



TRAINING QUALIFICATION PROGRAM

INFORMATION AND APPLICATION PACKAGE

Submit to:

**Accreditation Committee
Food Processing HR Council
200B- 2249 Carling Avenue
Ottawa, ON K2B 7E9
Tel. (613) 237-7988
Toll Free 1-877-96-FPHRC
Fax. (613)237-9939
Email: dpoulin@fphrc.ca**

FOOD PROCESSING HR COUNCIL- PROGRAM DESCRIPTION

The Food Processing HR Council (FPHRC) is a national, non-profit sector council dedicated to delivering the most up-to-date human resource information and industry driven training tools to support a safe and secure food supply, and a viable and competitive food processing sector. Through our strategic alliances and partnerships with industry, educators, associations and government, our objective is to optimize the competitiveness of the Canadian food processing industry by maximizing its most important resource...people.

As the voice of human resources for all Canadian food processors, the FPHRC is constantly monitoring HR trends and developments to define current human resource issues. Our role is to develop industry led standards and promote a workplace learning culture.

Communicating with food processors, every FPHRC program is a direct result of responding to industry needs and requests. All training materials are reviewed and validated by food processing industry stakeholders, prior to being made available.

The Food Processing HR Council relies on the patronage of its industry members to provide support, input and endorsement of its programs and services.

Member companies receive:

- priority, no-cost participant placement in workshop evaluations;
- an opportunity to assist with the establishment of national industry training programs;
- regular updates on industry developments and FPHRC initiatives through the HR Food Source newsletter and monthly newflash;
- special member discounts on FPHRC products and services; and
- a major voice regarding the future agenda of the FPHRC, through its Board of Directors.

For more information contact:

Food Processing HR Council
200B- 2249 Carling Avenue,
Ottawa, Ontario, K2B 7E9
Tel: (613) 237-7988
Fax: (613) 237-9939
Email: jgriffith@fphrc.ca
Web site: www.fphrc.ca

PROGRAM DESCRIPTION

The Food Processing HR Council (FPHRC), on behalf of its industry partners and the educators serving the food processing industry, has developed a series of training courses. These courses have been developed to meet the specific needs of the industry in changing times; the courses respect the maintenance of voluntary national industry standards, as applicable.

FPHRC is not a training provider; the role of FPHRC is to provide the resources necessary to assist trainers in meeting the industry's needs. FPHRC provides the materials which include the participant and instructor guides, for each FPHRC training course. FPHRC training may be delivered through a network of qualified educational and training institutions, including community colleges, private trainers and the in-house training departments of industry employers.

Even though FPHRC maintains an “arms length” arrangement with the delivery of its training courses, industry has asked FPHRC to take steps necessary to ensure consistent quality and standards in this delivery. Accordingly, FPHRC has developed the following process that will serve to identify and qualify those educational institutions, trainers and other organizations that have access to the facilities, equipment and personnel necessary to deliver these training courses.

FPHRC has attempted to develop a thorough yet flexible accreditation process, a process that will allow for a wide variety of applications in a number of areas. This process recognizes the realities facing those that may wish to deliver FPHRC training, and also acknowledges the needs of adult learners.

The qualification process developed by FPHRC is relatively straight forward and economical. Those that wish to deliver FPHRC courses are required to complete an application and a “self-audit” of the specific criteria for the particular course(s) in question.

FPHRC's board of directors will appoint an accreditation committee to review the contents of each application and to recommend a specific course of action. The committee will make a specific recommendation to the FPHRC board of directors who will:

- a) approve, for a one year period, the training institution and the individual trainer(s) for delivery of the course(s) or,
- b) approve, on a conditional basis and subject to further information, the training institution and the individual trainer(s) for delivery of the course(s) or,
- c) defer the approval pending a review of further information or clarification; including the possibility of “on-site” visits by an industry team or,
- d) decline the application to deliver FPHRC training courses.

The application and audit contains a number of key sections; each section details a predetermined set of requirements associated with the effective delivery of a course and maintenance of standards. The following pages make up the application/self-audit form. Organizations or individuals who wish to deliver any FPHRC courses must complete the entire application and return it, by mail or by fax, to the FPHRC office prior to any courseware being released to the trainer. Only those organizations or individuals who complete the entire form will have their applications considered.

The qualification period covered by submission of this application will be for one year; at the anniversary date of this application, a renewal of the application will need to be submitted. Granting of the qualification is subject to review, at any time during the period, subject to cause at the sole discretion of the FPHRC.

Organizations that have their applications denied may appeal the decision, in writing, to the board of directors of the FPHRC. The FPHRC board of directors will have final determination as to the status of any application.

In addition to the satisfactory completion of this form, those organizations wishing to apply for qualification must provide the following to FPHRC:

- Payment of amount specified as outlined in the application form.
- Executed agreement releasing FPHRC from liability that may arise from the applicants delivery of FPHRC training programs.
- Satisfactory proof of comprehensive liability insurance in a form acceptable to FPHRC.
- Proof, as required, of relevant federal, provincial or municipal registration as an educational institution.
- An up to date resume or C.V. for each individual trainer included in the application.

Applicants should allow between 2 - 4 weeks for processing of the application; incomplete applications or those requiring clarification will delay processing.

Questions or concerns regarding the application process may be directed to the Accreditation Committee, attention to Dayna Poulin at 613-237-7988, or email: dpoulin@fphrc.ca.

APPLICATION FORM

1. ORGANIZATIONAL INFORMATION

Organization / Company Name _____

Head Office Address _____

City _____ Province _____ Postal Code _____

Phone () _____ Fax () _____

Individual Completing Application _____ Title _____

Phone () _____ Email _____

Organization is (please check one):

- Community college or university
- Private trainer/consultant
- Employer (in-plant training)
- Other (please specify):

Does your organization provide community based training? Yes No

This application is to deliver (please check one):

per FPHRC course title (\$200 per year / per course) **EMPLOYERS ONLY (in-plant training)**

please indicate which course (s) _____

per FPHRC course title (\$500 per year / per course)

please indicate which course (s) _____

multiple FPHRC courses (\$2000 per year)

2. FACILITY AND EQUIPMENT INFORMATION – GENERAL APPLICATION

a) Classroom training

Please confirm (by checking the box beside each applicable point) that the following conditions or equipment requirements will be met:

- Classroom – stand alone room, providing appropriate lighting, climate control and sound conditions
- On-site restrooms, drinking water as well as access to refreshments
- Appropriate seating for each trainee as well as tables or desks to allow trainees to take notes
- Chalk/white board or flipchart of size appropriate to room
- Projector and screen
- Television and VCR
- Facility complies with local and provincial regulations relative to fire safety and health and safety requirements
- Facility carries adequate liability insurance coverage

b) Instructional and Resources materials

Please confirm (by checking the box beside each applicable point) that the following materials will be available for use:

- Instructor's Manual (for each course) and Resources as detailed
- Participant's Handbooks (for each participant)
- Videotapes (if applicable)
- All additional instructional materials as prescribed in the instructor's manual of the particular course being taught.

Instructional and resource materials specific to FPHRC training courses must be sourced through the FPHRC office. Other non-specific materials may be sourced through applicable channels.

In addition to the foregoing, FPHRC courses have specific requirements relative to equipment and instructor qualifications. These requirements are outlined as an addendum to the main application form and must also be completed as part of the qualification process.

3. PERSONNEL INFORMATION – GENERAL APPLICATION

Training Management

Please provide the following information for the individual within your organization that has overall responsibility for the delivery of FPHRC and other training.

Name _____ Title _____

Address _____ City _____ Prov _____

Postal Code _____ Email _____

Phone () _____ Fax () _____

4. EVALUATION OF PARTICIPANTS

Evaluation of the knowledge acquired by course participants is of significant concern to the FPHRC, the employers and to the employees themselves. Please indicate which method(s) of evaluation you would be prepared to use to assess the knowledge gained by the participants.

- Practical demonstration of skills
- Written examination
- Verbal examination
- Assignment of quiz
- Other (please specify):

5. QUALITY CONTROL MEASURES

The development and use of appropriate quality control measures is an essential part of the maintenance of the FPHRC training standards. FPHRC will collect the data gathered relative to quality and customer satisfaction as part of the monitoring of the training courses.

Please indicate how you will measure the quality of the training delivered and the overall satisfaction with the courses.

- On-site participation surveys
- Follow up telephone surveys with participants and employers
- Other (please specify):

ADDENDUM

Application to deliver FPHRC Courses

Title of Courses:

1) Facility

Please confirm that the following materials will be on hand and available for use in the delivery of these courses.

- Instructor's Manual and Resources as detailed
- Participant's Handbooks (for each participant)
- DVDs (if applicable)
- All additional instructional materials as prescribed in the instructor's manual

2) Instructor / Trainer Qualification

a) Instructors or trainers delivering FPHRC training must meet the following minimum qualification:

- acknowledged expertise in the subject matter in question and / or the appropriate professional qualification, designation or degree and,
- a minimum of 2 years of appropriate work experience within the subject area and,
- have successfully completed a recognized course in instructional techniques (train the trainer) or can demonstrate competency in instructional techniques through experience

b) List of Qualified Instructors

Please provide the following information for all instructors / trainers (meeting the minimum qualifications listed in section 2 a) that will be delivering FPHRC training. In addition to the completion of this section, the application for qualification must include an up to date resume or C.V. for each of the instructors included in the application. Please use additional pages to record instructors' qualifications as necessary.

Instructor(s) Information

(i)Name _____ Title _____
Address _____ City _____ Prov _____
Postal Code _____ Email _____
Phone _____ Fax _____

Provide the title of FPHRC courses for which this instructor will deliver the training.

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This instructor meets the minimum qualifications as outlined in section 2 a -

Yes No

(ii)Name _____ Title _____
Address _____ City _____ Prov _____
Postal Code _____ Email _____
Phone _____ Fax _____

Provide the title of FPHRC courses for which this instructor will deliver the training.

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This instructor meets the minimum qualifications as outlined in section 2 a -

Yes No

(iii) Name _____ Title _____
Address _____ City _____ Prov _____
Postal Code _____ Email _____
Phone _____ Fax _____

Provide the title of FPHRC courses for which this instructor will deliver the training.

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-

This instructor meets the minimum qualifications as outlined in section 2 a -

Yes No

(iv) Name _____ Title _____
Address _____ City _____ Prov _____
Postal Code _____ Email _____
Phone _____ Fax _____

Provide the title of FPHRC courses for which this instructor will deliver the training.

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This instructor meets the minimum qualifications as outlined in section 2 a -

Yes No