

VLOG Training Concept

Responsibility for Training

VLOG trainings shall be trained by Quant Qualitätssicherung GmbH (hereinafter: Quant QS) on behalf of VLOG. The training materials will be the intellectual property of VLOG.

Type of Training

The sessions shall be ~~live~~ **online** training sessions ~~attended by the auditors in person.~~

| changed

The maximum number of participants per training session shall be ~~15~~ **10 (maximum 12 in exceptional cases)**.

Annually, at least one additional training for the following areas is offered as live training, at which the auditors/evaluators/certifiers can be present personally:

| added

- **General/ no special focus**
- **Feed manufacturing, matrix organisation, logistics**
- **Agriculture, Group organisation agriculture**
- **Food processing/preparation, retail**

Quant QS can also conduct initial training sessions as in-house **or online** training sessions (e.g. on the premises of a certification body). Please contact Quant QS (vlog.fra@tentamus.com) for scheduling and to receive an offer.

| added

Advanced training sessions are always held for multiple certification bodies to enable an exchange of views. In-house **or online** training sessions can be held with the participation of at least three independent certification bodies. Please contact Quant QS (vlog.fra@tentamus.com) for scheduling and to receive an offer.

| added

Scheduling Training Sessions

Quant QS shall schedule the dates for training sessions for a given year in the autumn of the previous year and notify the certification bodies recognised by VLOG. In addition, the dates shall be published on the home page of Quant QS (<https://www.quant-qs.de/schulungen-seminare/vlog-schulungen/>).

The training sessions shall be distributed evenly throughout the year (at least one initial training session and one advanced training session per quarter) and shall (generally) be held in **premises of the Quant QS/subsidiary companies/conference hotels or online**. The arrangements for overnight accommodation shall be made by the participant or the certification body.

| added

Quant QS shall take the advanced training needs of approved VLOG auditors/**evaluators/certifiers** into account when making the schedule. There shall be an adequate number of places for all auditors/**evaluators/certifiers**. Nevertheless, please schedule participation in a training session with an adequate lead time and take all the training dates spread over the year into account when scheduling participation. Since the training certificate is valid until the end of the second subsequent year (cf. Item 0 – Training Certificates), participation shortly before the end of the year does not give you any advantage. Rather, there is a risk that approval as a VLOG auditor/**evaluator/certifier** may be lost due to the limited number of participants per training session.

| added

Registration for Training

Preferably, the certification body can register auditors/**evaluators/certifiers** for a training session with Quant QS, or freelance auditors can register themselves.

| added

The registration is binding; it must be made in writing and sent to vlog.fra@tentamus.de, and must include the full name of both the auditor/**evaluator/certifie**, **e-mail address, telephone number (if applicable) and contact details** of the certification body.

| added

In addition, for the initial training session, each auditor shall fill out and submit a CV form which will be provided by Quant QS. | deleted

Quant QS shall inform the participants of the details of the training session 4-6 1 weeks before the event. | changed

Training Costs

Quant QS shall inform the certification bodies of the fee to cover the costs of training. The costs shall be billed to the certification bodies or to the auditors who have registered directly, after the event. | added

The cost is 270 € for online training and 290 € for physical training.

There shall be no charge for replacing a participant.

There shall be no charge for cancelling participation if the cancellation is made more than six weeks before the date of the training session.

50% of the costs shall be charged for cancellations within six weeks of the training date.

100% of the costs shall be charged for cancellations within one week of the training date.

Training Documents

The training documents shall be prepared by Quant QS and approved by VLOG. Any changes must be approved by VLOG.

The training documents will be provided to the participants or the certification bodies with the invitation.

Training Procedure, Content of the Training Session

Training sessions cover multiple stages **or just specific stages.** | added

They shall include the VLOG certification system and the specific requirements of the VLOG Standard.

The training sessions shall also offer time for questions, suggestions and case studies. Whereas initial training shall primarily deal with the basic VLOG certification system, advanced training shall deal with changes, provide a refresher course and explain frequent errors.

At the conclusion of the training session, there shall be a test to determine what has been learned. The participants must pass this test to be admitted to the VLOG system (e.g. to conduct VLOG audits, evaluate VLOG audits).

Testing

Preparation of the test

The test documents shall be prepared by Quant QS and approved by VLOG.

The questions shall generally be created as open-ended questions, but some multiple-choice questions are also possible.

The link to the test will be sent in advance with the link to the training registration. Internet must be available. The exams are written via the tool Owl. Possible technical problems are planned for the participants so that they have three trials per session. | added

Preparation for the test

There is no publicly available list of questions. The auditor/**evaluator/certifier** has already participated in internal VLOG training by the certification body before participating in the official VLOG initial training session. | added

Adequate work with the VLOG Standard and participation in training provided by Quant QS should be sufficient as additional preparation.

Content of the test

Questions will be asked regarding the various stages. They will not be too specific so that an auditor/**evaluator** who does not conduct/**evaluate** audits in this area can answer the questions after the training session. | added

The test shall consist of questions regarding specific provisions of the VLOG Standard (covering multiple stages or a specific stage) and regarding the general concept of "ohne Gentechnik" production (e.g. "Ohne Gentechnik" seal, "VLOG geprüft" seal, VLOG, laws, etc.).

Grading the test

Quant QS shall be responsible for supervising the tests. The employees who supervise the tests shall be appropriately trained. The supervisors shall have established solutions at their disposal.

The test has been passed if at least 50% ($\geq 50\%$) of the maximum number of points obtainable have been obtained.

The test has not been passed if fewer than 50% ($< 50\%$) of the maximum number of points obtainable have been obtained. **For this purpose, the results are cross-checked/controlled by a second supervisor.** | added

When tests are not passed

The certification body and VLOG shall be informed of negative test results within two weeks after the training session.

~~Tests that have not been passed can only be viewed on-site at Quant QS (Fulda) or at VLOG GS (Berlin).~~ | changed
Questions/answers that have not been passed can be requested by phone if necessary; a written submission is not allowed.

A test that has not been passed must be repeated ~~on-site~~ **online** at a later date. This can be done in conjunction with a training session or on a retesting date. ~~Alternatively, the test can also be repeated at VLOG GS, upon request.~~ There will be an administrative fee for the repeat test of **70 €**. **In case of repeated non-passing the participant have to repeat a full training session.**

Initial training

If the test after the initial training session is not passed, audits may not be performed or evaluated until the test has been successfully passed. The maximum number of repeat tests is two per calendar year.

Advanced training

If the test after the advanced training session is not passed, the auditor/evaluator/certifier must pass a make-up test no later than two months after the date of the training session (i.e. usually six weeks after notification of the results) to be permitted to continue conducting VLOG audits.

The maximum number of repeat tests is two per calendar year. If the participant does not pass the make-up test(s) within the prescribed period, he may not conduct or evaluate any VLOG [audits].

Explanatory note: After the two months have expired, the participant can make his remaining attempts until the training certificate expires, if the training certificate has not yet expired and the two repeat attempts have not yet been exhausted. If the participant passes the test within this period, the training certificate shall be renewed. However, no audits may be conducted or evaluated during this period.

Training Certificates

Quant QS shall issue a training certificate to the auditor(**evaluator/certifier** after his participation in training and a successful test and send it to the certification body. The training certificate shall be sent no later than four weeks after the training session. | added

Training certificates shall be valid until the end of the second subsequent year.

- e.g. training on 03 October 2021, certificate valid until 31 December 2023

Contact Quant Qualitätssicherung GmbH (Quant QS)

E-mail: vlog.fra@tentamus.com

Telephone: **+49 89 41325355 800 0661-25181-050** | changed