Indicators, Assurance Scheme, Internal Management System Standard, and Chain of Custody Standard (limited to the topics for which they are endorsed to provide training). However, this type of training will not be considered SRP official training unless it involves an Authorized Training Provider.

7.6. SRP Authorized Trainers have the authority to:

7.2.1. Conduct training needs assessments on behalf of their client to identify specific training requirements and support needs related to SRP;

7.2.2.   Access ready-to-use core training modules and supplementary SRP training materials in English language;

7.2.3.   Translate core training modules into local languages in compliance with Guidelines for Translating SRP Tools and Publications; and

7.2.4.   Deliver training on topics for which they are certified to their target audiences (e.g., local trainers and implementers, farmers, value chain actors).

7.7.   Authorized Trainers shall NOT conduct inspection or auditing for the same company to which they have delivered training.

8. Capacity Building in Relation to Revision of Normative Documents

As part of our commitment to continuous improvement, SRP's normative documents are subject to regular review and revision. This process involves experts and stakeholders through feedback collection and public consultation. Training materials and examination questions must be updated to reflect revision of SRP normative documents, and Authorized Trainers must familiarize themselves with all revisions. To facilitate familiarization, any major revision leading to release of a new version of a normative document (e.g. version 1.0 migrating to 2.0) requires official SRP training provided by an SRP Authorized Training Providers. Minor revisions resulting from stakeholder input, which involve updates to an existing version (e.g. 1.0 changing to 1.1,), require only that Authorized Trainers undergo a mandatory and free online calibration session facilitated by the SRP Secretariat.

8.1. What Happens in Case of Major Revisions?

8.1.1   Any major revision to a normative document will be accompanied by a list of changes. SRP Authorized Training Providers, Authorized Trainers, Scheme Managers, In-house trainers and auditors will be required to participate in a mandatory online calibration webinar to provide updates on the new version, to be held within one month of its release;

8.1.2   Following the calibration webinar, SRP will update the respective Training Module to incorporate changes and ensure compatibility with the new version.

8.1.3   SRP will organize and host two Pilot Refresher Sessions followed by exams within three months of the release of a new major revision. This approach offers flexibility in scheduling and aims to maximize participation for Authorized Trainers. These sessions are free of charge; only Authorized Trainers and In-house Trainers are entitled to participate;

8.1.4 After these sessions, Authorized Training Providers are encouraged to organize training sessions to offer training on the new version to all its Authorized Trainers. This is because within six months of release of a new version of the normative document, all Authorized Trainers must participate in the official SRP training sessions to maintain their recognition;

8.1.5 Authorized Trainers are required to calibrate and pass the refresher exam within six months of release of a new version either through SRP Pilot Refresher Sessions (Authorized Trainers and In-house Trainers) or by participating in training courses organized by Authorized Training Providers. Successful Authorized Trainers will receive a new certificate of recognition. Authorized Trainers/ In-house Trainers who fail to attend or qualify for the refresher session examination will no longer be authorized to provide training or conduct verification of the relevant module;

8.1.6 Certificates of Authorization are valid for three (3) years unless there is a new major revision before completion of the validation period; and

8.1.7 Authorized Trainers who fail to maintain qualifications will no longer be authorized to provide SRP training and will be delisted from the list of Authorized Trainers posted to the SRP website.

8.2. What happens in case of minor revision?

8.2.1 Minor revisions are documented as a list of changes in the existing document;

8.2.2 The SRP Secretariat will communicate the changes to all Authorized Training Providers, Authorized Trainers, Inhouse Trainers and Auditors through a free online calibration webinar;

8.2.3 Following the calibration webinar, SRP will work in consultation with SRP Authorized Training Providers to update the relevant Training Module to ensure compatibility with the revised version. Updated training modules become available for relevant stakeholders immediately on approval by the SRP Technical Committee;

8.2.4 Authorized Trainers and In-house Trainers are not required to attend a refresher course or examination because of minor revisions to a normative document and will continue to be recognized as Authorized Trainers based on their participation in the mandatory calibration webinar; and

8.2.5 In-house trainers for Conformity Assessment Bodies (CABS) are required to update auditors and other in-house trainers on changes and updates to SRP normative documents using the new training modules. it is Such in-house calibration sessions/trainings are mandatory if the auditors do not attend the Calibration webinar arranged by SRP.

9. Guidelines for Auditors

9.1. SRP approved Conformity Assessment Bodies (CABs) shall establish a system to monitor compliance of their auditors with all requirements stipulated in the SRP Assurance Scheme v 2.0. This includes successfully completing the SRP online test before conducting any SRP audit.

9.2. All SRP auditors are required to pass the examination for the SRP Assurance Scheme and either SRP SPI or SRP CoC, depending on the auditor's qualifications. For auditors conducting audits of Producer Groups, successful completion of the training for SRP IMS is also required.

9.3. SRP auditors must participate in either an SRP Authorized Training or an internal SRP training conducted by the CAB's in-house trainer(s).

9.4. In case the auditors have completed the SRP Authorized Training through an Authorized Training Provider, the training qualification certificate can be admitted as prove of qualification, and in case it matches to the AT qualification they will also be registered as Authorized Trainers.

9.5. In case the auditors have completed the SRP Training through CAB's in-house training, the CAB should forward the in-house training details to the SRP Secretariat with a request to arrange an online examination within one month of the in-house training. SRP Secretariat will arrange the online exam through its online exam portal. They can qualify as an auditor to conduct SRP Verification Audit if they have completed all auditor's qualification requirements.

10. Validity

10.1. This document has been reviewed and approved by the SRP Secretariat and the Technical Committee and will be valid until a revised version is published.

10.2. SRP endorsement of the SRP Authorized Training Provider will be valid for 3 years from date of latest signature of the Memorandum of Understanding between the parties, following which SRP endorsement can be renewed for a further 3 years by mutual agreement, subject to continued compliance with prescribed criteria and responsibilities.

10.3. The Certificate of Authorization for Authorized Trainers is valid for three (3) years unless there is a new major revision before the end of the validation period.

11. Annexes

Annex – I
The SRP Training System at a glance

SRP Authorized Training Providers (institutions) deliver SRP Authorized Training Courses.	Courses produce individuals qualified to conduct farmer outreach, training **(SRP Authorized Trainers, CAB's In-House Trainers)**, and verification activities.	SRP publishes **an online list of SRP Authorized Trainers and CAB's In-House Trainers** to support the needs to SRP Members.	SRP Members use **SRP Authorized Training Providers** (institutions) and/or **SRP Authorized Trainers** (individuals) and/or **CAB's In-House Trainers** (individuals) for training and verification.