

# VLOG Training Concept

## Responsibility for Training

VLOG training sessions shall be carried out by Quant Qualitätssicherung GmbH (hereinafter: Quant QS) on behalf of VLOG. The training materials shall be the intellectual property of VLOG.

## Types of Training

The following training sessions shall be offered:

- Initial training (for auditors/evaluators/certifiers who have recently been added to the VLOG system)
- Advanced training (for experienced auditors/evaluators/certifiers) in the following subject areas:
  - o General/no specific focus
  - o Feed manufacturing, matrix organisation & logistics
  - o Agriculture & Group organisation agriculture
  - o Food processing, logistics & retail

The maximum number of participants per training session shall be 10 (maximum 12 in exceptional cases). The sessions shall generally be online training sessions.

If there are sufficient participants and the certification bodies so request, training shall also be offered as on-site training. If interested in on-site training, the certification bodies should contact Quant QS by 31 December of the previous year and inform them of the number of interested participants and the desired subject areas (see above).

## In-House Training

Quant QS can also gear VLOG training sessions toward individual businesses (in-house training sessions). These sessions can be conducted on-site or online.

In-house initial training sessions may be conducted for one or more certification bodies. At least two independent certification bodies must participate in in-house advanced training sessions to guarantee an exchange of views.

Please contact Quant QS for scheduling and to receive a quote.

## 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 website 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). The participant or certification body itself shall be responsible for organising travel and accommodation.

Quant QS shall take the advanced training needs of approved VLOG auditors/evaluators/certifiers into account when making the schedule so that there are sufficient places for all. The certification bodies (**or the freelance auditors themselves**) shall be responsible for scheduling participation in the training sessions in good time so that VLOG approval of the auditors/evaluators/certifiers can be maintained. | added

## Registering for Training Sessions

The certification body may register auditors/evaluators/certifiers for a training session with Quant QS, or freelance auditors may register themselves as participants.

Registration is binding; it must be made in writing and sent to [vlog.fra@tentamus.de](mailto:vlog.fra@tentamus.de), and must include the full name of the auditor/evaluator/certifier, e-mail address, telephone number (if applicable) and contact details of the certification body.

Quant QS shall inform the participants of the details of the training session about 1 week before the event.

## Training Costs

The cost per person is ~~270~~ **€300** for online training and ~~290~~ **€320** for on-site training.

The costs will be billed to the participant or certification body after training.

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### Cost of Cancelling Participation or Re-registering (Rescheduling Participation to Another Date)

- Cancelling participation/**re-registering** more than six weeks before the date of the training session: no charge
- Cancelling participation/**re-registering** six weeks or less before the date of the training session: 50% of the cost
- Cancelling participation/**re-registering** within one week of the training date: 100% of the cost
- **Replacing the participant (naming a replacement participant) for the date booked: no charge**

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**If a participant is ill, Quant QS may decide on a case-by-case basis whether to waive cancellation/re-registration charges as a goodwill gesture. It is necessary to give timely notice of the illness and submit the doctor's note to Quant QS in a timely manner for this purpose.**

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## 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 may cover multiple stages or just specific stages.

They shall include the VLOG certification system and the specific requirements of the VLOG Standard. The training sessions shall also include 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

### Preparing the test

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

The questions shall generally be structured 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 register for the training. Access to the internet must be available. The exams are carried out using the tool Owl. Participants have three attempts per session to anticipate for any potential technical problems.

## Preparing for the test

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

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

## Content of the test

Depending on the subject matter of the training session, 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 will be able to answer these questions after the training session.

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., the “Ohne Gentechnik” seal, the “VLOG geprüft” seal, VLOG, statutes, etc.).

## Marking 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. In this case, the results are remarked/checked by a second supervisor.

## Failed tests

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

Questions that have not been passed/answers may be requested by the certification body by phone; no information may be provided in writing.

A failed test must be retaken online at a later date. This can be done in conjunction with a training session or on a retest date. There will be an administrative fee for the retest of €70. In the event of repeated failures the participant must repeat an additional full training session.

## Initial training

If the test after the initial training session is failed, audits may not be conducted or evaluated until the test has been successfully passed. The maximum number of retests 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 retest no later than two months after the training session in order to be permitted to continue conducting VLOG audits.

The maximum number of retests is two per calendar year. If the participant does not pass the retest(s) within the prescribed period, they may not conduct or evaluate any VLOG audits.

*After the two months have expired, the participant may take their remaining attempts until their training certificate expires, if the training certificate has not yet expired and the two repeat attempts have not yet been taken. 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 their participation in training and successfully passing the test and send it to the certification body. The training certificate shall be sent no later than four weeks after the training session.

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

- e.g., training on 03 October 2025, certificate valid until 31 December 2027

## Contacting Quant Qualitätssicherung GmbH (Quant QS)

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