**RSPO – ENDORSED RSPO P&C LEAD AUDITORS COURSE.**

**BOGOR, INDONESIA.**

**Monday 28th August to Friday 1st September 2017.**

Contact person and course leader: Bart W van Assen bart@auditor.id or bart@checkmarktraining.com

Held over a contiguous 5-day period, this course is intended for delegates who have the intention to become an RSPO P&C Lead Auditor. The training syllabus includes relevant sections of the RSPO Supply Chain Certification Standard and all other associated requirements for RSPO compliance for oil palm growers and millers.

* The course is primarily for the potential Lead Auditors and all training material will be presented in such a way as to show its relevance to the audit process.
* Delegates from other backgrounds may apply and may be accepted if there is enough room on the course.
* **Note:** CheckMark Training offers specific bespoke training for the industry and stakeholders.
* The course duration is 40 contact hours comprising the following:

Days 1 to 3. Lecture based training and workshops. (24hrs)

Day 4. Mock audit in oil palm plantation and mill. (10hrs).

Day 5. Course summary and 2.5 hr written exam. (6hrs).

* All lead auditor delegates are required to provide evidence of the following prior to attending this course:
* Post-high school / secondary school training in either agriculture, environmental science or social science.
* Five years professional experience in an area of work relevant to the audit (e.g. palm oil management; agriculture; social science).
* Successful completion of an ISO 9000 or 19011 lead auditors course.
* “Registered Delegates” are those delegates who comply with the pre-requisites and have paid the course fee in full in advance of the course.
* ***ALL delegates*** will study pre-course training material and will demonstrate knowledge by achieving a minimum of 70% in a pre-course exam covering a range of subjects relating to RSPO certification.
* Full details of the course content are in document 1.0 CMT RSPO LA Course Introduction.
* The following 4 RSPO training volumes prepared by David Ogg and Partners Ltd will be sent to all registered delegates.
* **Volume 1.** RSPO P&C Certification for Oil Palm Growers and Oil Mills.
* **Volume 2.** RSPO P&C Certification for Group Managers, Independent Growers and Smallholders.
* **Volume 3.** RSPO Supply Chain Certification for the Palm Oil and Palm Kernel Supply Chains.
* **Volume 4.** RSPO P&C and Supply Chain Certification for the Certification Bodies and Auditors.
* All delegates who demonstrate successful completion of the course by achieving the necessary pass rate for the written examination will receive an individual certificate.
* Course fees include all applicable training material, refreshments and lunch each day, transport to the mock audit site and individual certificate as applicable.
* Course fees do not include accommodation or travel to and from the training centre or hotel.
* Fee per individual delegate:
* **Early bird registration fee.** Before 28th July: IDR 17,000,000 per delegate.
* **Registration after 28th July:** IDR 18,000,000 per delegate.
* **Refresher course for qualified lead auditors. (Days 1 to 3).** IDR 11,000,000.

**Please complete the registration form on the next page.**

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 **Registration form.**

Please complete and email back to Bart W van Assen bart@auditor.id or bart@checkmarktraining.com

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| **Main contact details:** |
| Company name: |  |
| Contact person: |  |
| Business/ invoice address: |  |
| Office telephone: |  |
| Mobile telephone: |  |
| e-mail: |  |
| Reference for invoice: |  |

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| **Details of delegates for 5 day course.**The name will also appear on the certificate and so it is important to be clear and accurate. |
| **Name:** | **Email address:** |
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| **Pre-course qualifications required.**For each lead auditor delegate, please provide evidence of the 3 pre-course qualifications required as listed above. |

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| **Details of delegates for 3 day P&C refresher course.**The name will also appear on the certificate and so it is important to be clear and accurate. |
| **Name:** | **Email address:** |
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| **Please provide a copy of the previous certificate of successful training.** |

**TERMS AND CONDITIONS** Training materials are provided to participants prior to the course. Participant cancellations received more than two weeks before the training will be refunded 50% of the registration fee. After that time, the registration fee is non-refundable. If you are unable to attend the training for any reason, it is possible to send a different person in your place. Participants who have not paid the full registration fee shall not be eligible to receive certificates of attendance upon successful course completion. Should the training have to be cancelled or postponed by CheckMark Training, registered participants will be reimbursed the full registration fee paid. CheckMark Training is not liable for costs associated with participant travel and lodging.